LETS - Lab Employee Time System

LETS is the time and attendance system for Lawrence Berkeley National Laboratory. LETS is a web-based system which allows for employee time entry as well as supervisor review and approval of time. LETS stores current leave balance information along with project and activity data that processes to the Payroll, Labor Distribution (LDRS) and Financial Management (FMS) systems.

Access:

LETS can be accessed at https://lets.lbl.gov
LDAP user name and password are required.

Training & Resources:

- Employee training
- Timekeeper training
- Approver training
- LETS Timekeeper Manual
- LETS Lite User Guide
- LETS FAQ
- LETS Employee Navigation Highlights
- LETS Approver Navigation Guide

Sweep Dates:

Biweekly paid employees:
- The 1st business day of each week at 12:00PM, and
- The 1st business day of the month at 12:00PM

Monthly paid employees:
- The 4th business day prior to the end of the month at 12:00PM

If any changes to the regular processing schedule take place, (holiday's, fiscal year end, or annual Lab shutdown) the Sweep Dates link in LETS will be updated and an email will be sent out advising of the change.

Contact Us:

LETS questions: letsteam@lbl.gov
General payroll questions: payroll@lbl.gov
LDAP username and password request: Computer Accounts (New)
LDAP password problems: Central Help Desk at ext. 4357

Deadlines for Time Certification Reports Checklist Entries:

Employees and Approvers should provide their signed signature required reports to their timekeeper no later than the 10th of the following month. Timekeepers must acknowledge receipt of the signed signature required reports in LETS no later than the 15th of the following month by 5:00PM. If the 15th of the month falls on a weekend or holiday, the deadline will be extended to the next business day at 5:00PM.

System Requirements:
Supported Browsers
Firefox, Safari, Chrome

Functional Owner:
Office of the Chief Financial Officer, Controller's Office, Payroll

IT Business Systems Owner:
HR Systems Support; contact iss-hris@lbl.gov

Status:
Operational