

## Payroll Additional Pay Time Reporting Function (EDAP)

The Additional Pay screen (EDAP) is used to pay:

- (1) a positive time employee **for the current period** who doesn't appear on the Roster
- (2) a positive time employee **for the current period** who appears on the Roster, but for whom the distribution information is incorrect
- (3) An exception time employee for additional hours worked **for the current period**

Important: The Additional Pay screen is only to be used to report time worked in the current period. To schedule payments for prior periods, enter an LX transaction on the EDLR screen.

On the sample screen to the right, the circled numbers in the fields correspond with the numbers on the back of this card.

PPETAP0-E1576	Dept. Time Reporting	07/08/04 08:41:14
07/07/04 15:12:43	Additional Pay (EDAP)	Userid: PAYID44
ID: 019000002 Name: SMITH, GEORGE		Emp Status: A
Pay End: 11/30/04 Check Date: 12/01/04 Pay Cycle: MO		Page 1 of 1
C		
4 Seq: 5 Per End: 6 Pay Cyc: 7 Dst: 8 E: n/a T: n/a D: n/a Ttl: 9		
BAFOP PF: 10	RATE	11 AH 12 PRORATE 13
DOS: 14 Time: 15 H%: 16 DOS: 17 Hr: 18	DOS: 19	Hr: 20 WSP: 21
- Seq: _____ Per End: _____ Pay Cyc: _ Dst: _ E: _ T: _ D: _ Ttl: _____		
BAFOP PF: _ _____ RATE _____ AH _ PRORATE _		
DOS _____ Time: _____ H%: _ DOS: _____ Hr: _____ DOS: _____ Hr: _____ WSP: _		
- Seq: _____ Per End: _____ Pay Cyc: _ Dst: _ E: _ T: _ D: _ Ttl: _____		
BAFOP PF: _ _____ RATE _____ AH _ PRORATE _		
DOS: _____ Time: _____ H%: _ DOS: _____ Hr: _____ DOS: _____ Hr: _____ WSP: _		
Next Func: _____ ID: 1 000002 Name: _____ SSN: _____		
Seq No: _____ Pay Cycle: MO Pay End: 113004		
2 3		
====>		
F: 1-HELP	3-PrevMenu	5-Update
F: _____	9-Jump	10-Browse
		12-Exit

### To schedule an Additional Pay Transaction:

1. On the Online Applications Main Menu, type "EDAT" to select the Department Adjustment Transaction menu, and then press <Enter>.
2. On the Department Adjustment Transaction menu, type "EDAP" in the **Next Func** field to select the Additional Pay function.
3. The cursor will jump to the **ID** field. In the **ID** field, type the unique employee identification number.
4. Schedule the transaction: Tab to the **Pay Cycle** field and type the pay cycle in which the transaction will be processed (MO, B1, B2). In the **Pay End** field, type the pay cycle end date for scheduling the transaction, in the format MMDDYY.
5. Press <Enter> to display the Additional Pay screen.
6. Enter data in the unprotected fields on the screen (see field descriptions on the back of this reference card).
7. Review the data for accuracy.
8. Press <Enter>. The system will format and validate data on the screen.
9. Resolve any error messages as necessary. Make sure decimal point placement is correct before proceeding.
10. Press <F5 Update> to display the PAN (Post Authorization Notification) Notification Preparation screen.
11. Complete fields on the PAN Notification Preparation screen as necessary.
12. If desired, press <F10 Comments> to enter optional comments.
13. Press <F5 Update> to complete the update and send the PAN notification. You will return to the Additional Pay screen, and the "Update Process Complete" message will display.

	Field	Description	Required*	Comments
1	ID	Employee ID	R	9 digits
2	Pay Cycle	Pay Cycle	R	Pay Cycle in which the transaction will be processed. Values: <b>MO</b> (monthly), <b>B1</b> (biweekly), <b>B2</b> (Biweekly)
3	Pay End	Pay Cycle End Date	R	Pay cycle end date for scheduling; MMDDYY
4	C	Command	O	Tab through the field. (This field is used for the optional copy and retrieve commands.)
5	Seq	Sequence		System-derived number
6	Per End	Earnings Period End Date	R	The end date for the pay period in which the pay was earned - independent of the pay cycle end date entered when scheduling the transaction; MMDDYY
7	Pay Cyc	Pay Cycle Type	R	Pay Schedule associated with the employee's appointment. Values: <b>M</b> (monthly), <b>B</b> (biweekly)
8	Dst	Distribution Number	O	Number identifying the payroll distribution associated with the employee PPS appointment.
	E,T,D	N/A	N/A	Fields labeled E, T, and D are not currently in use.
9	Ttl	Title Code	R	The position or classification title for the appointment.
10	BAFOP PF	Business Unit, Account, Fund, Org, Program, Project, Flex	R	Chartstring. Project and Flex are optional. If no Project, tab to Flex. If no Flex, tab to Rate.
11	Rate	Rate/Amount	R	Enter hourly rate as 4 decimal places (enter 8.7500 for \$8.75). Enter monthly rate or by agreement amount as 2 decimal places (enter 2400.00 for \$2,400).
12	AH	Appointment Rate Code	R	Values: <b>A</b> (monthly or by agreement), or <b>H</b> (hourly)
13	PRORATE	Prorate Flag	O	On the EDAP screen, leave this field blank.
14	DOS (#1)	Regular Time Description of Service	O	Type of service for which the payment is rendered. Use this field for payment types <b>other than</b> overtime or leave time. Examples: REG (Regular), SDF (Shift Differential), BYN (By Agreement not subject to retirement).
15	Time	Regular Time associated with the transaction	C**	Time expressed in hours or percent of month. Enter hours as 2 decimal places (22.00 for 22 hours). Enter monthly percent as 4 decimal places (.2500 for 25%). **By agreement amount should <b>not</b> carry time value.
16	H%	Hours/Percent of Time Code	C**	Values: <b>H</b> (hourly), or <b>%</b> (percentage of a salaried pay rate). **By agreement amount should <b>not</b> carry an H% code.
17	DOS (#2)	Overtime or Leave Time Description of Service	O	Type of service for the overtime or leave hours. This field is <b>not</b> used for regular time.
18	Hr	Overtime or Leave Time in Hours	C	Enter hours with two decimal places
19	DOS (#3)	Overtime or Leave Time Description of Service	O	Type of service for additional overtime or leave hours. This field is <b>not</b> used for regular time.
20	Hr	Overtime or Leave Time in Hours	C	Enter hours with two decimal places
21	WSP	Work Study Program Type	O	Press <b>F1-Help</b> for a list of valid codes. Leave blank if the employee is not participating in a Work Study Program for the reporting period.

\* R (Required); O (Optional); C (Conditional)

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