

EDAT: OPTRS DEPARTMENT ADJUSTMENT TRANSACTIONS

OPTRS users can schedule adjustments for current or previously reported pay using options available on the Department Adjustment Transaction (EDAT) menu.

Adjustment transactions may include:

- Additional Pay (EDAP)
- One-Time Payment (EDFT)
- Late Pay (EDLR)
- Reduced Pay (EDLR)
- Retroactive Pay (EDRA)
- Single Expense Transfer (EDTS)

Step 1. Preparation

Off-System

1. Gather employee time records.
2. Secure the necessary approvals.

On-System

1. Log onto the Payroll/Personnel System.

Note: When processing an Additional Pay, Late Pay, or Reduced Pay transaction for an existing distribution, you must enter the distribution number in the Dst field on the detail screen. If you *do not know* the distribution number, use the IAPP function to find it.

2. At the **Next Func** field on the Online Applications Main Menu, type "EDAT" and press <Enter> to navigate to the Department Adjustment Transaction menu.
3. On the Department Adjustment Transaction menu, type the 4-character function code in the **Next Func** field.
 - EDAP for Additional Pay
 - EDFT for One-Time Payment
 - EDLR for Late Payment or Pay Reduction
 - EDRA for Retroactive Pay
 - EDTS for Single Expense Transfer
4. The cursor will automatically jump to the **ID** field. Type the employee identification number in the **ID** field.
5. Schedule the transaction. The values in the Pay Cycle and Pay End fields tell the system when to process the transaction.
 - Tab to the **Pay Cycle** field and type the pay cycle in which the transaction will be processed.
 - The cursor will jump to the **Pay End** field. In the **Pay End** field, type the pay cycle end date to be used for scheduling, in the format: MMDDYY.
6. Press <Enter> to display the appropriate transaction screen (EDAP, EDLR, etc.).

Step 2. Data Entry

EDAP, EDFT, EDLR, EDRA, EDTS Function

To Enter Data

1. See the reference card for the specific screen you are using.
2. To view the help panel for a screen field, place your cursor on the field and press <F1-Help>.

Step 3. Review the Data

1. Verify the data on the screen against the source document for each employee. Make sure you have completed all necessary entries, changes, or deletions accurately.
2. Press <Enter> to format and validate the data.

Edit messages are displayed in the system message area at the bottom of the screen.

If <F6-Nxt Msg> appears in the screen footer, press <F6> to see additional edit messages.

3. Resolve any edit messages as necessary.
4. Remember that **decimal point placement in OPTRS is critical**. To ensure accuracy, always include the decimal point when entering rate and time data. To help prevent overpayments and underpayments, take the time to double-check decimal placement after pressing the <Enter> key and before pressing <F5-update>.

Step 4. Update the Transaction Holding File

1. Press <F5 Update>.
2. The Post Authorization Notification (PAN) Preparation screen displays.
3. Optional: To add PAN recipients,

Press <F6 Directory> to search for and select a recipient

OR tab to the Email field (1st line), type the PAN recipient's Employee ID and press <Enter>

OR tab to the Email field (2nd line) and type the PAN recipient's fully-qualified email address (e.g., jsmith@berkeley.edu).

4. Press <F10 Comments> to add optional comments in the PAN Comments screen.

After you complete the PAN Comments screen, you may choose to take one of the following actions prior to the Update step:

- Press <F10 NotfPrep> to return to the Notification Preparation screen.
- Press <F11 Detail> to view the notification detail that will be sent.
- Press <F3> to return to the data entry screen and make changes, then press <F5 Update> to return to the PAN screen.

5. Press <F5 Update> to complete the update and send the notification.

6. If the update is successful, the transaction screen (EDAP, EDFT, EDLR, EDRA, EDTS) is displayed with the "Update Process Complete" message.

To process another transaction:

- Press <F3 Return> to return to the Department Adjustment Transaction screen, then follow steps 3-6 under **Step 1 Preparation On-System**.

OR

If you know the code for the next transaction screen, you can navigate to it directly as follows: complete the Next Func, ID, Pay Cycle, and Pay End fields and then press <Enter>.

Note: After moving to a new screen, always verify the information in the header to make sure that the Employee Name/ID, adjustment transaction, Pay Cycle and Pay Cycle End Date are correct. These fields are **not** automatically cleared after each transaction, and must be changed at the bottom of the screen as necessary. Based on the Pay Cycle and Pay Cycle End date you specified, the system will display the Check Date.

To exit PPS, press <F12 Exit>.

Note: Once a transaction has been updated, it is released to the Transaction Holding File and cannot be changed by the preparer.

If a correction needs to be made, the entire transaction must be reversed using the EDLR (Late/Reduce Pay) function, and then re-entered on the appropriate screen.

For example, an Additional Pay or a Late Pay transaction would be reversed using an RX transaction on the EDLR screen. An RX transaction would be reversed with an LX transaction on the EDLR screen.

Step 5. (Optional) IDTL Transaction Listing Inquiry

1. At the **Next Func** field, type "IDTL" to select the Transaction List function.
2. In the **ID** field, type the unique employee identification (ID) number.
3. Press <Enter>. The screen will display a list of transactions residing in the Transaction Holding File.
4. Press <F8> to display a list of transactions for other paydays, if any exist.
5. To view detail for a pay transaction, place your cursor next to the transaction you want to view and press <Enter>.

Note: You cannot access the detail screen for an expense transfer.