

Payroll Late/Reduce Pay Time Reporting Function (EDLR)

The Late/Reduce Pay screen (EDLR) is a multi-purpose transaction screen used to:

- (1) Generate late pay (LX)
- (2) Reduce pay (RX)
- (3) Reverse an LX transaction with an RX transaction or vice versa
- (4) Reverse an Additional Pay transaction with an RX transaction
- (5) Process leave usage and accrual adjustments using LX and RX transactions

You must specify a transaction code of LX or RX in the TR field on this screen.

Do not use the EDLR function for chartstring correction; for chartstring corrections, use the EDTS (Expense Transfer) function.

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

PPETLR0-E1576	Dept. Time Reporting	07/08/04 09:14:39
07/07/04 15:12:43	Late/Reduce Pay (EDLR)	Userid: PAYID44
ID: 019000002 Name: SMITH, GEORGE	Emp Status: A	Page 1 of 1
Pay End: 11/30/04	Check Date: 12/01/04	Pay Cycle: MO
C		
4 Seq: 5 Tr: 6 Per End: 7 Pay Cy: 8 Dst: 9 E: n/a T: n/a D: n/a Ttl: 10		
BAFOP PF: 11	Rate 12	AH 13 PRORATE 14
DOS: 15 Time: 16 H%: 17 DOS: 18 Hr: 19	DOS: 20 Hr: 21	WSP: 22
- Seq: _____ Tr: _____ Per End: _____ Pay Cy: _____ Dst: _____ E: _____ T: _____ D: _____ Ttl: _____		
BAFOP PF: _____ Rate _____ AH _____ PRORATE _____		
DOS: _____ Time: _____ H%: _____ DOS: _____ Hr: _____ DOS: _____ Hr: _____ WSP: _____		
- Seq: _____ Tr: _____ Per End: _____ Pay Cy: _____ 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 2 Pay End: 113004 3		
====>		
F: 1-HELP	3-PrevMenu	5-Update
F:	9-Jump	10-Browse
		12-Exit

To schedule a Late Pay or Reduce 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 "EDLR" in the **Next Func** field to select the Late/Reduce 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 corresponding pay cycle end date for scheduling the transaction, in the format MMDDYY.
5. Press <Enter> to display the Late/Reduce 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 validate and format 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 Late/Reduce Pay screen, and an "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: MO (monthly), B1 (biweekly), B2 (biweekly)
3	Pay End	Pay Cycle End Date	R	Pay cycle end date for scheduling purposes; 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	Tr	Transaction Type	R	Values: LX (Late Time), RX (Reduced Time)
7	Per End	Pay 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
8	Pay Cy	Pay Cycle Type	R	Pay cycle associated with the employee's appointment. Values: M (monthly), B (biweekly)
9	Dst	Distribution Number	O	Number identifying the payroll distribution associated with the employee's PPS appointment.
	E,T,D	N/A	N/A	Fields labeled E, T, and D are not currently in use.
10	Ttl	Title Code	R	The position or classification title for the appointment.
11	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.
12	Rate	Rate/Amount	R	Enter hourly rate as 4 decimal places (for example, enter 8.7500 for \$8.75). Enter monthly rate or by agreement amount as 2 decimal places (for example, enter 2400.00 for \$2,400, or 100.00 for \$100).
13	AH	Appointment Rate Code	R	Values: A (monthly or by agreement), or H (hourly)
14	PRORATE	Prorate Flag	O	Leave blank on EDLR screen.
15	DOS (#1)	Regular Time Description of Service	O	Type of service for which the payment is rendered. Use this field for payment types other than overtime or leave time. Examples: REG (Regular), SDF (Shift Differential), BYN (By Agreement not subject to retirement).
16	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 not carry time value.
17	H%	Hours/Percent of Time Code	C**	Values: H (hourly), or % (percentage of salaried pay rate). **By agreement amount should not carry an H% code.
18	DOS (#2)	Overtime or Leave Time Description of Service	O	Type of service for the overtime or leave hours. This field is not used for regular time.
19	Hr	Overtime or Leave Time in Hours	C	Enter hours with two decimal places.
20	DOS (#3)	Overtime or Leave Time Description of Service	O	Type of service for additional overtime or leave hours. This field is not used for regular time.
21	Hr	Overtime or Leave Time in Hours	C	Enter hours with two decimal places.
22	WSP	Work Study Program Type	O	Press F1-Help 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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