Payroll One Time Payment Time Reporting Function (EDFT)

A one-time payment is a payment made to an employee for a unique personnel action that is outside of the normal conditions of employment. Payment is in the form of a flat dollar amount.

Some of the one-time payments that can be processed on the EDFT screen include:

- Honoraria (HON)
- University extension pay (UNX)
- Staff Recognition and Development Award (SRD)*

This transaction requires the same approvals as other personnel actions.

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

* For more information about processing Spot Awards using OPTRS, please see "Processing Spot Awards using OPTRS One Time Payment (EDFT) Screen" in the OPTRS section of the Payroll web site at payroll.berkeley.edu/OPTRS/docs/SRDCodeOPTRS.pdf.


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PPETFT0-E1064              Dept. Time Reporting              11/14/01 14:32:11
11/08/01 11:04:05        One Time Payment (EDFT)             Userid:  PAYID12
ID: 011416889 Name: WILLIAMS, SAMUEL K        SSN: 123-45-6789 Emp Status: A
Pay End: 11/30/01 Check Date: 11/30/01 Pay Cycle:  MO            Page  1 of  1
                                                    ETD                    W
                                                    RYU              PerEnd S
C Seq      B BFSAc Fund  Org    Pr    Proj   Flex   CPC Ttl  DOS Amount  MMDDYY P
 4    5     6    7    8     9    10      11     12   n/a 13    14    15    16   17
 _   ____   _  ___  ____  ___  ___   _____  ____   ___ ___  ___ _____  _____ _
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Next Func: _____  ID: 011416889 Name: _____  SSN: _____
Seq No: _____    Pay Cycle: MO Pay End: _____

===> _____
F:   1-HELP              3-PrevMenu              5-Update
F:                       9-Jump    10-Browse              12-Exit
```

To schedule a One-Time Payment:

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 "EDFT" in the **Next Func** field to select the One-Time Payment 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 One-Time Payment 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 the 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 PAN comments.
13. Press <F5 Update> to complete the update and send the PAN notification. The One-Time payment screen will be displayed and the message "Update Process Complete" will appear.

	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 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	**B**	Business Unit	R	1-digit
7	**BFSAc**	BFS Account	R	5-digit
8	**Fund**	Fund	R	5-digit
9	**Org**	Organization	R	5-digit
10	**Pr**	Program	R	2-digit
11	**Proj**	Project	O	6-digit; if no Project, tab to Flex.
12	**Flex**	Flexfield	O	5-digit; if no Flex, tab to Title Code.
	ETD RYU CPC	N/A		These fields not currently in use. Tab through these fields.
13	**Ttl**	Title Code	R	The position or classification title for the payment.
14	**DOS**	Description of Service	R	Type of service for which the payment is rendered. Examples of appropriate DOS codes are: ADL (Additional Compensation) AHA (Academic Housing Allowance) BYA (By Agreement) BYN (By Agreement – not subject to retirement) HON (Honorarium) UNX (University Extension) SRD (Staff Recognition and Development Award) CEL (Cell Phone-Imputed Income) CE2 (Cell Phone- Cash Allowance)
15	**Amount**	Amount of Payment	R	By agreement amount to be paid; enter amount with two decimal places.
16	**PerEnd**	Pay Period End Date	R	Pay period end date corresponding to when this pay was earned. Independent of the pay cycle end date entered when scheduling the transaction. MMDDYY
17	**WSP**	Work Study Program Type	C	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)   EDFT/08-2006