

## Payroll Reduce Pay Time Reporting Function (EDLR)

### RX transaction: Absence Notice for Exception Time Employee

The Late/Reduce Pay screen (EDLR) is used to report absences without pay of less than 30 days, for staff employees on Exception Time. (This function is not used for academic titles.)

Enter "RX" in the Transaction Type (TR) field to reduce the pay. For the Time field, you will need to calculate the percent to reduce based on the number of hours absent, as follows:

Use the Partial Month Calculator at <http://tools.ohr.berkeley.edu> or calculate the percentage by dividing total hours absent by the total working hours in the month when the absence occurred.

The Monthly Working Hours table on the Payroll Web site shows the number of working hours in each month.

Be sure to schedule the transaction for a pay cycle when the employee will be receiving pay. You cannot recover more salary than the employee is currently due.

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	
Pay End: 11/30/04 Check Date: 12/01/04 Pay Cycle: MO				Page 1 of 1	
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 Pay End: 113004					
2 3					
===>					
F: 1-HELP		3-PrevMenu		5-Update	
F:		9-Jump		10-Browse	
				12-Exit	

#### To schedule a Reduce Pay transaction to reflect absence:

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 (this will always be MO for an exception time employee). 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 Late/Reduce Pay screen.
6. Enter data in the unprotected fields on the screen (see field descriptions on the back of this reference card). The transaction type (TR) for reducing pay is RX.
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 PAN comments.
13. Press <F5 Update> to complete the update and send the PAN notification. The message "Update Process Complete" will be displayed on the EDLR screen.

	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. Value: <b>MO</b> (monthly)
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	Tr	Transaction Type	R	Value: <b>RX</b> (Reduced Time)
7	Per End	Pay Period End Date	R	The end date for the pay period in which the absence took place - independent of the pay cycle end date entered when scheduling the transaction and on which the pay reduction will occur; MMDDYY
8	Pay Cy	Pay Cycle Type	R	Pay cycle associated with the employee's appointment. Value: <b>M</b> (monthly)
9	Dst	Distribution Number	O	Number identifying the payroll distribution associated with the employee's PPS appointment.
	E,T,D	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 and 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 monthly rate as 2 decimal places (for example, enter 2400.00 for \$2,400, or 100.00 for \$100).
13	AH	Appointment Rate Code	R	Value: <b>A</b>
14	PRORATE	Prorate Flag	N/A	Not applicable for absence notice
15	DOS (#1)	Regular Time Description of Service	O	Type of service for which the payment is rendered. Value: <b>REG</b> (Regular)
16	Time	Regular Time associated with the transaction	R	Time absent - expressed as a percent of the month. Enter Monthly percent as 4 decimal places (for example, .2500 for 25%).
17	H%	Hours/Percent of Time Code	R	Value: <b>%</b> (percentage of month).
18	DOS (#2)	Overtime or Leave Time Description of Service	N/A	Not applicable for absence notice
19	Hr	Overtime or Leave Time in Hours	N/A	Not applicable for absence notice
20	DOS (#3)	Overtime or Leave Time Description of Service	N/A	Not applicable for absence notice
21	Hr	Overtime or Leave Time in Hours	N/A	Not applicable for absence notice
22	WSP	Work Study Program Type	N/A	Not applicable for absence notice

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

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