By-Agreement Payment

EXAMPLE:

A positive time reported employee (sub 2) needs to be paid a By-Agreement amount of $250.00 on the current monthly pay period.

Only the amount of the payment needs to be entered in the Rate field of the By-Agreement pay reporting line.

These instructions would also apply to By-Agreement payments for exception time reported (sub 0 and sub 1) employees.

Please see the step-by-step instructions on the following pages.
1. Logon to the system and then proceed to the DETAIL ENTRY SCREEN for the appropriate employee.

2. Using your mouse, select the correct By-Agreement distribution pay line (it should have a BYA description of service code), and click in the Rate field where you want to enter the By-Agreement payment amount. For this example, delete the .00 rate and enter the the By-Agreement pay amount of ‘250.00’ dollars.
3. Another possible way to change the rate is to click in the Rate field of the override area of the DETAIL ENTRY SCREEN.

4. Click on the [ACCEPT] button to accept the entry.

5. When you have finished all entries for this employee, click on the [UPDATE] button to update all of the entries.

6. The example DETAIL ENTRY SCREEN below shows how the completed By-Agreement pay amount entry should appear.