Perquisite Reporting

EXAMPLE:

A $500.00 Perquisite amount needs to be reported for an eligible employee on the current monthly pay period.

Employees that require Perquisite time entries, need to have at least two (2) PPS distributions. One for the total dollar “value” of their perquisite (i.e., room and board, meals) with a DOS code of (PRF), and the second distribution for the total dollar “cost” of the perquisite with a DOS code of (PRQ). These distributions will need to be updated by your departmental PPS preparer, please consult him/her for assistance.

For this example, both amounts are $500.00, therefore no actual pay is being generated. If the amount of the (PRF) pay reporting line is greater than the amount of the (PRQ) pay reporting line, the difference will result in payment equal to that amount.
Instructions

1. Logon to the system and then proceed to the DETAIL ENTRY SCREEN for the appropriate employee.

2. Using your mouse, select the first Perquisite distribution pay line (it should have a PRF or PRQ description of service code), and click in the **Rate** field where you want to enter the Perquisite “value” or “cost” dollar amount.
3. For the example, click the **Rate** field of the Perquisite pay reporting line with the PRF description of service code (DOS). Next, delete the .00 rate and enter the perquisite “value” amount of ‘500.00’ dollars.

4. Continue your entries, by clicking in the **Rate** field of the next Perquisite pay reporting line with the PRQ description of service code (DOS). Again, delete the .00 rate and enter the perquisite “cost” amount of ‘500.00’ dollars.

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

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

7. The example DETAIL ENTRY SCREEN below shows how the completed Perquisite pay entries should appear.