



By-Agreement Payment

specific entry

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.

Instructions

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

The screenshot shows the 'Detail Entry' window for employee KUO, JOLENE. The window includes a header section with fields for '0609-99', 'Training', 'Monthly', 'Period: 03/01/97 - 03/31/97', 'Entry: 03/06/97 - 03/20/97', 'Pay: 04/01/97', and 'Hrs: 168'. Below this is a summary row for 'Name: KUO, JOLENE', 'Emp. ID: 0402290', 'Total Hours: 0.00', and 'Total Percent: 0.00'. A 'Reporting Lines' table is displayed with columns for Index-Fund-Sub, Title, DOS, Pay Rate, End Date, Sick, Vac, Reg, OT, Prem OT, and Other Cd. The table contains three rows: AIX0001-07427A-2 (9612 REG, 2516.67, MAR 31 97, 0.00), AIX0002-19900A-2 (9612 REG, 2516.67, MAR 31 97), and ATX0001-07427A-2 (4011 BYA, 0.00, MAR 31 97). Below the table is a detailed view for the selected line (AIX0001) showing fields for Index, Index Description, Fund, Sub, Title, Title Description, P OT, Period End, Cycle, Rate, H/M, DOS, RA, WSP, ERC, TYP, DUC, Percent, Fixed Hrs, Sick Leave, Vacation, Reg Hrs, Straight OT, Premium OT, and Other Hrs / Code. At the bottom are navigation buttons: Spcl, Empl, Prev, Next, Update, Accept, Copy, Remove, and Cancel.

Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other Cd
AIX0001-07427A-2	9612	REG	2516.67	MAR 31 97	0.00					
AIX0002-19900A-2	9612	REG	2516.67	MAR 31 97						
ATX0001-07427A-2	4011	BYA	0.00	MAR 31 97						

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.

Detail Entry

0609-99 Training

Monthly Period: 03/01/97 - 03/31/97 Entry: 03/06/97 - 03/20/97 Pay: 04/01/97 Hrs: 168

Name: KUO, JOLENE Emp.ID: 0402290 Total Hours: 0.00 Total Percent: 0.00 Quick Entry Exit

Reporting Lines											
Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
AIX0001-07427A-2	9612	REG	2516.67	MAR 31 97							
AIX0002-19900A-2	9612	REG	2516.67	MAR 31 97							
ATX0001-07427A-2	4011	BYA	250.00	MAR 31 97							

Index: ATX0001 Index Description: DEPARTMENT OF ATX - FUND 0742 Fund: 07427A Sub: 2 Title: 4011 Title Description: RECREATION PROGRAM INSTRUCT P OT: Y
 Period End: MAR 31 97 Cycle: M Rate: 250.00 H/M: M DOS: BYA RA: WSP: ERC: TYP: 3 DUC: Percent: 0.0000 Fixed Hrs: 0.00
 Sick Leave: 0.00 Vacation: 0.00 Reg Hrs: 0.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 0.00

Spcl Empl Prev Next Update Accept Copy Remove Cancel