



Perquisite Reporting

specific entry

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 (ie., 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.

Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
ALX0001-07427A-2	4126	PRQ	0.00	MAR 31 97							
ALX0001-07427A-2	4126	PRF	0.00	MAR 31 97							

Index	Index Description	Fund	Sub	Title	Title Description	P OT
ALX0001	DEPARTMENT OF ALX - FUND 0742	07427A	2	4126	RESIDENT ASST	Y

Period End	Cycle	Rate	H/M	DOS	RA	WSP	ERC	TYP	DUC	Percent	Fixed Hrs
MAR 31 97	M	0.00	M	PRQ				4		0.0000	0.00

Sick Leave	Vacation	Reg Hrs	Straight OT	Premium OT	Other Hrs / Code
0.00	0.00	0.00	0.00	0.00	0.00

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.

Detail Entry

0612-99 Training

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

Name: NOGUCHI, KAREN Emp.ID: 0553290 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
ALX0001-07427A-2	4126	PRQ	500.00	MAR 31 97							
ALX0001-07427A-2	4126	PRF	500.00	MAR 31 97							

Index: ALX0001 Index Description: DEPARTMENT OF ALX - FUND 0742 Fund: 07427A Sub: 2 Title: 4126 Title Description: RESIDENT ASST P OT: Y

Period End: MAR 31 97 Cycle: M Rate: 500.00 H/M: M DOS: PRQ RA: WSP: ERC: TYP: 4 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