BY 'n' BY

If you have to ask what BYA stands for, you can probably take a break and skip this notice. Well, if you MUST know, BYA stands for BY Agreement. For those who have BYA Staff appointments* in their department, here's how to set up a BYA appointment in the PPS Employee DataBase (EDB) and get the employee paid through PPS Time Reporting.

Method #1 EDB setup - when BYA amount is the SAME each month
In EAPP, in the Appointment section, fill in the following fields as shown:
% - Approximate percentage of time
F/V - V
Rt - B
Sched - MO (or MA)
Time - Z
Lv - N
For the Distribution section:
Rate/Amt - fill in monthly BYA amount
Dis % - leave blank
FTE - leave blank
DOS - BYA

Method #2 EDB setup - when BYA amount VARIES each month
In EAPP, in the Appointment section, fill in the following fields as shown:
% - Approximate percentage of time
F/V - V
Rt - B
Sched - MO (or MA)
Time - Z
Lv - N
For the Distribution section:
Rate/Amt - leave blank
Dis % - leave blank
FTE - leave blank
DOS - BYA

When you process payroll online, be aware that BYA is ALWAYS reported as a flat amount. Method #1 is set up this way. But Method #2 requires a different amount to be reported each month. Do NOT attempt to report a BYA with an hourly rate or hours worked. If this is how you are planning to calculate the employee’s pay, here's how to flatten it. Do the math yourself (rate x hours) and then report the resulting total amount in the 'Rate' field.

Need more help? Direct your questions for:

Appropriate use of BYA's, Policies and Procedures
HR Compensation, x7137

Setting up BYA appointments in the PPS EDB
HR Information Systems, x4048 or x3197
BYA time reporting
Payroll, x3792 or x8513

* This notice refers to Staff appointments ONLY. If you have questions about using a BYA appointment to pay an academic employee, please contact Academic Personnel.

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