To enter ERIT into PPS for an employee, please do the following:

Use the Leave of Absence Bundle:

Enter the amount of the ERIT reduction, the ERIT begin Date, and the ERIT end date:
On the EAPP screen, add a distribution for the ERIT reduction. This distribution will mirror the ‘REG’ distribution, except:

- the begin and end dates reflect the employee’s ERIT participation period
- the FTE is left blank
- the Dis% reflects the percentage of reduction
- the DOS code reflects an ERIT code (ERT, ERS or ERB)
- If the Employee has a stipend or shift differential then the process is the same, but the DOS code is ERS for Shift Differential or ERB for Stipend.

Important! DO NOT change the existing REG distribution.

Once the input is accepted, click F5 to update. At the PAN screen enter the reasons for the changes – Employee participation in ERIT and hit F5 on your keyboard for the final update.