These instructions for crediting hours of work uses By Agreement appointments ("BYA") as an example, but these instructions encompass ALL flat rates of pay that represent compensation for work.

To credit hours for the “look-back” measurement period of November 1, 2014 through October 31, 2015 (Monthly employees) and November 9, 2014 through November 7, 2015 (Bi-Weekly employees):

1. Pull up the BYA appointment screen in PPS and make note of the distribution number that needs to have hours credited. No change to the existing BYA appointment and/or distribution.

2. To add the cumulative number of hours worked during the “look-back” measurement period, go to the EDAT menu (see below) and select the EDLR screen to process an LX transaction for the pay period ending November 7, 2015 for bi-weekly employees and October 31, 2015 for monthly employees.
3. At the EDLR screen (see below) enter the LX transaction to add the cumulative work hours for the “look-back” measurement period. Make sure to include the correct distribution number for the BYA appointment (in this example it is Distribution 11).
   a. Enter a pay rate. The pay rate will not calculate any payment, but for the LX transaction to be uploaded and the hours properly recorded, an amount is required in the pay rate section.
   b. Enter DOS code BYH. The BYH DOS code records hours only- **it does not issue any payment**.
   c. Enter the total hours worked (labeled as “Time” on the EDLR screen) during the “look-back” measurement period (see below).

![Image of EDLR screen]

4. This completes the process for crediting hours in PPS for the “look-back” measurement period

**To set up the BYA appointment to credit hours for new and ongoing appointments:**

1. In addition to the BYA distribution, add a new distribution using the BYH DOS code.

2. The BYH distribution for the appointment going forward requires a distribution percentage (see example below). For each BYA (and any other flat-rate) appointment/title code, the Department must provide an approximate percentage of time to be worked by the employee throughout the duration of the appointment.
3. Entering the approximate percentage of time allows PPS to calculate the hours worked during each pay period for the duration of the measurement period.

4. With the addition of the BYH distribution and the approximate percentage of time, no other action is required by the department.