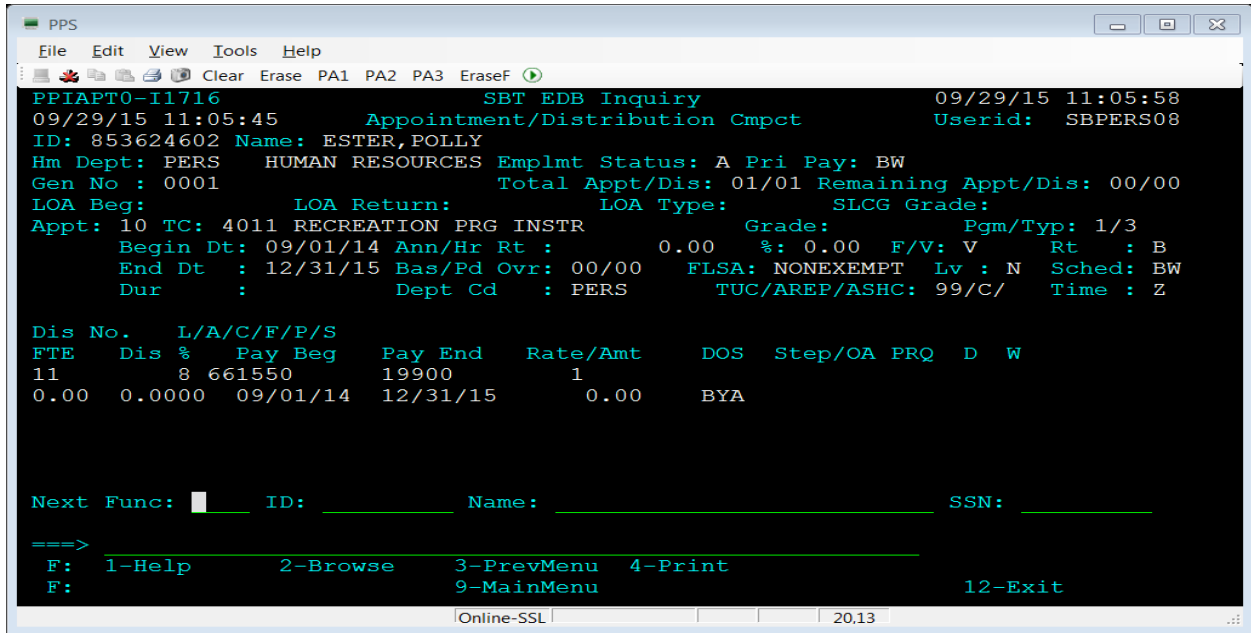


PPS INSTRUCTIONS FOR CREDITING HOURS OF WORK - FLAT RATE PAY

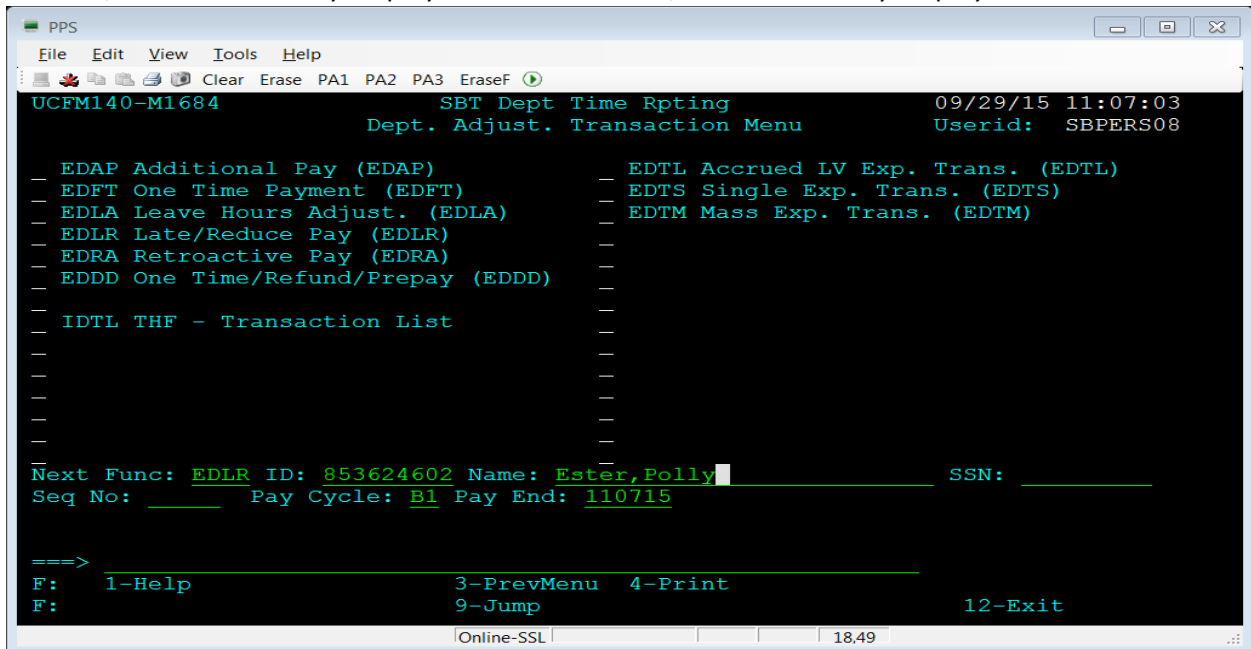
These instructions for crediting hours of work uses By Agreement appointments (“BYA”) as an example, but these instructions encompass ALL flat rates of pay that represent compensation for work.

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):

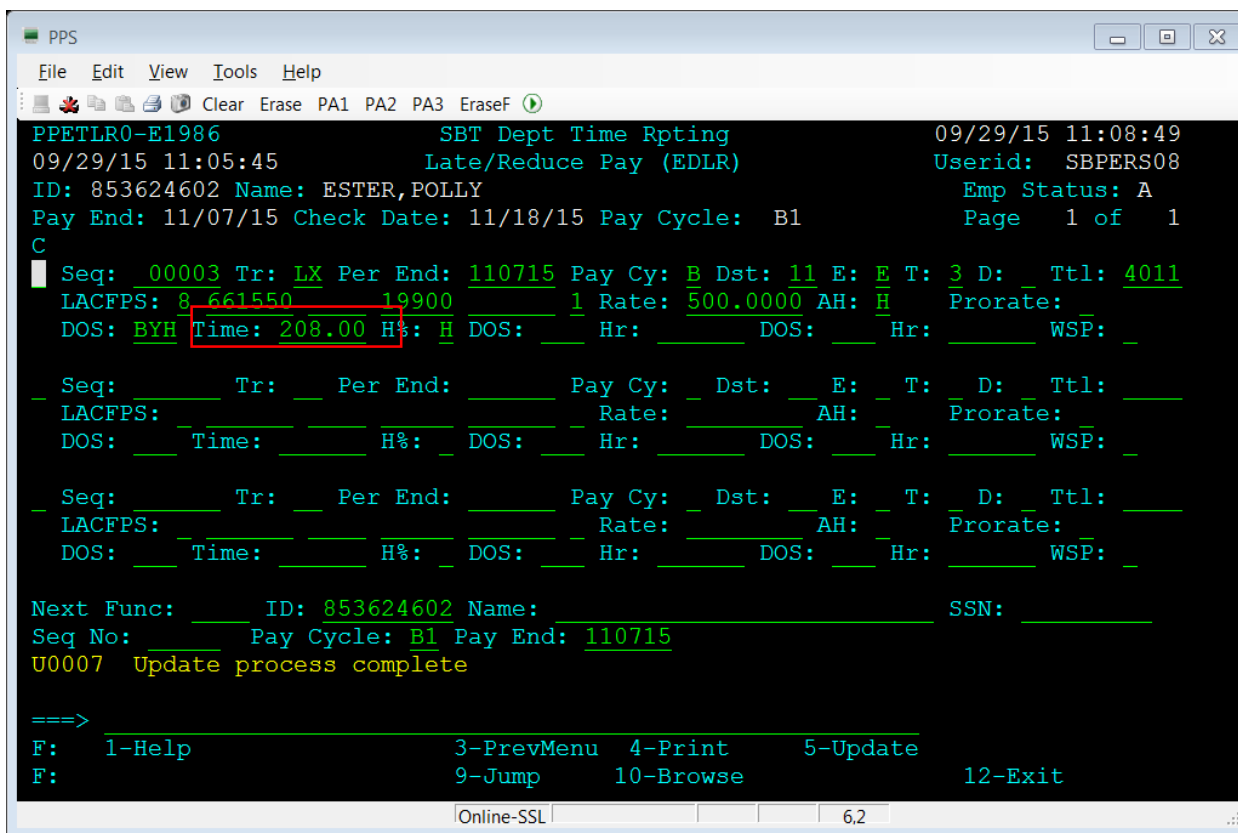
1. Pull up the BYA appointment screen in PPS and make note of the distribution number that needs to have hours credited. No change to the existing BYA appointment and/or distribution.



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).



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.

PPS INSTRUCTIONS FOR CREDITING HOURS OF WORK - FLAT RATE PAY

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PPS
File Edit View Tools Help
Clear Erase PA1 PA2 PA3 EraseF
PPEAPP0-E1595          SBT EDB Entry/Update          09/29/15 13:39:25
09/29/15 13:39:25      Appointments/Distributions          Userid: SBPERS08
ID: 853624602 Name: ESTER,POLLY          Emp Stat: A          Pri Pay: BW
PAF Gen No: 1          Page 1 of 1
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
10    _____ 1 3 _____ 090114     123116    _ PERS  0
Title _____          Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
4011 RECREATION PRG INSTR          _____ V _____ B BW Z N

Dist  Actions L Acct  CC  Fund PC  S          FTE  Dis %
11    _____ 8 661550 19900 1 HUMAN RESOURCES
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
090114    123116 _____ BYA _____

Dist  Actions L Acct  CC  Fund PC  S          FTE  Dis %
12    _____ 8 661550 19900 1 HUMAN RESOURCES
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
110815    110516 _____ BYH _____

Next Func:  ID:  Name:  SSN:
U0007 Update process complete
====>
F: 1-Help          3-PrevMenu 4-Print 5-Update
F: 9-Jump          12-Exit
Online-SSL 20,13
  
```

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.