Correction on EDLR – Using an RX/LX Transaction to Correct an Erroneous Transaction Prior to the Pay Compute

To begin, pull up the information on the transaction with the incorrect information. In this example, the best source of information is the EDAP transaction with the incorrect FAU.

Consult the schedule to make sure that there is still enough time to process the correction for the same pay compute as the original transaction. **Note:** RX/LX transactions processed to fix the FAU will work correctly only if scheduled on the same pay compute as the original incorrect transaction. If the pay compute date has already passed for a payday, then an expense transfer would be required.

The pay compute for the 04/01/08 monthly payday is 03/21/08 and since the correction is being processed on 03/08/08, it can still be processed on the EDLR screen as an RX/LX transaction as long as it is scheduled for the 04/01/08 monthly payday.
Completing the EDLR Screen

To complete the EDLR screen, the preparer may want to use the retrieve feature to retrieve the data from the EDB as shown below.

The information from the EDB will populate the fields on the EDLR screen. The preparer will then need to enter the transaction codes, period end dates, and percents of time or hours. Since the RX transaction should normally contain the same information as the original erroneous pay transaction, the preparer should compare the RX transaction to the information on the EDAP screen prior to updating the EDLR transaction.
Once all the fields have been completed, the preparer would press enter and then F9 to start the update process. The comments entry screen is displayed. The preparer should enter comments on the Post Authorization Notification Comments Entry screen and include the reason for the transaction.

Once the update has been completed by pressing the F9 key again, the EDLR screen will be displayed with sequence numbers and the message "Update process completed". If there are no more transactions to enter, the preparer should exit out of PTR and then log off OASIS.