Example on EDLR - Processing an RX/LX Transaction

To begin, pull up the information on the transaction with the incorrect information. One source of information that can be used to see how the transaction was actually processed is the IPAY screen, IDER - Earnings Distributions (shown below).

Almost all of the fields needed to complete the EDLR transaction can be found on the IDER screen above, which is why it is a good source of information. To complete the 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 EDER screen prior to updating the EDLR transaction. **Note:** The FAU on an RX transaction and its corresponding LX transaction should be the same. The only exception to this rule is when a correction is processed prior to the Pay compute for a transaction just updated incorrectly.

The PTR Preparer would then press enter and F9 to begin the update process. The Post Authorization Notification (PAN) Comments Entry Screen will be displayed. The preparer should enter comments on the PAN comments entry screen that include the reason for the transaction.

```
PPTLR0-0967  Dept. Time Reporting  01/04/08 11:17:43
01/04/08 23:25:44 Late/Reduce Pay (EDLR) Userid: ABCDE
ID: 754754754 Name: PROMOTION,PETER Emp Status: A
Pay End: 02/29/08 Check Date: 02/29/08 Pay Cycle: MO Page 1 of 1

Seq: 00102 Tr: RX Per End: 123107 Pay Cy: M Dst: 11 E: C T: 2 D: Ttl: 4724
LACFPS: 4 660525 19900 1 Rate: 01995.00 AH: A Prorate: 
DOS: REG Time: 1.0000 H%: % DOS: Hr: DOS: Hr: WSP:

Seq: 00103 Tr: LX Per End: 123107 Pay Cy: M Dst: 21 E: C T: 2 D: Ttl: 4723
LACFPS: 4 660525 19900 1 Rate: 02244.00 AH: A Prorate: 
DOS: REG Time: 1.0000 H%: % DOS: Hr: DOS: Hr: WSP:

Next Func: ID: 754754754 Name:  
Seq No: Pay Cycle: MO Pay End: 022908

F: 1-Help 2-Jump 5-CANCEL
F: 9-UPDATE
```

Once the update has been completed by pressing the F9 key again, the preparer will see the EDLR screen which will now display the message "Update process completed".