Correction with Multiple EDAT’s (Department Adjustment Transactions)

To begin, pull up the information on the transaction with the incorrect FAU. One source of information that can be used to see how the transaction was actually processed is the PPP5302 - Distribution of Payroll Expense Report.

Almost all of the fields needed to complete the expense transfer transaction can be found on the PPP5302 screen above, which is why it is a good source of information. In this example, Cora Career was promoted into a permanently funded position on sub 1 effective May 1, 2008. The first step is to process an expense transfer to correct the subaccount.

Processing the Expense Transfer

To determine if the expense transfer can be processed on-line, the current PPS Schedule should be reviewed. Today is June 7, 2008. The ETMO for the month of May, 2008 is 0811 (fiscal year 07/08, 11th month). The last day to process an expense transfer on-line for the month of May, 2008 will be sometime in June 2009 or early July 2009. You can figure that out by looking at the current schedule (May is the 11th month of a fiscal year – the last day to process an expense transfer for the 11th month of the previous fiscal year is 07/02/08). Note: Even though you could wait until 2009 to process the correction, we recommend that pay correction transactions are processed as soon as possible after the error is discovered.
The transaction should be scheduled by the PTR preparer for the next available payday (one for which the compute has not yet been run) on the schedule. Since today is June 7, 2008, the next available payday for processing transactions is 6/25/08, because the pay compute has not yet run for this payday. **Note:** The next payday is actually 6/11/08, but the pay compute for that payday ran on 6/5/08. Transactions cannot be scheduled for the 6/11/08 payday after 6/5/08, because they will not be processed by the system.

To process the expense transfer, the Single Transfer Transaction (EDTS) is used since there is still time to process the transfer online and just one line of expense needs to be transferred. The expense transfer is scheduled by the PTR preparer for the 6/25/08 (pay end date = 6/14/08, pay cycle = B2) payday. **Note:** Normally, PTR transactions are scheduled on the employee’s primary pay cycle which in this case is monthly. However, if the PTR transaction is an expense transfer, a complicated adjustment or a leave adjustment, it is scheduled for the next available payday.

To access the EDTS screen, the PTR preparer would log into OASIS, enter PPP to access the Personnel/Payroll system and then enter EDAT to access the Department Adjustment Transaction menu.
The PTR preparer would then enter the function code EDTS in the Next Function field and then enter the employee number, pay cycle code and pay end date in the appropriate fields as shown below.

![UCFM140-M0967 - Dept. Adjust. Transaction Menu](image)

```
Next Func: EDTS  ID: 818818818 Name:  SSN: 
Seq No:  Pay Cycle: B2  Pay End: 061408 
=/>  F: 1-Help  2-Jump  3-PrevMenu 
F:  12-Exit
```

The PTR preparer would complete the PPP5302 information, press enter, and then complete the "Transfer to" information.

![PPEDTS0-E0967 - Dept. Time Reporting](image)

```
Transfer From 
Loc/Actt/CC/Fund/PC/Sub: 4 660525  19900  2 
Transfer To 
Loc/Actt/CC/Fund/PC/Sub: 4 660525  19900  1 
Original Gross Earnings: 02244.00  Sign: Benefits: 00582.93  Sign: 
Transfer Gross Earnings: 02244.00  Sign: Override Employee ID: 
Next Func:  ID:  Name:  SSN: 
Pay Cycle:  Pay End: 
U0001 Input accepted 
=/>  F: 1-Help  2-Jump  5-CANCEL 
F:  9-UPDATE
```

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. Comments are important on expense transfers, especially on Contract and Grant funds, and should be entered on the PAN comments entry screen.

Once the update has been completed by pressing the F9 key again, the preparer will be returned to the EDTS screen which will now display the message "Update process completed".

**Processing the Late/Reduce Pay Transaction (EDLR)**

Next, the preparer can process the related RX/LX transaction on the EDLR screen to correct the rate and the title code on sub account 1. To begin, the preparer would enter EDLR in the next function code field and then use the retrieve function to retrieve the old and new appointment/distribution information from the EDB. **Note:** The transaction is scheduled for the same pay compute as the EDTS so that all the transactions are processed together, and if there is a mistake, it will not adversely affect the employee on payday.
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 and, in this case (since the expense transfer was processed), change the sub to 1 for the RX.

Since the RX transaction should contain the same information (the only change would be to the subaccount) as the original erroneous pay transaction, the preparer should compare the RX transaction to the information on the IDER screen prior to updating the EDLR transaction.
After reviewing the transaction and comparing it to the IDER screen, the preparer should press F9 to begin the update process. Next, enter comments on the Post Authorization Notification comments entry screen and include the reason for the transaction.

<table>
<thead>
<tr>
<th>UCECOM0-E0863</th>
<th>PostAuth Notification</th>
<th>06/07/99 08:45:43</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Comments Entry</td>
<td>Userid: ABCDE</td>
</tr>
<tr>
<td>App: EDB Tran: Userid: ABCDE Date: 06/07/08 Time: 08:45:43</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAY - EDLR</td>
<td>818818818 CAREER,CORA</td>
<td></td>
</tr>
<tr>
<td>Description of Content:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

----------------------------------
Comments----------------------------------
PPPRY Cora Career was promoted into a _____ Assistant III position effective 5/1/08 paid on subaccount 1. The EDB was updated to reflect the change on 5/28/08. This transaction is processed to correct the rate and title code. An expense transfer was already processed to correct the sub.

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.