Academic departments enter Summer Sessions pay transactions in PTR (the Online Payroll Time Reporting System). Entries are made using the EDFT (One Time Payment) screen in PTR as described below. You may enter pay transactions any time after the Summer Sessions appointment has been entered in EDB, and before published Payroll deadlines for each pay date. The stipend for each session should be divided equally among the pay dates for that session.

The following shows what to enter in the “Pay Cycle,” “Pay End,” and “Per End” fields of the EDFT screen. (Pay Cycle and Pay End information goes at the bottom of the screen; Per End information goes in the body of the transaction.)

|  |  |  |  |
| --- | --- | --- | --- |
| A Session, June 25 - August 3, 2018: | | | |
| Pay Date | Pay Cycle | Pay End | Per End |
| 7/11/2018 | B2 | 063018 | 071418 |
| 7/25/2018 | B1 | 071418 | 080418 |
|  | | | |
| 8-Week Session, June 25 - August 17, 2018: | | | |
| Pay Date | Pay Cycle | Pay End | Per End |
| 7/11/2018 | B2 | 063018 | 071418 |
| 8/8/2018 | B2 | 072818 | 081818 |
|  | | | |
| 9-Week Session, June 25 - August 24, 2018: | | | |
| Pay Date | Pay Cycle | Pay End | Per End |
| 7/11/2018 | B2 | 063018 | 071418 |
| 7/25/2018 | B1 | 071418 | 072818 |
| 8/22/2018 | B1 | 081118 | 082518 |
|  | | | |
| 10-Week Session, June 25 – August 31, 2018: | | | |
| Pay Date | Pay Cycle | Pay End | Per End |
| 7/11/2018 | B2 | 063018 | 071418 |
| 7/25/2018 | B1 | 071418 | 072818 |
| 8/22/2018 | B1 | 081118 | 090118 |
|  | | | |
| C Session, August 6 - September 14, 2018: | | | |
| Pay Date | Pay Cycle | Pay End | Per End |
| 8/23/2017 | B1 | 081217 | 082617 |
| 9/6/2017 | B2 | 082617 | 091617 |

|  |
| --- |
| UCMMNU0-M1184 Online Applications 06/20/18 09:45:20  Main Menu Userid: ABCDE  ---- Employee Data Base ---- ------ PAN Subsystem -------  IEDB Central Inquiry PSRV PAN Services Menu  IDDB Departmental Inquiry -- Payroll Time Reporting --  EEDB EDB Entry/Update ETHF THF Entry/Update  IDOC Employee Documents IDTC Dept Time Collect  --- Payroll Audit Record --- EDAT Dept Adj Trans  IPAR Inquiry  IPAY Departmental Inquiry  ---- Abeyance Data Base ----  SPCL Special Processes ----- Central Office ----  ---- History Data Base ----- EDEM Misc. Deduct. - Mass  IHDB Record Inquiry/Update --- System Administration --  IHIS Personnel History UCSA Entry/Update  IHHR History Documents  -- Employment Verification -  IVER Verification  Next Func: edat ID: Name: SSN:  ===>  F: 1-Help 2-Jump  F: 12-Exit |

From the main menu, go to the EDAT screen.

|  |
| --- |
| UCFM140-M0967 Dept. Adj Trans 06/25/18 09:45:30  Dept. Adjust. Transaction Menu Userid: ABCDE  EDAP Additional Pay (EDAP) EDTL Accrued LV Exp. Trans. (EDTL)  EDFT One Time Payment (EDFT) EDTS Single Exp. Trans. (EDTS)  EDLA Leave Hours Adjust. (EDLA) EDTM Mass Exp. Trans. (EDTM)  EDLR Late/Reduce Pay (EDLR)  EDRA Retroactive Pay (EDRA)  IDTL THF - Transaction List  Next Func: edft ID: 100234567 Name: SSN:  Seq No: Pay Cycle: B2 Pay End: 063018  ===>  F: 1-Help 2-Jump 3-PrevMenu  F: 12-Exit |

Next, enter EDFT after “Next Func:”, the employee ID number, the “Pay Cycle,” and the pay period end date after “Pay End:”. Pay cycle and pay end information are shown in the chart on page 1.

|  |
| --- |
| PPETFT0-E1064 Dept. Adj Trans 06/25/18 09:46:30  06/25/18 09:45:30 One Time Payment (EDFT) Userid: ABCDE  ID: 100234567 Name: RIEBER,HEDRICK H SSN: 123-45-6789 Emp Status: A  Pay End: 06/30/18 Check Date: 07/11/18 Pay Cycle: B2 Page 1 of 1  L S E T D W  O U R Y U PerEnd S  C Seq C Acct CC Fund Proj B C P C TTL DOS Amount MMDDYY P  Next Func: ID: 100234567 Name: SSN:  Seq No: Pay Cycle: B2 Pay End: 063018  ===>  F: 1-Help 2-Jump 3-PrevMenu  F: 9-UPDATE 12-Exit |

The transaction screen appears, showing the pay end date and check date at the top.

|  |
| --- |
| PPETFT0-E1064 Dept. Adj Trans 06/25/18 09:46:40  06/25/18 09:45:30 One Time Payment (EDFT) Userid: ABCDE  ID: 100234567 Name: RIEBER,HEDRICK H SSN: 123-45-6789 Emp Status: A  Pay End: 06/30/18 Check Date: 07/11/18 Pay Cycle: B2 Page 1 of 1  L S E T D W  O U R Y U PerEnd S  C Seq C Acct CC Fund Proj B C P C TTL DOS Amount MMDDYY P  4 409xxx 20290 7 e 5 1550 sst 1000.00 071418  Next Func: ID: 100234567 Name: SSN:  Seq No: Pay Cycle: B2 Pay End: 063018  ===>  F: 1-Help 2-Jump 5-CANCEL  F: 9-UPDATE |

Enter the full accounting unit (FAU) where indicated, employee relations code E under “ERC,” appointment type 5 under “TYP,” leave “DUC” blank, the title code under “TTL,” the description of service code under “DOS,” the pay amount for this pay date under “Amount,” and the period end date under “PerEnd.” Then press the enter key.

|  |
| --- |
| PPETFT0-E1064 Dept. Adj Trans 06/25/18 09:47:00  06/25/18 09:45:30 One Time Payment (EDFT) Userid: ABCDE  ID: 100234567 Name: RIEBER,HEDRICK H SSN: 123-45-6789 Emp Status: A  Pay End: 06/30/18 Check Date: 07/11/18 Pay Cycle: B2 Page 1 of 1  L S E T D W  O U R Y U PerEnd S  C Seq C Acct CC Fund Proj B C P C TTL DOS Amount MMDDYY P  00002 4 409xxx 20290 7 E 5 1550 SST 01000.00 071418  Next Func: ID: 100234567 Name: SSN:  Seq No: Pay Cycle: B2 Pay End: 063018  U0001 Input accepted  ===>  F: 1-Help 2-Jump 5-CANCEL  F: 9-UPDATE |

A sequence number and the “Input accepted” message appear. Press F9 to update.

|  |
| --- |
| UCENPR0-E0863 PostAuth Notification 06/20/18 09:47:30  Notification Preparation Userid: ABCDE  Page: 01 of 01  App: EDB Tran: Userid: ABCDE Date: \*\*\*\*\*\*\*\* Time: \*\*\*\*\*\*\*\*  PAY - EDFT 100234567 RIEBER,HEDRICK H  Description of Content:  -------------------------------- Notifications --------------------------------  C Address Type ----------- Name -------------  REVIEWER@UCLA.EDU M REVIEWER, DEPARTMENT L.  Next Func:  ===>  F: 1-Help 3-Return 6-Directry  F: 9-Update 10-Comments 11-Detail |

The PAN message screen appears. Press F10 to add comments.

|  |
| --- |
| UCECOM0-E0863 PostAuth Notification 06/20/18 09:49:00  Comments Entry Userid: ABCDE  Page 01 of 01  App: EDB Tran: Userid: ABCDE Date: 06/20/18 Time: 09:49:00  PAY - EDFT 100234567 REIBER,HEDRICK H  Description of Content:  ---------------------------------- Comments -----------------------------------  ABCDE SESSION A PAY DATE.  Next Func:  ===>  F: 1-Help 3-Return  F: 9-Update 10-NotfPrep 11-Detail |

Add your comments and press F9 to complete the update.

|  |
| --- |
| PPETFT0-E1064 Dept. Adj Trans 06/25/18 09:50:00  06/25/18 09:45:30 One Time Payment (EDFT) Userid: ABCDE  ID: 100234567 Name: RIEBER,HEDRICK H SSN: 123-45-6789 Emp Status: A  Pay End: 06/30/18 Check Date: 07/11/18 Pay Cycle: B2 Page 1 of 1  L S E T D W  O U R Y U PerEnd S  C Seq C Acct CC Fund Proj B C P C TTL DOS Amount MMDDYY P  c 00002 4 409xxx 20290 7 E 5 1550 SST 01000.00 071418  Next Func: ID: 100234567 Name: SSN:  Seq No: Pay Cycle: B2 Pay End: 071418  U0007 Update process complete  ===>  F: 1-Help 2-Jump 3-PrevMenu  F: 9-UPDATE 12-Exit |

You return to the EDFT screen. You may now add another transaction.

|  |
| --- |
| PPETFT0-E1064 Dept. Adj Trans 06/25/18 09:50:00  06/25/18 09:45:30 One Time Payment (EDFT) Userid: ABCDE  ID: 100234567 Name: RIEBER,HEDRICK H SSN: 123-45-6789 Emp Status: A  Pay End: 06/30/18 Check Date: 07/11/18 Pay Cycle: B2 Page 1 of 1  L S E T D W  O U R Y U PerEnd S  C Seq C Acct CC Fund Proj B C P C TTL DOS Amount MMDDYY P  c 00002 4 409xxx 20290 7 E 5 1550 SST 01000.00 071418  Next Func: ID: 100234567 Name: SSN:  Seq No: Pay Cycle: B2 Pay End: 071418  U0007 Update process complete  ===>  F: 1-Help 2-Jump 3-PrevMenu  F: 9-UPDATE 12-Exit |

To copy the information from the first transaction to the second, type “C” in the C column (to the left of the “Seq:” field) and update the “Pay Cycle:” and “Pay End:” fields at the bottom of the screen with the information for the new transaction. Then press the enter key.

|  |
| --- |
| PPETFT0-E1064 Dept. Adj Trans 06/25/18 09:50:30  06/25/18 09:50:30 One Time Payment (EDFT) Userid: ABCDE  ID: 100234567 Name: RIEBER,HEDRICK H SSN: 123-45-6789 Emp Status: A  Pay End: 07/14/18 Check Date: 07/25/18 Pay Cycle: B1 Page 1 of 1  L S E T D W  O U R Y U PerEnd S  C Seq C Acct CC Fund Proj B C P C TTL DOS Amount MMDDYY P  00002 4 409xxx 20290 7 E 5 1550 SST 01000.00 080418  Next Func: ID: 100234567 Name: SSN:  Seq No: Pay Cycle: B1 Pay End: 071418  U0001 Input accepted  ===>  F: 1-Help 2-Jump 5-CANCEL  F: 9-UPDATE |

After entering the pay period end date and updating the amount (if necessary), press the enter key for “Input accepted” message. Then press F9 to update.

|  |
| --- |
| UCFM140-M0967 Dept. Adj Trans 06/20/18 09:51:00  Dept. Adjust. Transaction Menu Userid: ABCDE  EDAP Additional Pay (EDAP) EDTL Accrued LV Exp. Trans. (EDTL)  EDFT One Time Payment (EDFT) EDTS Single Exp. Trans. (EDTS)  EDLA Leave Hours Adjust. (EDLA) EDTM Mass Exp. Trans. (EDTM)  EDLR Late/Reduce Pay (EDLR)  EDRA Retroactive Pay (EDRA)  IDTL THF - Transaction List  Next Func: idtl ID: 100234567 Name: SSN:  Seq No: Pay Cycle: b1 Pay End: 071418  ===>  F: 1-Help 2-Jump 3-PrevMenu  F: 12-Exit |

To check on payments you have already scheduled, press F3 to return to the menu and type IDTL after “Next Func:”, the employee ID number (or the employee’s name after “Name:”), the “Pay Cycle”, and the pay period end date for the pay date you want after “Pay End:”, and press the enter key.

|  |
| --- |
| PPETFT0-E0967 Dept. Adj Trans 06/25/18 09:51:30  06/25/18 09:50:30 THF - Transaction List Userid: ABCDE  ID: 100234567 Name: RIEBER,HEDRICK H SSN: 123-45-6789 Emp Status: A  Pay End: 06/30/18 Check Date: 07/11/18 Pay Cycle: B2 Page 1 of 1  Seq Per. End Pay Cycle Check Date Tran  00005 07/14/18 B1 07/11/18 FT  Next Func: ID: 100234567 Name: SSN:  Seq No: Pay Cycle: B2 Pay End: 063018  ===>  F: 1-Help 2-Jump 3-PrevMenu  F: 8-Forward 12-Exit |

The screen lists transactions for the pay period end date you entered (or for the latest pay period if you did not enter an end date). To see detailed information for a transaction, tab your cursor to the left of the sequence number and press the enter key.

|  |
| --- |
| PPETFT0-E1064 Dept. Adj Trans 06/25/18 09:52:00  06/25/18 09:50:30 One Time Payment (EDFT) Userid: ABCDE  ID: 100234567 Name: RIEBER,HEDRICK H SSN: 123-45-6789 Emp Status: A  Pay End: 06/30/18 Check Date: 07/11/18 Pay Cycle: B2 Page 1 of 1  L S E T D W  O U R Y U PerEnd S  C Seq C Acct CC Fund Proj B C P C TTL DOS Amount MMDDYY P  00002 4 409xxx 20290 7 E 5 1550 SST 01000.00 071418  Next Func: ID: 100234567 Name: SSN:  Seq No: Pay Cycle: B2 Pay End: 063018  ===>  F: 1-Help 2-Jump 3-PrevMenu  F: 8-Forward 12-Exit |

The detail information for the transaction appears. If you discover an error, use the EDLR Late/Reduce Pay screen to reverse the transaction and add a corrected transaction.