EOM Lost Time Data Entry Guidelines

- EOM paylines are created based on the information contained in each employee’s (EMP’s) job record (aka the 0 record). Payline details rows are built from the source data settings on the Earnings Distribution panel in the record.
- Navigate to Job Data as shown below:

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| Favorites | Main Menu | Workforce Administration | Job Information | Job Data |
```

- Once you go to selected employee's information, click on "Earnings Distribution" at the bottom of the panel as shown below:

```
Job Data   Employment Data   Earnings Distribution   Benefits Program Participation
```

- **Single Source – No Benefits**
  - Employees with one source of pay who are not benefits eligible will have a single (1 of 1) payline details row.
  - Post lost time to this row. If the lost time hours exceed the number of hours available on the row, post the lost time using an adjustment code. Adjustment codes have the word “adjustment” in the code description. Adjustment codes allow negative values. Using a negative value in this case will achieve the same result as the regular code by reducing the EMP’s leave balance.
  - NOTE: Using a positive value with an adjustment code increases the leave balance.
  - TIP: For a monthly employee, the number of hours available on the payline will not be obvious (as with an hourly employee). However, they can be computed by dividing the hourly rate into the regular salary.

- **Single Source – With Benefits**
  - EMPs with one source of pay who are benefits eligible will most likely have at least 2 (1 of 2) possibly even 3 (1 of 3) payline details rows. The first row is the pay source. This row is also referred to as the DEFAULT row because it is the row that comes up first. A second row (the OU Credits row), if present, is reserved for the OU Credits (Sooner Options) related to the EMP’s insurance benefits. It will have codes 075, 076, etc. A third row (the DCO row), if present, is reserved for the defined contribution calculation (based on EMP enrollment in a plan).
  - Post lost time to the DEFAULT row only. If the lost time hours exceed the number of hours available on the row, post the lost time using an adjustment code (as outlined above under **Single Source – No Benefits**).
  - WARNING: Lost time must never be posted to the OU Credits or DCO rows.
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- **Single Source – Multiple Events**
  - EMPs with one source of pay but more than one row for pay sources (excluding the OU Credits and DCO rows) may have multiple events occurring during the payroll cycle.
  - Examples of multiple events are:
    - Changing from 1 source to 2 sources of pay
    - Changing from 1.0 FTE to 0.75 FTE
    - Going from normal pay status to leave with pay to leave without pay status
    - Transferring from another department into your department
    - Terminating during the month (as opposed to an end-of-month termination)
  - Post lost time to the payline details row with the largest amount of **Reg Hrs** or **Regular Salary** (not necessarily the DEFAULT row). If the lost time hours exceed the number of hours available on the row, post the lost time using an adjustment code.
  - NOTE: OU Credits and DCO rows will not have values in the **Reg Hrs** or **Regular Salary** fields.

- **Multiple Sources – Benefits / No Benefits – Single Event / Multiple Events**
  - EMPs with multiple sources of pay (same department) will have multiple payline details rows in addition to the OU Credits and DCO rows (if applicable).
  - Post lost time to the payline details row with the largest amount of **Reg Hrs** or **Regular Salary** (not necessarily the DEFAULT row). If the lost time hours exceed the number of hours available on the row, try allocating the leave across the available paylines (excluding OU Credits and DCO rows). Otherwise, post the lost time using an adjustment code.

- **Split Appointment**
  - EMPs with multiple sources of pay (different departments) (aka split appointments) will have primary and secondary department payline details rows in addition to OU Credits and DCO rows.
  - The primary department has access to the paylines for 100% of a split EMP. The secondary department does not. However, the secondary department will see their portion of the EMP on the ETR SUMMARY. Likewise, the primary department will see only their portion on the ETR SUMMARY.
  - Be sure to post lost time to a primary department payline details row ONLY. If not posted correctly, the entry will NOT appear in the primary department’s ETR SUMMARY. Locate the appropriate row by viewing the pay source data via the **Additional Data** link on the payline details row. The link is located just below the **Regular Salary** field.
  - Post lost time to the primary department payline details row with the largest amount of **Reg Hrs** or **Regular Salary** (not necessarily the DEFAULT row). If the lost time hours exceed the number of hours available on the row, post the lost time using an adjustment code. Remember! Do not post to the OU Credits or DCO rows.
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- **Affiliated Faculty**
  - Affiliated faculty appointments with extremely low OUHSC FTEs typically have a low number of “hours” available on the payline (Regular Salary divided by Hourly Rate).
  - Where lost time hours to be posted exceed what is available, post the lost time as an adjustment (172, 182) using a negative value.

- **Leave Without Pay (LWOP)**
  - As a rule, unless intentionally directed at specific sources, LWOP should be allocated to all sources.