● Log in to PeopleSoft and navigate (as shown below) to Departmental Payroll Entry.

![Departmental Payroll Entry screen]

● When you reach the Dept Entry screen (as shown below), enter the Primary Department, then click Search.

![Dept Entry screen]

**Note:** The Primary Department is the HR ORG (ex. ORA019 or ADM315, etc.)

**Tip:** With access to multiple HR ORGs, a mask can be used. For example, if security includes ABC123, ABC125, and ABC129, the mask ABC12 will pull up the paylines for all 3 HR ORGs. Simply leave off the last number(s) and all applicable HR ORGs will pull up.
● The default sort is Name. Click on the desired EMP record to open the payline.

● Here is what comes up when an EMP is selected from the search list. The first Payline Details row that comes up (the default row) is Row 1. You can view other pages of Payline Details by clicking the arrows.

Note: In most cases, benefits eligible EMPs with a single source of pay will normally have 3 Payline Details rows.
The first (default) row is the pay source row.
The second row is the Sooner Credits row.
The third row is the DCO (defined contribution) computation row.

Note: Locate the Other Earnings sub-section of this detail row.
Code 150 is the HOLIDAY code. On HOL months, PeopleSoft automatically prorates and inserts this code into the paylines.
May is a HOL month, therefore all full time EMPs will have 8 hours automatically entered for the Memorial Day holiday.
● The screenshot below shows the Sooner Credits row.

Note: 075 is Health, 076 is Dental, 077 is Life, and 078 is AD&D.  
Click "View All" on the Other Earnings bar if it indicates that not all lines are shown.

**WARNING:** Never enter data on the Sooner Credits or DCO rows of the payline!

● Entering leave and other time lost.  
Lost time data (PTO, LWOP, etc) should always be posted to the Payline Details row having the largest amount in the Reg Hrs field (hourly employees) or Regular Salary field (salaried employees).

Note: An EMP with a split appointment will have a Payline Details row from the SECONDARY DEPARTMENT.  
(The PRIMARY DEPARTMENT sees ALL of the EMPS Payline Details rows - both PRIMARY and SECONDARY.)  
Always post to a PRIMARY DEPARTMENT Payline Details row.

● Leave and other lost time information is entered into the Other Earnings sub-section of the payline.

Note: In a non-holiday month the first row will be blank and available for lost time data entry.
● When the additional row appears, select a code using the Earnings Code List (see worksheet) or click the icon to the right of the field.

![Image of the Earnings Code List]

● Refer to the list for allowable codes, the most frequently used codes are in the 170 (paid leave), 180 (sick leave), and 420 (leave without pay) code groups.

● Type in or select your desired code, and enter the number of hours in the Hours field (as shown below).

![Image of the Earnings Entry Form]

● To enter more data, insert row (as above) and repeat the process.

● The following example shows a 14.65 adjustment to the EMPs paid leave balance to lower it by the indicated amount.

![Image of the Earnings Entry Form with an adjustment example]

● Once you are finished entering additional row items, click the Save icon at the bottom of the page.
● Use the Return to Search, Next in List, or Previous in List buttons at the bottom of the screen to navigate to the next/previous EMP.

When done with ALL entry, print the ETR SUMMARY report to verify what has been posted (correct amounts, correct EMPs).
To make corrections, recall the EMPs payline, edit the hours posted, delete or add Other Earnings rows as needed, and Save. Reprint the ETR SUMMARY. Verify postings.
The final correct version of the ETR SUMMARY goes to the Approver as part of the departmental approval process.

Note: To delete a row, use the button.

● If an attempt is made to navigate off the current payline without doing a Save, the following prompt will appear:

  Save Warning
  You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

  OK  Cancel

● To find out more about a record, click the Additional Data link (under the Regular Salary field).

  Note: When it comes to an EMP with a split appointment, this ensures that lost time posting will be made to the PRIMARY DEPARTMENT payline, not the SECONDARY.