To pull up the paylines, enter the **Primary Department** . . .

The Primary Department is the HR ORG (e.g., ORA019 or ADM315).

HR ORG access is controlled by user security.

**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 three HR ORGs.
Departmental Payroll Entry (continued) . . .

The default sort is LNAME (alpha) within record (primary record and secondary record).
Click on the desired EMP record to open the payline.

Here is what comes up when ACCENTED, BILL is selected from the search list.
The first Payline Details row that comes up (the default row) is Row 1.
In most cases, benefits eligible EMPs with a single source of pay will normally have three 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.

This EMP is somewhat unique in that he has three sources of pay. He has the Sooner Credits row (usually the second to the last row). He has no DCO row (usually the last row). The reason he has no DCO row is because he has opted out of retirement.

Note the dark blue Payline Details bar.

The blue bar indicates that there are four Payline Details rows. To select the next row, click on the right (light blue) arrow in the dark blue bar.

The window refreshes and Row 2 of 4 is displayed.
Departmental Payroll Entry (continued) . . .

Click on the right (light blue) arrow in the dark blue bar again.

The window refreshes and Row 3 of 4 is displayed.

Locate the Other Earnings (dark blue-gray bar) sub-section of this detail row.

Note the Code 150 data on each of the detail rows.

Code 150 is the HOLIDAY code. On HOL months, PeopleSoft automatically prorates and inserts this code into the paylines.

NOV happens to be a two HOL day month for eligible EMPs. So a full-time EMP will have 16 hours of HOL.

There are 8.00 hours on the first row, 4.00 on the second, and 4.00 on the third…a total of 16 hours. This EMP is 1.0 FTE (40 hrs / wk).

Based on the HOL proration, the EMP is split 50%, 25%, and 25% across three sources of pay.

Now, let's go to detail row 4 of 4.
This is the SOONER CREDITS row (075 is health, 076 is dental, 077 is life, and 078 is AD&D).

Note the dark blue-gray Other Earnings bar indicates 1-3 of 4.
This means not all of the Other Earnings rows are showing.
Select the View All link on the Other Earnings bar to see all four rows.

WARNING: Never enter data on the Sooner Credits or DCO rows of the payline.
Departmental Payroll Entry (continued) . . .

Entering leave and other lost time…

Lost time data (leave, 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 EMP’s 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…

Use the Insert Row button in the 150 row to insert a blank row…

NOTE: In a non-HOL month the first row will blank and available for lost time data entry.

Select a code using the Earnings Code List (see worksheet) or the list lookup magnifying glass to the right of the field…
Departmental Payroll Entry (continued) . . .

Refer to the code list for allowable codes...
The most frequently used codes are in the 17x (paid leave), 18x (sick leave), and 42x (leave without pay) code groups.

Scroll down, locate Code 170, and click on it...
Departmental Payroll Entry (continued) . . .

The Code will auto-populate the field . . .

<table>
<thead>
<tr>
<th>Code</th>
<th>Seq #</th>
<th>Rate Code</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td></td>
<td></td>
<td>16.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>170</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tab, wait for the screen to refresh (a slight flutter), the cursor will land in the Hours field . . . Enter 35.7 hours . . .

To enter more data, insert row (as above) and repeat the process . . . This example shows a 14.65 adjustment to the EMP's paid leave balance to lower it by the indicated amount . . .

<table>
<thead>
<tr>
<th>Code</th>
<th>Seq #</th>
<th>Rate Code</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td></td>
<td></td>
<td>16.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>170</td>
<td></td>
<td></td>
<td>35.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>172</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-14.65</td>
</tr>
</tbody>
</table>

Tap the Save button at the bottom of the page . . . Then, go on to next EMP . . .
Departmental Payroll Entry (continued) . . .

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 EMP’s payline, edit the hours posted, delete or add Other Earnings rows as needed, and Save. Reprint the ETR SUMMARY. Verify postings. The final version of the ETR SUMMARY goes to the Approver as part of the departmental approval process.

To delete a row, use the minus button.

Click the OK button to Delete the row… Click the Cancel button to abort the Delete…

When done making corrections, click on the Save button at the bottom of the page….

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

Click OK to return and Save… Click Cancel to abort and go forward…
Departmental Payroll Entry (concluded) . . .

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

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.

If, in this example, HR ORG security access includes the Department shown, then this is most likely a PRIMARY DEPARTMENT pay source.

However, if HR ORG security does NOT include the Department shown, skip this payline. As instructed earlier, post to the largest PRIMARY DEPARTMENT payline.

To exit the Additional Data window, tap the Cancel button at the bottom of the screen.