Processing BYH hours for By Agreement Appointments

In order for the Payroll system (PPS) to record the By Agreement hours, departments must set up a pay distribution with the DOS code BYH any time a BYA distribution is entered in PPS. Although BYA BY agreement appointments are used as examples, the instructions apply to all flat rates of pay that represent compensation for work (Such as BYN, RPI, HON, and STP pay codes).

BYH processing in PPS for By Agreement appointments with time code R

Below is an example of an employee with a By Agreement distribution (with a time code R):
The department must create a pay distribution with BYH as a DOS code similar to the one below. Please note that the rate amount, location, account, fund, sub account, distribution pay end and begin date will be same as the BYA distribution.

The department must provide an approximate percentage of time to be worked by the employee throughout the duration of the appointment. For example, if the employee is expected to work 2 hours a week throughout the By Agreement appointment then 5% should be entered in the BYH distribution percentage field. Since the By Agreement appointment has a time code of “R”, PPS will automatically credit 2 hours of BYH a week each pay period.
BYH processing in PPS for By Agreement appointments without a time code R

If the By Agreement appointment is not set up with a time code “R”, then PPS will not automatically report the BYH hours. In addition to setting up a BYH pay distribution, the department will need to manually report the BYH hours every pay period in which the employee is expected to receive BYA payment. Departments can directly enter the BYH hours in the IDTC time input roster.

Below is an example of 5 BYH hours being manually entered into the IDTC time input roster:

5 hours is entered on the BYH “Total Time” field.

A “Y” value is entered in the “OK?” field.

“F5” is entered to finalize the hours in the IDTC time input roster.