How to Credit ACA Hours of Service in PPS
“Look-Back” measurement period of November 1, 2014 through October 31, 2015 (MO) and November 9, 2014 through November 7, 2015 (BW)

These instructions for crediting hours of service uses By Agreement appointments (“BYA”) as an example, but these instructions encompass ALL flat rates of pay that represent compensation for work

1. Pull up the BYA appointment screen in PPS and make note of the distribution number that needs to have hours credited. No change to the existing BYA appointment and/or distribution.
2. To add the cumulative number of hours worked during the “look-back” measurement period, go to the EDAT menu (see below) and select the EDLR screen to process an LX transaction for the pay period ending November 7, for bi-weekly employees and October 31, 2015 for monthly employees.
How to Credit ACA Hours of Service in PPS during “Look-Back” cont.

3. At the EDLR screen (see below) enter the LX transaction to add the cumulative work hours for the “look-back” measurement period. Make sure to include the correct distribution number for the BYA appointment (in this example it is Distribution 11).
   
   a. Enter a pay rate. The pay rate will not calculate any payment, but for the LX transaction to be uploaded and the hours properly recorded, an amount is required in the pay rate section.
   
   b. Enter DOS code BYH. The BYH DOS code records hours only - it does not issue any payment.
   
   c. Enter the total hours worked (labeled as “Time” on the EDLR screen) during the “look-back” measurement period (see below).

![Edlr Screen Image]

4. This completes the process for crediting hours in PPS for the “look-back” measurement period.