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. In addition to the BYA distribution, add a new distribution using the BYH DOS code.

2. The BYH distribution for the appointment going forward requires a distribution percentage (see example below). For each BYA (and any other flat-rate) appointment/title code, the Department must provide an approximate percentage of time to be worked by the employee throughout the duration of the appointment.

3. Entering the approximate percentage of time allows PPS to calculate the hours worked during each pay period for the duration of the measurement period.

4. With the addition of the BYH distribution and the approximate percentage of time, no other action is required by the department.