Transaction Condition	PS1 Action	Listing
Hire, CCH, Rehire into a position in BU 01 or eligible title in BU 31	Insert row to start	A
Salary change and **PS1** row with same effective date exists on Addl pay	Update row	A
Salary Change and no row for **PS1** exists with same effective date	Insert row	A
Salary and Additional Pay factor calculation are less than $48.00	Insert row for $48.00	A
Retroactive effective date for any transaction	Insert rows or Update all rows from effective date forward	A
Multiple transactions within a pay period with different **PS1** amounts * **AP1** will be required to adjust **PS1** for the pay period.	Insert or Update rows as required, **but** will calculate pay period at last effective dated amount	A
Start Additional Pay Earnings and no **PS1** row exists with same effective date	Insert row to start	A
End Additional Pay Earnings and no **PS1** row exists with same effective date	Insert row	A
When the OT eligibility ends (ex. **PGP**)	Insert row	A
Change amount of Additional Pay and a **PS1** row exists for same effective date	Update row	A
Position Change or Transfer into BU 01 or eligible title in BU 31	Insert row to start	A
Position Change or Transfer to an ineligible BU	Insert End date on the last **PS1** row	A
Reinstatement from a **LOA**	Insert row to start	A
Reinstatement from **PLA/SKL PS1** row at $24.00	Insert row to start	A
Start **PLA/SKL** – 50%	Insert row for $24.00	A
Start **PLA/ODL,OGF** or **SPF** – 100%	Insert row for $48.00	A
Reinstate from **PLA/ODL, OGF** or **SPF** at 100% and employee is due full Pre-Shift Briefing, if done in the same pay period	Agency will need to insert a **PS1** row; if correct, this will not appear on any list, unless it is changed by the system	A
Reinstate from **PLA** and the agency wants employee to continue **PS1** at $48.00	No action by the system	B
Reinstate from **PLA**; if the agency does not amend the Pre-Shift, it will stay at $48.00	No action by the system	B
Reinstate from **LOA** and agency enters $48.00	No action by the system	B

Transaction Condition	PS1 Action	Listing
PS1 row entered with amount	Update amount if it differs by $.02 or more	A
Retroactive paid leave is entered with rows existing	Insert row for $24.00 or $48.00 and update rows after effective date	A
Retroactive rows to place employee on paid leave and return employee from the leave • If the employee is on a **PLA/SKL,** the system will change **PS1** amount to $24.00 and will update the **PS1** row for the effective date of the Rein Leave.	Insert or update all rows including row with applicable amount to start amount on reinstatement	A
• If the employee is on a **PLA/ODL, OGF** or **SPF**, the system will change **PS1** amount to $48.00 and will leave this amount for the effective date of the Rein Leave.	No action by the system. The agency will need to update **PS1** row for the effective date of the Rein Leave	B
Change work percentage to less than 100%. Employee is not due Pre-Shift Briefing	Update last row with end date.	A
Change work percentage to 100%	Insert a row to start	A
If there is a **PS1** row on the Addl Pay page and a retro active transaction is entered on Job that would end the **PS1** prior to the last **PS1** row, the end date will be added to the prior **PS1** row. The subsequent existing row will not be changed.	Insert end date to the prior row and do nothing to the later dated row. Transaction on B listing with $0. The agency must submit a Data Change Cor History to OSC to have the row deleted.	B
Change Salary for employee on a **PLA/SKL** with Pre-Shift Briefing for $24.00	No action necessary. **PS1** remains the same.	B
Two transactions are done from a Paid Leave to a Paid Leave for the same effective date and entered in the same processing period	No action by the system; will report $0. The agency will need to submit **PS1** for the correct amount.	B