Last Update:

11/07/13 4:10 PM

PA61: Change Working Schedule

PA61

Publisher Information

File Name

r_PA61_ Change Working Schedule.doc

Link 1

Link 2

Link 3

Link 4

Job Role

Leave Administration
Production Support - Time
Time Administration

Insert Job Role rows as necessary.

Transaction	User Data		Description	
PA61			PA61: Change Working Schedule	
Client	**Language**	**Doc Type**	**Job Role**	
	EN	BPP	Leave Administration	

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Change History

Update the following table as necessary when this document is changed.

Date	Name	Change Description
updated 5/7/08		

Trigger:

You need to change the work schedule on an individual. The work schedule is changed on a person's record, and can be processed via transaction code [PA61] (these instructions) or via transaction code [PA30].

These instructions do not walk you through entering a substitute work schedule on an individual, only changing the work schedule permanently.

Business Process Procedure Overview

Work Schedules

– The work schedule:

• Is required for all employee records

– Defines the expected daily work hours

– Defines the number of expected work days used to determine when an employee will accrue leave in that month

– Is used to constrain leave usage

– Does not limit work hours

– Will drive Shift Premiums for eligible employees

– Is tied to a Holiday Calendar

An employee can see their work schedule assignment on the upper right-hand corner of the Time Statement.

If at all possible, change work schedules on the first day of an overtime period (7 days, 28 days, etc. - this is not necessarily the payroll period), so the entire overtime period contains the same work schedule. This will prevent the payroll process from changing calculation rules within an overtime period. If it is not possible to wait until the next overtime period to change the work schedule rule (such as with promotions, LOA w/pay, etc.) it is ok to change the work schedule within an overtime period, but payroll will no longer be calculated on a period-basis. It will calculate on a daily basis, prorated based on the date of the work schedule change. The calculation in the system will be correct, but may be slightly different than if the work schedule was not changed within the period, due to the calculations being daily instead of for a period.

• A work schedule has been made to fit various schedules: Days, Evenings, Nights, Rotating Flex

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Schedules

D 01 N 08 GN

D = Days
01 = Schedule number
N = No weekends
08 = Hours per day
GN = General Schedule (common schedule)

Evening Schedule :   E01N08GN

Night Schedule: N01N08GN

The first character in the work schedule defines the premium eligibility. Agencies have decided which shifts are Day, Evening and Night.

The last 2 characters may also represent

FX = Flex where the hours are set but the days are flexible

M, T, W, H, F = to show which day is the scheduled off day

01-99 = used to represent versions of a work schedule

This is meant to make some sense of the hundreds of work schedules in BEACON. The syntax may be imperfect at times as work schedules are very complex.

Employees assigned to a night shift will earn night premium for hours recorded on their SCHEDULED work days. NOTE: Time worked on NON-SCHEDULED work days require a substitution or a push code.

Rotating Schedules
– Common in 24x7 operations
Flex Schedules
– Allow employees to record any number of work hours or leave hours on any day of the week
– May be a 4, 8, 9, 10 or 24 hour flex schedule
– Should be used with caution

Employees on Rotating schedules must be assigned with care. In addition to identifying which rotation schedule they belong to, it must also be determined where they are within that rotation to match up work days/off days.

Anyone with a regular recurring work pattern should be assigned to a specific work schedule that reflects the normal expected work hours per day per OSHR. Flex schedules my invite some work hour flexibility that may benefit the employee but impede business operations.

Not all schedules are permitted by all agencies.

Tips and Tricks

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- You can access infotype 0007 Planned Working Time via transaction code [PA30] or transaction code [PA61]; both update the records on an individual.

- This process should not be used to create a work schedule substitution, only a change of work schedule permanently.
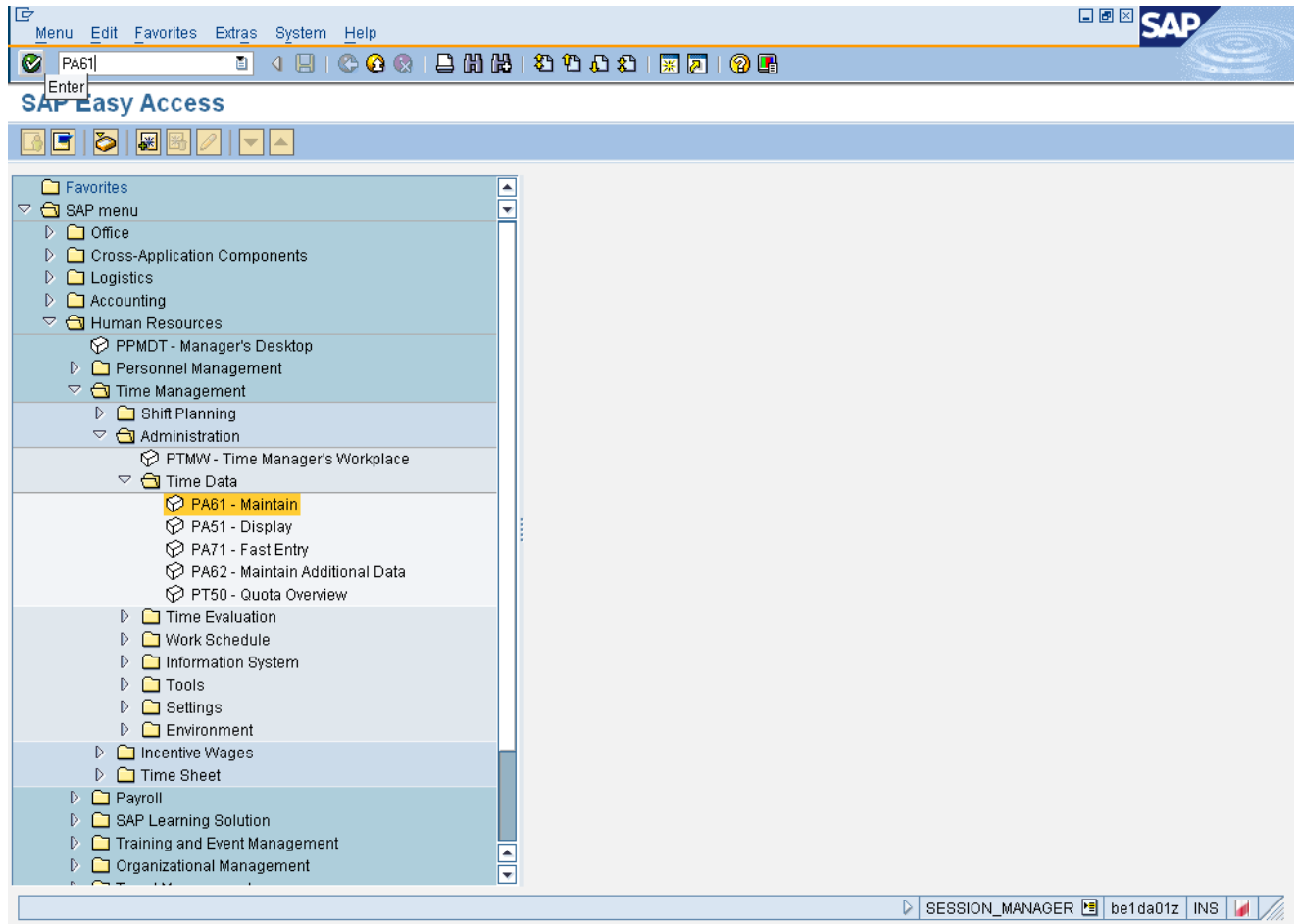
Access Transaction:

Via Menu Path	SAP menu ==> Human Resources ==> Time Management ==> Administration ==> Time Data ==> PA61- Maintain
Via Transaction Code	PA61

Procedure:

SAP Easy Access

1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. **Example:** PA61

2. Click **Enter** button.

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Information: You may want to enter this transaction code in your Favorites folder. Choose Favorites ==> Insert Favorites, and type in PA61, then click Enter.

To see the transaction code displayed in front of the link in your favorites, choose Edit ==> Settings, put a check next to Display Technical Name, and click Enter.

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3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier	R	Enter value in Personnel no..
			Example: 70239647

4. Click **Enter** ✅ button.

> **Information:** Best practice is to enter any data as appropriate, review all data, and click **Enter** to allow the system to validate the data. Verify you are working with the correct personnel number before proceeding.

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5. Click the **Time management data** Time mana... tab button.

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6. Select the **Planned Working Time** ▢ row.

7. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Infotype	Unique number identifying the type of data to be displayed.	R	Enter value in Infotype. **Example:** 0007

8. Click **Enter** ✅ button.

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Information: You can find the **Planned Working Time** infotype on the Time Management Data tab, or you may enter [0007] in the Infotype field at the bottom of the screen and click **Enter**.

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9.   Click **Copy   (Shift+F9)** ⬚ button.

🛈   **Information:** Always use **Copy** to keep a record of the historical work schedules. If you use the **Change** function, the record of what the work schedule used to be is not saved.

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Copy Planned Working Time

10. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Start	Beginning date of the specified date range	R	Enter value in Start. **Example:** 04/07/2008

11. Click the **Work schedule rule** matchcode.

Information: You should change the work schedule at the beginning of an overtime period (7 day, 28 day, etc.) if at all possible.

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Hit List

12. Select **the appropriate work schedule** in the **hit list** list box.

13. Click **Copy   (Enter)** button.

  Information: Choose the work schedule to change this individual's record to. You will only see the list of valid work schedules for this individual.

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14. Click **Enter** button.

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15. Click **Enter** ✅ button.

ℹ️ **Information:** You may ignore the yellow caution message about the Basic Pay record when you make this change.

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16.   Click **Enter** button.

ℹ️ **Information:** Notice the yellow confirmation message at the bottom of the screen noting the previous work schedule record will be delimited, or have an end date put on the record.

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17.   Click **Save   (Ctrl+S)** button.

ⓘ   **Information:** After verifying all data is correct, click **Save**.

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Possible subsequent activities

18.   Click **Cancel   (F12)** ![x] button.

ⓘ   **Information:** Since a change in work schedule has the potential to affect the benefits of
the individual, the system prompts you with a benefits change option. If you will not be
changing benefits, click **Cancel**. If you will be changing benefits with the change in a work
schedule, those instructions are not handled in this BPP.

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19.   Click **All** ⭕ All   radio button.

20.   Click **Overview   (Shift+F8)** 🖼️ button.

ℹ️
Information: To review the changes you have made now or in the future, choose **All** for the date range (the default will be today's date, which may not show you records in the past), and click **Overview** to see the history of all work schedules on this individual's record.

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List Planned Working Time

21. Click **Back (F3)** button.

Information: Notice the history of all work schedules and the valid dates are displayed. To return to the main screen, click **Back**.

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22. Click **Back (F3)** button.

23. The system task is complete.

Launch WEB HELP

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