



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



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



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 may 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



Title: PA61: Change Working Schedule
Functional Area: Human Resources
Sub Area: Time Management

- 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.

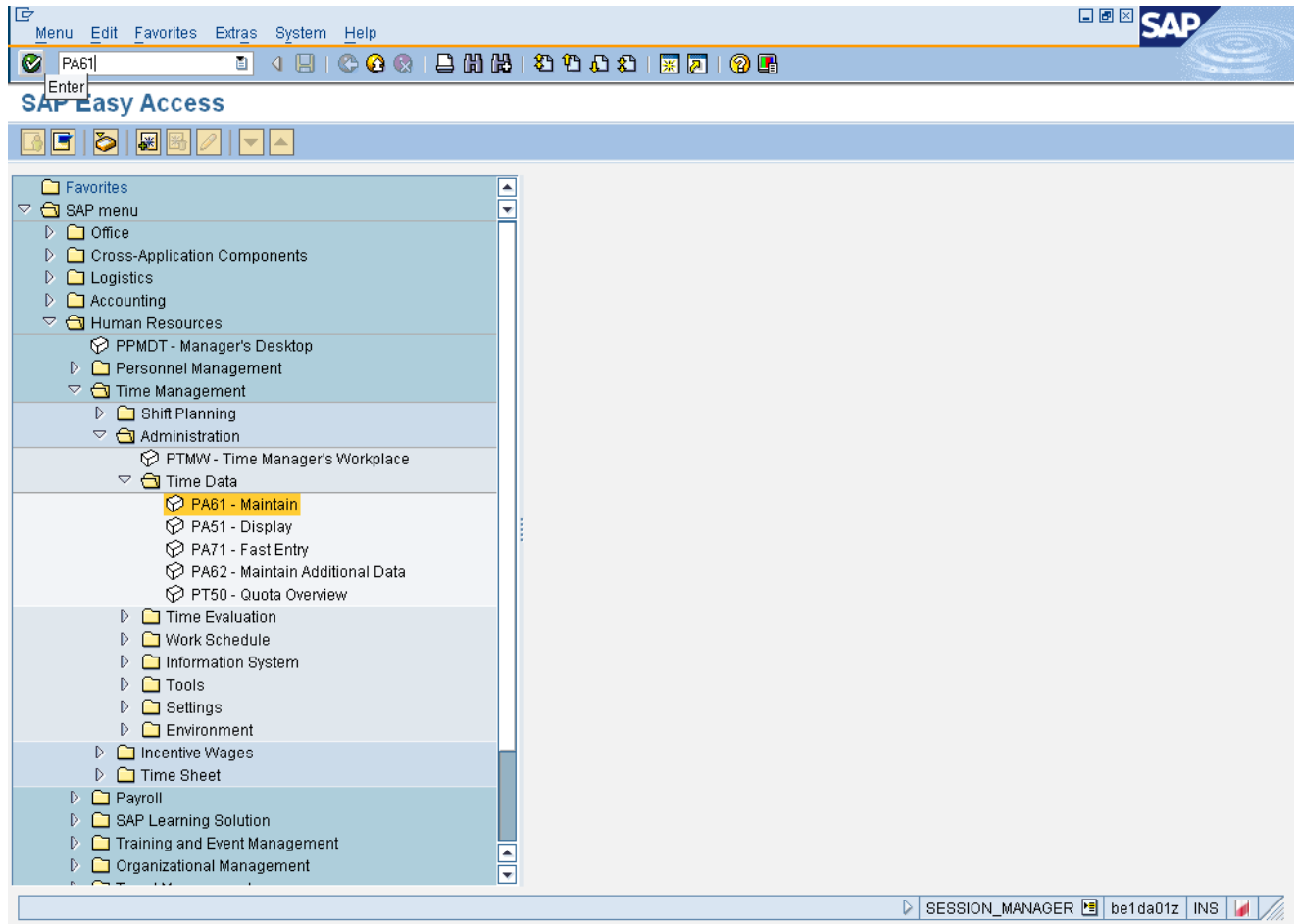
Access Transaction:

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.



Title: PA61: Change Working Schedule
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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.



Maintain Time Data

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.



Title: PA61: Change Working Schedule
Functional Area: Human Resources
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Maintain Time Data

The screenshot shows the SAP 'Maintain Time Data' interface. At the top, there is a menu bar with options like 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window title is 'Maintain Time Data'. On the left, there is a 'Find by' section with a tree view showing 'Person' and sub-options like 'Collective search help', 'Search Term', and 'Free search'. The main area displays employee information: Personnel no. 70239647, Name BASIL LANDEVOS, EESubgroup A1, and PersA 1501 Transportation. Below this, there are tabs for 'Working times', 'Additional account assignments', 'Time quotas', and 'Time mana...'. The 'Time mana...' tab is active, showing a list of infotypes on the left (Absences, Attendances, Time Events, Overtime, Substitutions, On-Call, Time Transfer Specifications, Employee Remuneration Info) and a 'Period' selection area on the right with radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Last month'. A 'Choose' button is also present. At the bottom, there is a 'Direct selection' section with 'Infotype' and 'STy' fields.

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



Maintain Time Data

The screenshot shows the SAP 'Maintain Time Data' screen for personnel number 70239647, BASIL LANDEVOS. The 'Planned Working Time' infotype is selected in the list on the left. The 'Infotype' field at the bottom is set to '0007'. The 'Period' section on the right shows options for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Last month'. The 'Direct selection' section shows 'Infotype' as '0007'.

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.



Title: PA61: Change Working Schedule
Functional Area: Human Resources
Sub Area: Time Management




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**.



Maintain Time Data

The screenshot displays the SAP 'Maintain Time Data' (PT01) transaction. The top bar includes the SAP logo and standard menu options. The main area is titled 'Maintain Time Data' and shows a search for personnel number 70239647 (BASIL LANDEVOS). The 'Planned Working Time' infotype is selected in the list. The 'Period' section is active, showing options for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Last month'. The 'Direct selection' section shows 'Planned Working Time' selected for the infotype.

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.



Copy Planned Working Time

The screenshot shows the SAP 'Work schedule' configuration screen. The main data fields are as follows:

Personnel No	70239647	Name	BASIL LANDEVOS
EEGroup	P SPA BI-Weekly	PersA	1501 Transportation
EESubgroup	A1 FT N-FLSAOT Perm	Statu	Active
Start	04/07/2008	To	12/31/9999

Work schedule rule:

Work schedule rule	I24W24FX ITWHFSaS-7x24
Time Mgmt status	1 - Positive Time Recording
Working period	Wk - Sun (mdnt) - Sat

Part-time employee

Working time:

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.30
Annual working hours	2080.00
Weekly workdays	

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.




Title: PA61: Change Working Schedule
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Sub Area: Time Management



Hit List

WS rule	Work schedule rule text	PWS	Start Date	End Date
D01N086N	MTWHF-8,SaS-0	D01A	01/01/1900	12/31/9999
DUEM40FX	Dual Emp 40 hrs/wk	F24B	01/01/1900	12/31/9999
I24W24FX	MTWHFSaS-7x24	F24A	01/01/1900	12/31/9999

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.



Copy Planned Working Time

The screenshot shows the SAP 'Planned Working Time' configuration screen. The main data fields are as follows:

Personnel No	70239647	Name	BASIL LANDEVOS
EEGroup	P SPA BI-Weekly	PersA	1501 Transportation
EESubgroup	A1 FT N-FLSAOT Perm	Statu	Active
Start	04/07/2008	To	12/31/9999

Work schedule rule

Work schedule rule	D01N086N ITWHFSaS-7x24
Time Mgmt status	1 - Positive Time Recording
Working period	Wk - Sun (mdnt) - Sat

Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.30
Annual working hours	2080.00
Weekly workdays	

At the bottom right of the screen, the status bar shows: PA61 | be1da01z | INS

14. Click **Enter**  button.



Title: PA61: Change Working Schedule
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Copy Planned Working Time

The screenshot shows the SAP Work schedule interface for Basil Landevos. The main data fields are as follows:

Personnel No	70239647	Name	BASIL LANDEVOS
EEGroup	P SPA BI-Weekly	PersA	1501 Transportation
EESubgroup	A1 FT N-FLSAOT Perm	Statu	Active
Start	04/07/2008	To	12/31/9999

Work schedule rule:

Work schedule rule	D01N086 TWHFSaS-7x24
Time Mgmt status	1 - Positive Time Recording
Working period	Wk - Sun (mdnt) - Sat

Part-time employee

Working time:

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.30
Annual working hours	2080.00
Weekly workdays	

Attention: Please check Basic Pay infotype (0008)

15. Click **Enter** button.



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



Copy Planned Working Time

The screenshot shows the SAP 'Planned Working Time' transaction for employee Basil Landevos. The interface includes a search sidebar on the left and a main data entry area on the right. The data entry area contains fields for Personnel No (70239647), Name (BASIL LANDEVOS), EEGroup (P SPA BI-Weekly), PersA (1501 Transportation), EESubgroup (A1 FT N-FLSAOT Perm), and Status (Active). The Start date is 04/07/2008 and the To date is 12/31/9999. Under 'Work schedule rule', the rule is D01N086N ITWHF-8,SaS-0, with Time Mgmt status '1 - Positive Time Recording' and Working period 'Wk - Sun (mdnt) - Sat'. The 'Part-time employee' checkbox is unchecked. The 'Working time' section shows: Employment percent (100.00), Daily working hours (8.00), Weekly working hours (40.00), Monthly working hrs (173.33), Annual working hours (2080.00), and Weekly workdays (empty). A yellow warning message at the bottom states: 'Record valid from 01/01/2007 to 12/31/9999 delimited at end'.

16. Click **Enter**  button.



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.



Copy Planned Working Time

The screenshot shows the SAP 'Copy Planned Working' configuration screen. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help), a toolbar, and a main data entry area. The data entry area is divided into sections: Personnel data, Work schedule rule, and Working time.

Personnel Data:

- Personnel No: 70239647
- Name: BASIL LANDEVOS
- EEGroup: P SPA BI-Weekly
- PersA: 1501 Transportation
- EESubgroup: A1 FT N-FLSAOT Perm
- Statu: Active
- Start: 04/07/2008
- To: 12/31/9999


Work schedule rule:

- Work schedule rule: D01N086N MTWHF-8,SaS-0
- Time Mgmt status: 1 - Positive Time Recording
- Working period: Wk - Sun (mdnt) - Sat
- Part-time employee

Working time:

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	

At the bottom of the screen, there is a 'Save your entries' button and a status bar showing 'PA61 be1da01z INS'.

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



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



Possible subsequent activities

Possible subsequent activities

Enrolled on 04/07/2008

Terminated on 04/06/2008

Automatic Plans
 Default Plans
 All plans

Add. functions 04/07/2008

Plan overview
 Enrollment Form
 Particip. Monitor

OK Cancel

18. Click **Cancel (F12)** 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.



Maintain Time Data

The screenshot shows the SAP 'Maintain Time Data' interface for personnel 70239647 (BASIL LANDEVOS). The 'Planned Working Time' infotype is selected in the list. The 'Period' section has the 'All' radio button selected. The 'Direct selection' section shows 'Planned Working Time' and 'STy'.

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

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



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.



List Planned Working Time

The screenshot shows the SAP 'List Planned Working Time' interface. The top bar includes the SAP logo and standard navigation icons. The main area displays search criteria for Personnel No. 70239647 and Name BASIL LANDEVOS. Below this, a table lists work schedule entries with columns for Start Date, End Date, WS rule, T, Empl., MoHrs, Wk.hrs, Hrs/Da, WkD, P, LI, and AI. Two entries are visible: one from 04/07/2008 to 12/31/9999 with WS rule D01N08GM1, and another from 01/01/2007 to 04/06/2008 with WS rule I24W24FX 1. A search sidebar on the left offers options like 'Collective search help', 'Search Term', and 'Free search'. The bottom status bar shows 'Entry 1 of 2' and system identifiers.

Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	WkD	P	LI	AI
04/07/2008	12/31/9999	D01N08GM1		100.00	173.33	40.00	8.00	0.00			
01/01/2007	04/06/2008	I24W24FX 1		100.00	173.30	40.00	8.00	0.00			

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**.



Maintain Time Data

The screenshot shows the SAP 'Maintain Time Data' interface. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The main window title is 'Maintain Time Data' with a 'Back (F3)' button. Below the title bar are tabs for 'List entry', 'Week', 'Month', and 'Year'. The left sidebar contains search options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. The main area displays personnel data for 'BASIL LANDEVOS' (Personnel no. 70239647). Fields include 'EEGroup' (P SPA BI-Weekly), 'PersA' (1501 Transportation), 'EESubgroup' (A1 FT N-FLSAOT Perm), and 'CostC' (0000150003 Personnel). Below this are tabs for 'Additional account assignments', 'Time quotas', and 'Time management data'. The 'Time management data' tab is active, showing a list of infotypes with 'Planned Working Time' selected. A 'Period' section allows selection of a date range (01/01/1800 to 12/31/9999) and various options like 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Last month'. A 'Direct selection' section at the bottom shows 'Planned Working Time' selected in the 'Infotype' field.

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

23. The system task is complete.

Launch WEB HELP