

## Work Schedule Substitution Fast Entry of Time Data

Transaction Code: PA71

- Purpose** Use this procedure to create a work schedule substitution for similar employees (salaried or hourly).
- Trigger** Follow this procedure to create a work schedule substitution.
- Prerequisites** Only like employees (hourly or salaried) can be processed together to complete the same Work Schedule Substitution.
- End User Roles** In order to perform this transaction you must be assigned the following role: Time and Attendance Processor, Time and Attendance Supervisor, Personnel Administration Supervisor, Leave Correction Processor










Change History	Change Description
3/15/2013	Procedure created.

**Menu Path** Human Resources → Time Management → Administration → Time Data → Fast Entry

**Transaction Code** PA71

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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

IF	Go To
You need to enter a work schedule substitution for multiple employees	Step 1
You need to delete record(s) already created	Step 19

## Procedure





### Scenario:

You have identified and grouped all hourly and salaried employees within your agency that need a work schedule. Use the Fast Entry of Time Data (PA71) to create the substitution for all identified **hourly** or **salaried** employees at one time.

1. Start the transaction using the above menu path or transaction code **PA71**

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Fast entry of time data	R	Select the box to the left of Infotype <b>Substitutions</b>  <b>Example:</b> Substitutions
Period	R	This is the pay period for which the report, transaction, or

		<p>program is being run.</p> <p> Enter the from date of the <b>Work Schedule Substitution</b></p> <p> May <b>not</b> exceed <b>15</b> calendar days otherwise you will receive the following error message when trying to save entries:   Max. of 15 day period allowed for IT2003.</p> <p><b>Example:</b> 6/30/2013</p>
Direct Selection	<input type="radio"/>	<p>Enter either the Infotype <b>name</b> or <b>number</b> into this field</p> <p><b>Example:</b> Substitutions or 2003</p>
Enter in fast entry screen	<input type="radio"/>	<p>Access the Fast Entry screen and enter or cut and paste a spreadsheet with all employees' personnel numbers.</p>
Manual preselection	<input type="radio"/>	<p>Enter Personnel Number of each employee.</p> <p><b>Example:</b> 40000235</p>
Preselect using report	<input type="radio"/>	<p>Provides the selection criteria screen where Personnel numbers and/or Business Area, Personnel Area etc. may be entered.</p> <p><b>Example:</b> Click this radio button</p>
Preselection w. ad hoc query	<input type="radio"/>	<p>Use reporting set to select a number of objects to generate the personnel number list.</p>
Save Options	<input type="radio"/>	<p>Verify the <b>Save records directly</b> radio button is selected. This creates the record on the employees <b>Substitutions (2003)</b> Infotype.</p> <p> <b>Do not</b> select <i>Create batch input session</i>. This is to be used by the Department of Enterprise Services only.</p>

Time data Edit Goto Extras System Help

**Fast Entry of Time Data**

with proposal

Fast entry of time data  
Absences  
**Substitutions**  
Absence Quotas  
Employee Remuneration Info

Period

Period  
From 06/30/2013 To  
 Today  Curr. week  
 All  Current month  
 From curr.date  Last week  
 To Current Date  Last month  
 Current Period  Current Year

Direct selection  
Infotype Substitutions STy

Enter Personnel Numbers  
 Enter in fast entry screen  
 Manual preselection  
 Preselect using report  
 Preselection w.ad hoc query


Save Option  
 Save records directly  
 Create batch input session


Maintain/Lock/Unlock/Delete  
 Locked records only


3. Click  (Create)

4. You are taken to the **Personnel Number Selection for Fast Data Entry Selection criteria** screen.



If you have received a list of personnel numbers from your agency HR department, select the multiple selection button  next to the **Personnel Number** field to copy and paste the personnel numbers that were provided as follows:

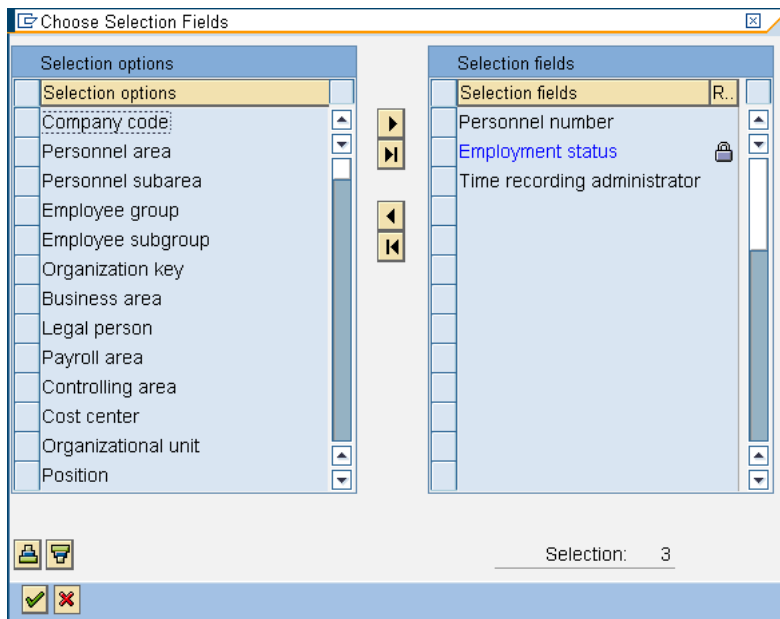
Click  (Paste) to paste the copied numbers. The Department of Enterprise Services recommends that you only process **up to 500** employees at a time.



Click  (Copy) to return to selection criteria screen.

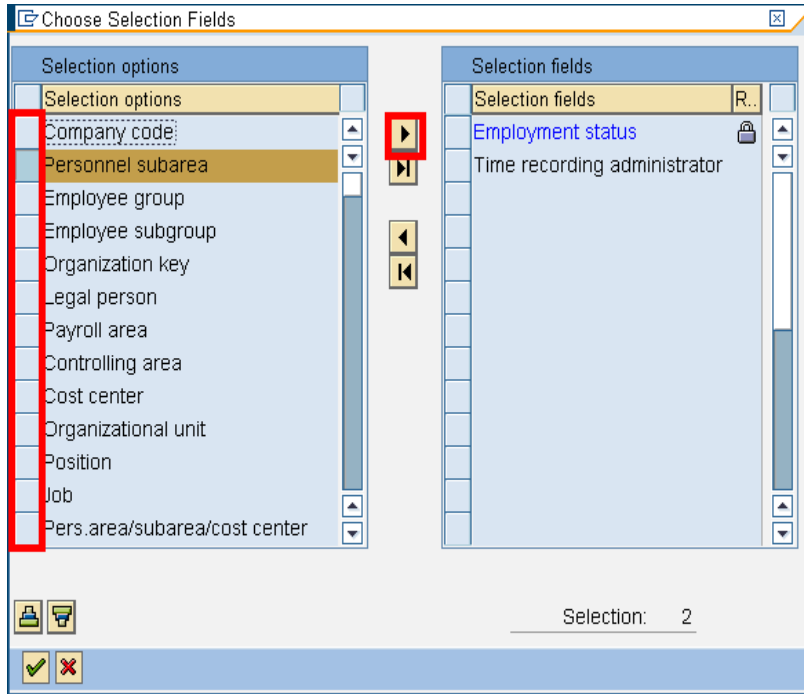


**If you use this option, proceed to step 7**

5. Click **Further selections** to add further selection criteria



- 5.1 Click the box to the left of the desired **Selection Option(s)**
- 5.2 Click  (Select) to add to the **Selection Fields** which will display on the selection criteria screen.
- 5.3 Click  (Continue)



6 In the Selection criteria screen complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Other Period	R	Pay period of the Substitution <b>Example:</b> 6/30/2013
Employment status	C	Describes the employee's employment status with the agency. <b>Example:</b> 3 (Active)
Personnel area	C	A specific agency/sub-agency in the State of Washington. <b>Example:</b> 5400



If you added additional search criteria from the **Further Selection** screen complete those fields

7 Click  (Execute)



Program Edit Goto System Help

Personnel Number Selection for Fast Data Entry

Further selections Search helps Sort order Org. structure

Period

Today  Current month  Current year  
 Up to today  From today  
 Other period

Period  To

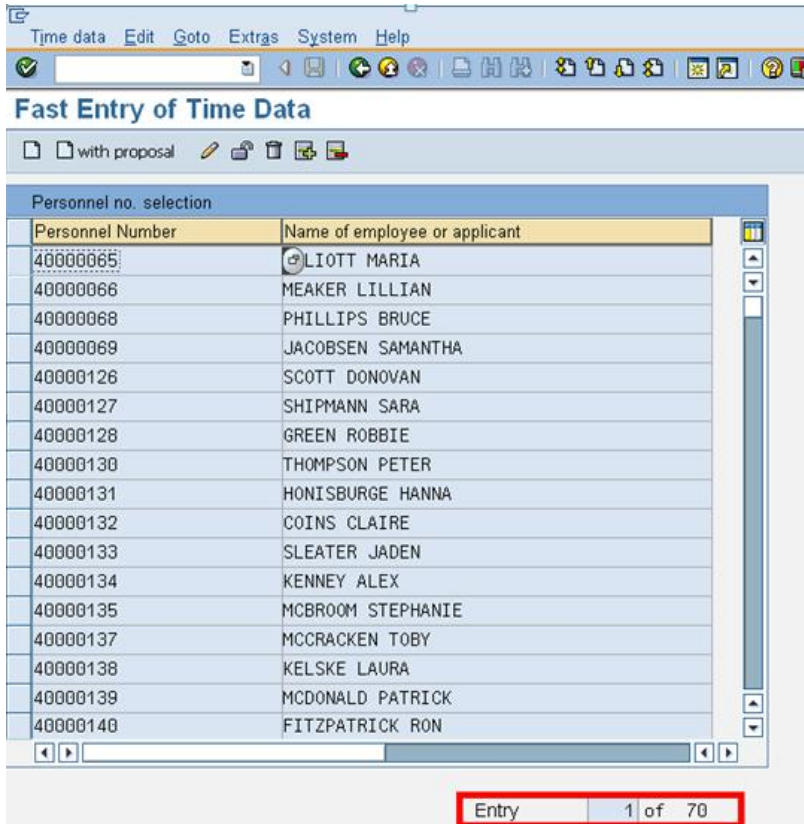
Payroll period

Selection


Personnel Number   
Employment status   
Time recording administrator


Additional data

Job	<input type="text"/>	to	<input type="text"/>
Organizational unit	<input type="text"/>	to	<input type="text"/>
Position	<input type="text"/>	to	<input type="text"/>
Work schedule rule	<input type="text"/>	to	<input type="text"/>
Payroll administrator	<input type="text"/>	to	<input type="text"/>
HR administrator	<input type="text"/>	to	<input type="text"/>
Time data administrator	<input type="text"/>	to	<input type="text"/>



8 You will be taken to the **Fast Entry of Time Data** screen. Verify the personnel numbers. The total number of employee records displays in the bottom far right corner.

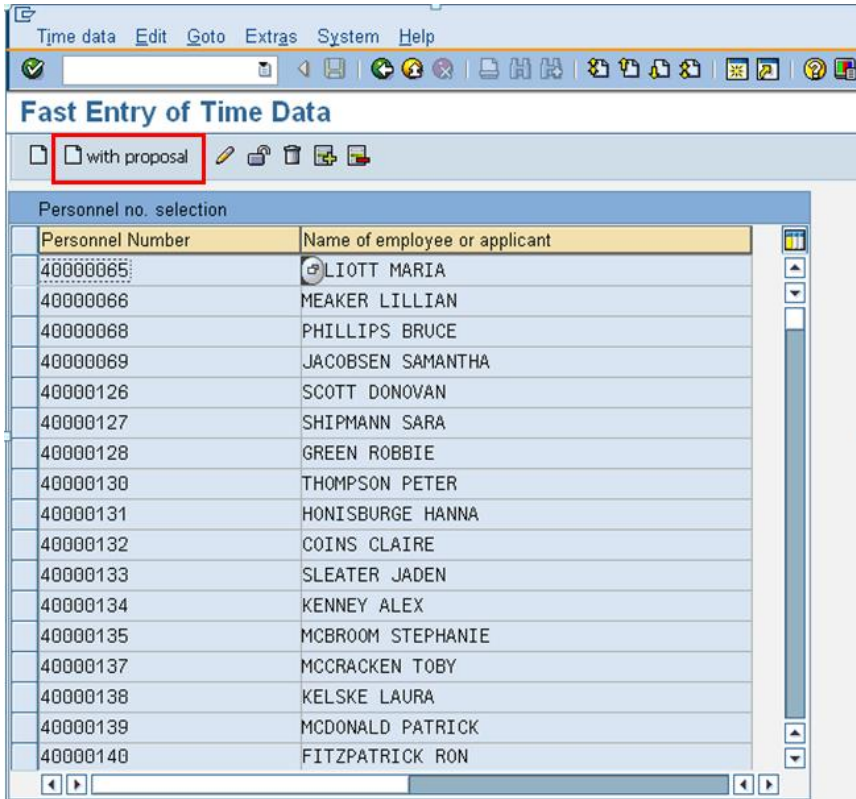
8.1 To delete personnel numbers, select the line to delete and click the  (Delete personnel number).

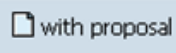
8.2 To add personnel numbers, select the line where you would like to add the personnel number and click the  (Insert personnel number)

The screenshot shows a software window titled "Fast Entry of Time Data". The menu bar includes "Time data", "Edit", "Goto", "Extras", "System", and "Help". Below the menu is a toolbar with various icons. A sub-toolbar contains "with proposal" and a red-bordered icon of a person. The main area is a table with the following data:



Personnel Number	Name of employee or applicant
40000065	LIOTT MARIA
40000066	MEAKER LILLIAN
40000068	PHILLIPS BRUCE
40000069	JACOBSEN SAMANTHA
40000126	SCOTT DONOVAN
40000127	SHIPMANN SARA
40000128	GREEN ROBBIE
40000130	THOMPSON PETER
40000131	HONISBURGE HANNA
40000132	COINS CLAIRE
40000133	SLEATER JADEN
40000134	KENNEY ALEX
40000135	MCBROOM STEPHANIE
40000137	MCCRACKEN TOBY
40000138	KELSKE LAURA
40000139	MCDONALD PATRICK
40000140	FITZPATRICK RON





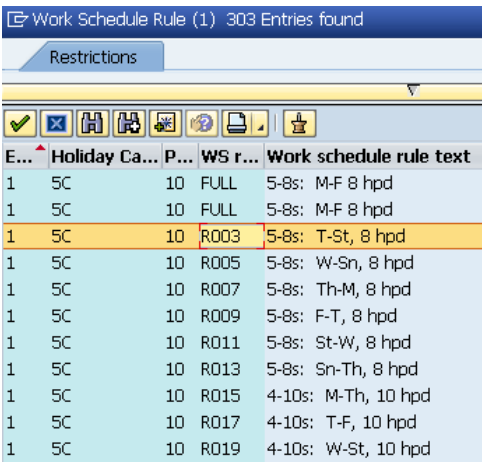
At the bottom of the window, it says "Entry 1 of 70".



- 9 Click  (with proposal).

10 Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start Date	R	<p>Start date of the Substitution.</p> <p> May <b>not</b> exceed <b>15</b> calendar days otherwise you will receive the following error message when trying to save entries:   Max. of 15 day period allowed for IT2003.</p> <p><b>Example:</b>        6/30/2013 to 6/30/2013</p>
PS Grouping	R	Describes the employee's employment status with the agency.

		 <b>Always use 10</b>  <b>Example:</b> 10										
Substitution Type	R	Describes the type of substitution  <b>Always use 04- Substitution</b>  <b>Example:</b> 04- Shift Substitution										
Work Schedule Rule	R	It is a description of the duration and composition of employee working time for any given workday.   Click on the matchcode (  ) to select the appropriate work schedule   <p><b>!</b> If the employee(s) are <b>hourly</b> select the work schedules which have a <b>1</b> in the ESG column in the <i>Work Scheudle Rule</i> pop-up screen</p> <table border="1" data-bbox="625 1438 1274 1491"> <tr> <td>1</td> <td>5C</td> <td>10</td> <td>R003</td> <td>5-8s: T-St, 8 hpd</td> </tr> </table> <p><b>!</b> If the employee(s) are <b>salaired</b> select the work schedules which have a <b>2</b> in the ESG column in the <i>Work Scheudle Rule</i> pop-up screen <b>Tip:</b> Click on the column header <b>E..</b> to change the order from decending to ascending.</p> <table border="1" data-bbox="625 1711 1274 1764"> <tr> <td>2</td> <td>5C</td> <td>10</td> <td>R003</td> <td>5-8s: T-St, 8 hpd</td> </tr> </table> <b>Example:</b> R003- 5-8'S T-ST 8 hpd	1	5C	10	R003	5-8s: T-St, 8 hpd	2	5C	10	R003	5-8s: T-St, 8 hpd
1	5C	10	R003	5-8s: T-St, 8 hpd								
2	5C	10	R003	5-8s: T-St, 8 hpd								

Infotype Edit Goto Extras System Help

**Substitutions (2003)**

Copy default values

Start Date 06/30/2013 To 06/30/2013

PS Grouping 10

Substitution type 04 Shift Substitution

Individual working time

Time -

Daily WS class

Daily work schedule

Daily work schedule DWS grouping

Daily WS variant

Breaks

Work break schedule

1st break - Paid Unpaid

2nd break - Paid Unpaid

Work schedule rule

Work schedule rule R003 ES grouping 1

Holiday Calendar ID 5C PS grouping 10

As personnel no.

Different payment according to

Position -

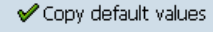
Work center -

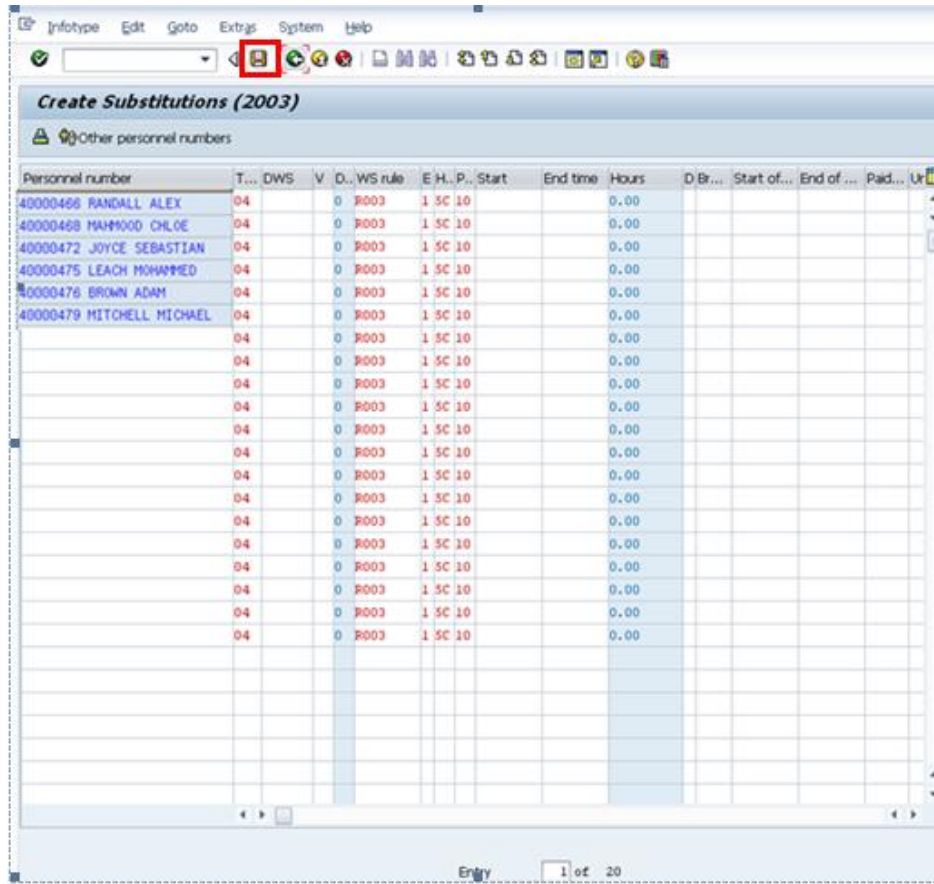
Time -


Day type

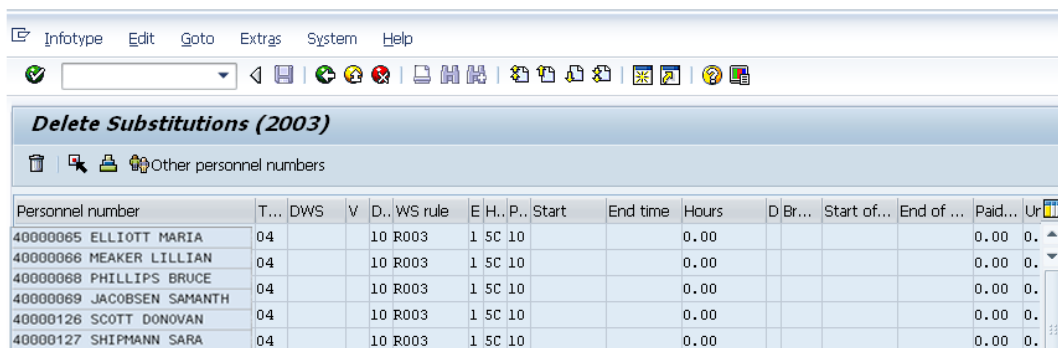


This screen shot is for **hourly** employees as the **ES grouping** is 1.

- 11 Click  to continue.




12 Click  (Save) to save your record.




13. If there are no errors the following message will display in the status bar '20 Records Created'.



**Note:** Although you may have selected hundreds of employees, only 20 employee records at a time will be displayed and can be saved. To save the next 20 employees click  Other personnel numbers



Personnel number	T...	DWS	V	D..	WS rule	E H..	P..	Start	End time	Hours	D Br...	Start of...	End of ...	Paid...	Ur
40000466 RANDALL ALEX	04		0	R003	1 5C 10					0.00					
40000468 MAHMOOD CHLOE	04		0	R003	1 5C 10					0.00					
40000472 JOYCE SEBASTIAN	04		0	R003	1 5C 10					0.00					
40000475 LEACH MOHAMMED	04		0	R003	1 5C 10					0.00					
40000476 BROWN ADAM	04		0	R003	1 5C 10					0.00					
40000479 MITCHELL MICHAEL	04		0	R003	1 5C 10					0.00					

14. Click  (Save). Repeat until all personnel numbers have been selected.




If there is another substitution or absence already entered on the same day, you will **not** be able to save the **Substitution** you are trying to enter. You will receive the following:

Personnel No: 40000235 Name: KIRBY, JOESPH  
 EE group: 0 Permanent Personnel ar: 1790 Dept of Enterprise Services  
 EE subgroup: 01 Monthly(M) OT E... ssm 555-12-1223 Status: Active

Re...	From	To	Start	End	IType	Infotyp.	SType	Subtype
<input type="checkbox"/>	06/30/2013	06/30/2013			2003	Substitutions	04	Shift Substitutor

Collisions

Re...	From	To	Start	End	IType	Infotype	SType	Subtype
	06/30/2013	06/30/2013			2003	Substitutions	04	Shift Substi...

Entry  of 1

14.1 **Collision of Time Infotypes:** This screen is showing that a record will be deleted and a new record will be created.

**For this screen shot:**

The record:

Record to be saved								
Re...	From	To	Start	End	IType	Infotyp.	SType	Subtype
	06/30/2013	06/30/2013			2003	Substitutions	04	Shift Substitutor

is going to be deleted and **replaced** with:

Collisions								
Re...	From	To	Start	End	IType	Infotype	SType	Subtype
	06/30/2013	06/30/2013			2003	Substitutions	04	Shift Substi...

14.2 Click the to accept the **Record to be saved**.

14.3 Click the to cancel the **Record to be saved**. If is clicked, you will **not** be able to save the record.



Once you have created substitution, you can verify that the *Work Schedule* Substitution is accurate.

15. Enter **/NPT63** into the command field and press (Enter)

16. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Other Period	R	Start date of the Substitution  <b>Example:</b> 6/30/2013 to 6/30/2013

**Personal Work Schedule**

Further selections Search helps Sort order

Period

Today       Current month       Current year  
 Up to today       From today  
 Other period

Period  To

17. Click **Further selections** to add *Personnel Area* and/or *Business Area* to the selection criteria screen..

Choose Selection Fields

Selection options	Selection fields
Selection options	Selection fields R..
Employment status	Personnel Number
Company Code	Time recording administrator
<b>Personnel area</b>	
Personnel subarea	
Employee group	
Employee subgroup	
Organization key	
<b>Business area</b>	
Legal person	
Payroll area	
Controlling area	
Cost center	
Organizational unit	




Selection: 2

Selection

Personnel Number

Personnel area

Time recording administrator

Program Edit Goto System Help

**Personal Work Schedule**

Further selections Search helps Sort order

Period

Today  Current month  Current year

Up to today  From today

Other period

Period  To

Selection

Personnel Number

Personnel area

Time recording administrator

Work schedule


Read from cluster

Display periods

Pens. and active

Inact., pens. and active

Left, inactive, pensioned and active

18. Click  (Execute) to generate the report results

List Edit Goto Views Settings System Help

**Personal work schedule**

Daily WS Planned working time Time infotypes

Personal work schedule

Key date: 06/30/2013

Pers.No.	Name	Date	Day/DWS	DV/Daily WS/Va	Text	Grp	Start	End	Pl-hrs	HCI	DT/DT	text	Personal WS	Description	HCr	Text	Wk. time
40000065	ELLIOTT MARIA	06/30/2013	SU OFF	Day Off	04 Shift Substitution	10			0.00			Work/paid	P003	T-St,8hpd	5C	USA (WASHINGTON)	1
40000066	MEAKER LILLIAN	06/30/2013	SU OFF	Day Off	04 Shift Substitution	10			0.00			Work/paid	P003	T-St,8hpd	5C	USA (WASHINGTON)	1
40000068	PHILLIPS BRUCE	06/30/2013	SU OFF	Day Off	04 Shift Substitution	10			0.00			Work/paid	P003	T-St,8hpd	5C	USA (WASHINGTON)	1
40000069	JACOBSEN SAMANTHA	06/30/2013	SU OFF	Day Off	04 Shift Substitution	10			0.00			Work/paid	P003	T-St,8hpd	5C	USA (WASHINGTON)	1



**Deleting incorrect records:** It is possible to delete absences records that you created via **Fast Entry (PA71)**

**Example:**

You determined that you entered the wrong date for all the employees' records that you just created and need to **delete** the wrong records.

19. Start the transaction using the transaction code **PA71**

Time data Edit Goto Extras System Help

**Fast Entry of Time Data**

with proposal

Fast entry of time data

Absences

Substitutions

Absence Quotas

Employee Remuneration Info

Period

Period

From [ ] [ ]

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Choose

Direct selection

Infotype [ ] \$Ty [ ]

Enter Personnel Numbers

Enter in fast entry screen

Manual preselection

Preselect using report [ ]

Preselection w.ad hoc query

Save Option

Save records directly

Create batch input session

Maintain/Lock/Unlock/Delete



Locked records only



Use the **same** selection criteria that was used originally

Time data Edit Goto Extras System Help

Fast Entry of Time Data

with proposal  

Fast entry of time data

Absences


Substitutions

Absence Quotas

Employee Remuneration Info

Period

Period

From  

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Direct selection

Infotype  \$Ty

Enter Personnel Numbers

Enter in fast entry screen

Manual preselection

Preselect using report

Preselection w.ad hoc query

Save Option

Save records directly

Create batch input session

Maintain/Lock/Unlock/Delete

Locked records only

20. Click  (Delete)

21. Enter the same search criteria as when you created the Substitution records:

Program Edit Goto System Help

**Personnel Number Selection for Fast Data Entry**

Further selections Search helps Sort order Org. structure

Period

Today       Current month       Current year  
 Up to today       From today  
 Other period

Period  To

Payroll period

Selection

Personnel Number

Employment status

Time recording administrator

Additional data

Job  to

Organizational unit  to

Position  to

Work schedule rule  to

Payroll administrator  to

HR administrator  to

Time data administrator  to

22. Click  (Execute)

Time data Edit Goto Extras System Help

**Fast Entry of Time Data**

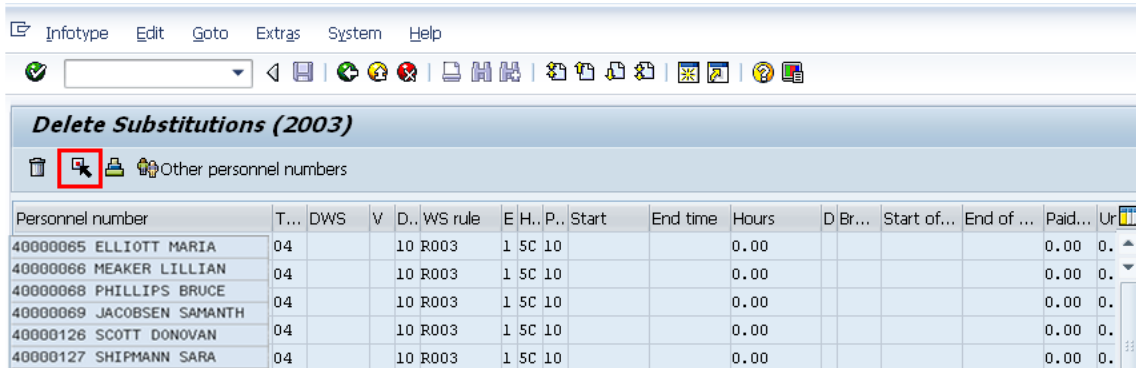
with proposal

Personnel no. selection

Personnel Number	Name of employee or applicant
40000065	LIOTT MARIA
40000066	MEAKER LILLIAN
40000068	PHILLIPS BRUCE
40000069	JACOBSEN SAMANTHA
40000126	SCOTT DONOVAN
40000127	SHIPMANN SARA
40000128	GREEN ROBBIE
40000130	THOMPSON PETER
40000131	HONISBURGE HANNA
40000132	COINS CLAIRE
40000133	SLEATER JADEN
40000134	KENNEY ALEX
40000135	MCBROOM STEPHANIE
40000137	MCCRACKEN TOBY
40000138	KELSKE LAURA
40000139	MCDONALD PATRICK
40000140	FITZPATRICK RON

Entry  of 70


23. Click  (Delete)



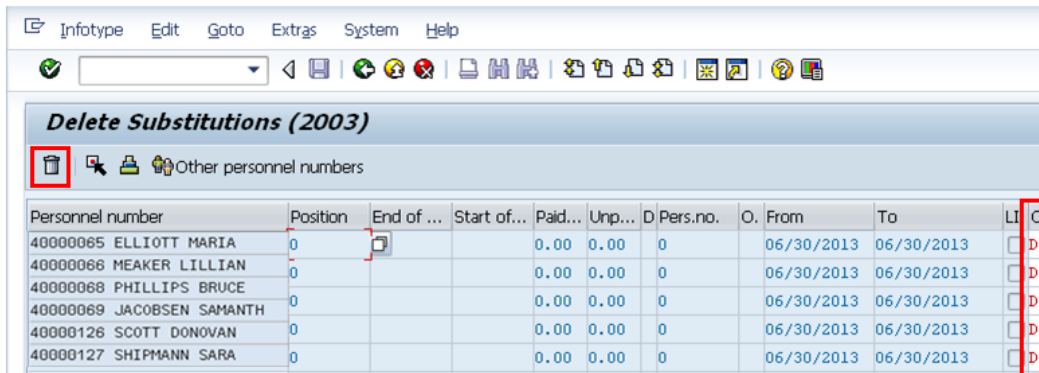
**Delete Substitutions (2003)**

Other personnel numbers

Personnel number	T...	DWS	V	D., WS rule	E H., P.	Start	End time	Hours	D Br...	Start of...	End of ...	Paid...	Ur
40000065 ELLIOTT MARIA	04			10 R003	1 5C 10			0.00				0.00	0.
40000066 MEAKER LILLIAN	04			10 R003	1 5C 10			0.00				0.00	0.
40000068 PHILLIPS BRUCE	04			10 R003	1 5C 10			0.00				0.00	0.
40000069 JACOBSEN SAMANTH	04			10 R003	1 5C 10			0.00				0.00	0.
40000126 SCOTT DONOVAN	04			10 R003	1 5C 10			0.00				0.00	0.
40000127 SHIPMANN SARA	04			10 R003	1 5C 10			0.00				0.00	0.

24. Select  (Select All) to select all records just created.

 Use the scroll bar at the bottom of the *Delete Substitutions (2003)* to scroll to the **last** column to view records being deleted.



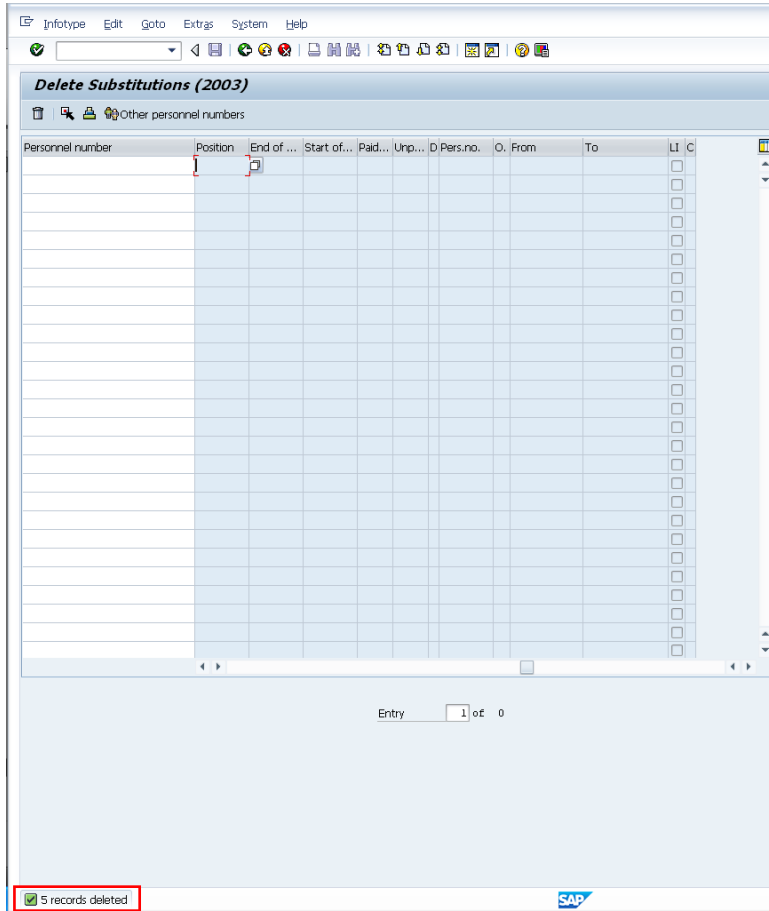
**Delete Substitutions (2003)**


Other personnel numbers

Personnel number	Position	End of ...	Start of...	Paid...	Unp...	D Pers.no.	O. From	To	LI	C
40000065 ELLIOTT MARIA	0			0.00	0.00	0	06/30/2013	06/30/2013	<input type="checkbox"/>	D
40000066 MEAKER LILLIAN	0			0.00	0.00	0	06/30/2013	06/30/2013	<input type="checkbox"/>	D
40000068 PHILLIPS BRUCE	0			0.00	0.00	0	06/30/2013	06/30/2013	<input type="checkbox"/>	D
40000069 JACOBSEN SAMANTH	0			0.00	0.00	0	06/30/2013	06/30/2013	<input type="checkbox"/>	D
40000126 SCOTT DONOVAN	0			0.00	0.00	0	06/30/2013	06/30/2013	<input type="checkbox"/>	D
40000127 SHIPMANN SARA	0			0.00	0.00	0	06/30/2013	06/30/2013	<input type="checkbox"/>	D

25. Click  (Delete) to delete records.





Click on  Other personnel numbers

to bring up the next 20 records that need to be deleted and repeat the previous steps until all the records that you created have been deleted.

<b>Results</b>
You have successfully used the Fast Entry of time Data.
<b>Comments</b>
None.