

Planned Working Time_ Maintain

Purpose Use this procedure to change an employee’s assigned work schedule rule, update the employee’s ACA Status Code, or indicate a Time Type Override (Time Leave and Attendance agencies only).

Trigger Perform this procedure when an employee needs a long-term change to their Planned Working Time, ACA Status, or Time Type Override.

Prerequisites

- The employee must exist in HRMS and have a previously assigned work schedule rule.

End User Roles In order to perform this transaction you must be assigned the following role:
Payroll Processor

Change History	
Date	Change Description
6/1/2010	Update - the entire procedure has been redone. This includes new screenshots, updated field definitions, and clarification on procedure steps.
2/29/2012	Updated screen shots to reflect current system. Added note to start date and mid-period changes.
05/14/2012	Updated description of Time Mgmt status to match the OLQR Glossary.
04/01/2014	Screen shot of step 6 updated and description of ACA status code added.
04/23/2014	Added tip to description of ACA Status Code
05/20/2014	Updated screen shot of <i>Planned Working Time (0007)</i> to include Time Type Override box.

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Human Resources → Time Management → Time Sheet → CATS Classic → Record Working Times

Transaction Codes PA30

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

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 78000339

3. Click  (Enter) to validate the information.

Personnel no. 78000339
Name PHILLIPS MICHAEL
PersArea 3053 Spokane Veterans Home EEGroup 0 Permanent
PSubarea 00MQ WSNA Reg Nurses EESubgroup 04 M-OT Elig>Daily Sche Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal ...

Infotype text S..
Planned Working Time ✓
Absences
Absence Quotas
Attendances
Attendance Quotas
Quota Corrections
Substitutions
Time Quota Compensation ✓
Overtime

Period
Period
From 01/01/1800 To 12/31/9999
Today Curr.week
All Current month
From curr.date Last week
To Current Date Last month
Current Period Current Year
Choose

Direct selection
Infotype STy

4. Click the box to the left of **Planned Working Time** to select  Planned Working Time
5. Click  (Copy) to update the record.

Infotype Edit Goto Extras System Help

Copy Planned Working Time (0007)

Work schedule

Personnel No. 78000339 Name PHILLIPS MICHAEL
 PersArea 3053 Spokane Veterans Home EEGroup 0 Permanent
 PSubarea 00M2 WSNA Reg Nurses EESubgroup 04 M-OT Elig>Daily Sche Status Active
 Start 4/1/2014 To 12/31/9999

Work schedule rule
 Work schedule rule FULL 5-8s: Sn-Th, 8 hpd
 Time Mgmt status 9 9 - Time evaluation of planned times
 Part-time employee Additional time ID

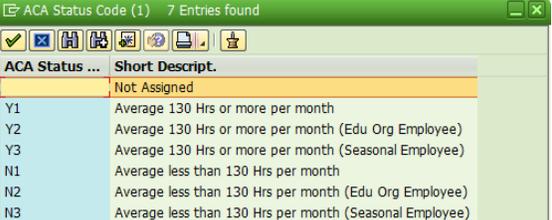
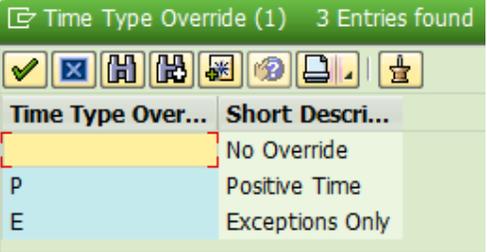
Working time
 Employment percent 100.00
 Daily working hours 8.00
 Weekly working hours 40.00
 Monthly working hrs 174.00
 Annual working hours 2080.00
 Weekly workdays 5.00

Additional fields
 ACA Status Code Not Assigned
 Time Type Override No Override

6. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start date	R	<p>This is the date on which a record begins.</p> <p> "When there is a mid -period change of work schedule (i.e. an hourly employee on a 24/7 work schedule has a change of status and is now a salaried employee on a valid work schedule (FULL)) For correct calculation/proration of the partial period in payroll processing there cannot be a split in a 24/7 work schedule. Therefore you will need to either start the work schedule on the first day of the period or create a schedule substitution (IT2003) that reflects the employees work hours.</p>

		Example: 4/1/2014
Work Schedule Rule	R	<p>A description of the duration and compensation of employee working time for any given workday.</p> <p> Note: The new record will default to FULL in this field. You will need to select the appropriate work schedule if the employee is not on a FULL 5-8s M-F 8hpd work schedule.</p> <p>Example: R015 4-10s: M-Th 10hpd</p>
Time Mgmt Status	R	<p>This is part of the work schedule that an employee is assigned to and signifies how hours are calculated based on the employee's assigned work schedule.</p> <p>Example: 9 – Time evaluation of planned times (Used for monthly employees) 1- Time evaluation of actual times (Use for hourly employees)</p>
Part-Time Employee	O	Select the indicator only if the employee should be designated as Part-Time.
Additional time ID	C	<p>The indicator on how employees leave will accrue.</p> <p>Enter:</p> <ul style="list-style-type: none"> 00- For full normal leave accrual (will default to normal if field is left blank.) 01- For NO leave accrual 02- For sick leave accrual only
Employment percent	R	<p>The amount of time that an employee works per week in a particular position and is described in terms of percentage.</p> <p>Example: 100.00</p>
ACA Status Code	C	<p>Used to select the average hours per month over the next 12 months, for the employee. Click on the match code to display the options:</p> <p> Note: Effective January 1, 2014 this is a required entry for all new hires, rehires and employees who experience a change in employment status. DO NOT leave the default code of "Not Assigned". Press F1 in this field for additional information.</p>

		<p> Tip: When a schedule change is keyed for an employee that has an ACA code, agencies must enter or update the ACA Status Code to reflect the employee’s change of status.</p>  <p>Example: Y1 – Average 130 Hrs or more per month</p>
Time Type Override	C	<p>This field is the time reporter override and applies only to agencies using, or planning to use the Time Leave and Attendance system (TLA).</p> <p> Tip: This entry is an override code. Updating this field is optional and only required if the agency needs to override the general timesheet requirements of an employee. Press F1 in this field for additional information.</p>  <p>Example: P Positive Time</p>

7. Click  (Enter) to validate the information.

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Copy Planned Working Time (0007)

Work schedule

Personnel No. 78000339 Name PHILLIPS MICHAEL
 PersArea 3053 Spokane Veterans Home EEGroup 0 Permanent
 PSubarea 00MQ WSNA Reg Nurses EESubgroup 04 M-OT Elig>Daily Sche Status Active
 Start 04/01/2014 To 12/31/9999

Work schedule rule

Work schedule rule FULL 5-8s: M-F 8 hpd
 Time Mgmt status 9 9 - Time evaluation of planned times
 Part-time employee Additional time ID

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	174.00
Annual working hours	2080.00
Weekly workdays	5.00

Additional fields

ACA Status Code	Y1	Average 130 Hrs or more per month
Time Type Override	P	Positive Time

8. Click  (Save) to save.
9. You have completed this transaction.

Results

You have changed an employee's assigned work schedule rule, ACA Status Code or Time Type Override in HRMS.