OM-04 Managing Gap Hours Comp Eligibility

Purpose

The purpose of this job aid is to explain how to manage Gap hours for comp time eligibility.

Introduction

Gap Hours Policy Link

Infotype 9017 is used to maintain a position's Gap Hours Comp Eligibility. It can be maintained by HR Master Data Maintainers and OM Position Maintainers.

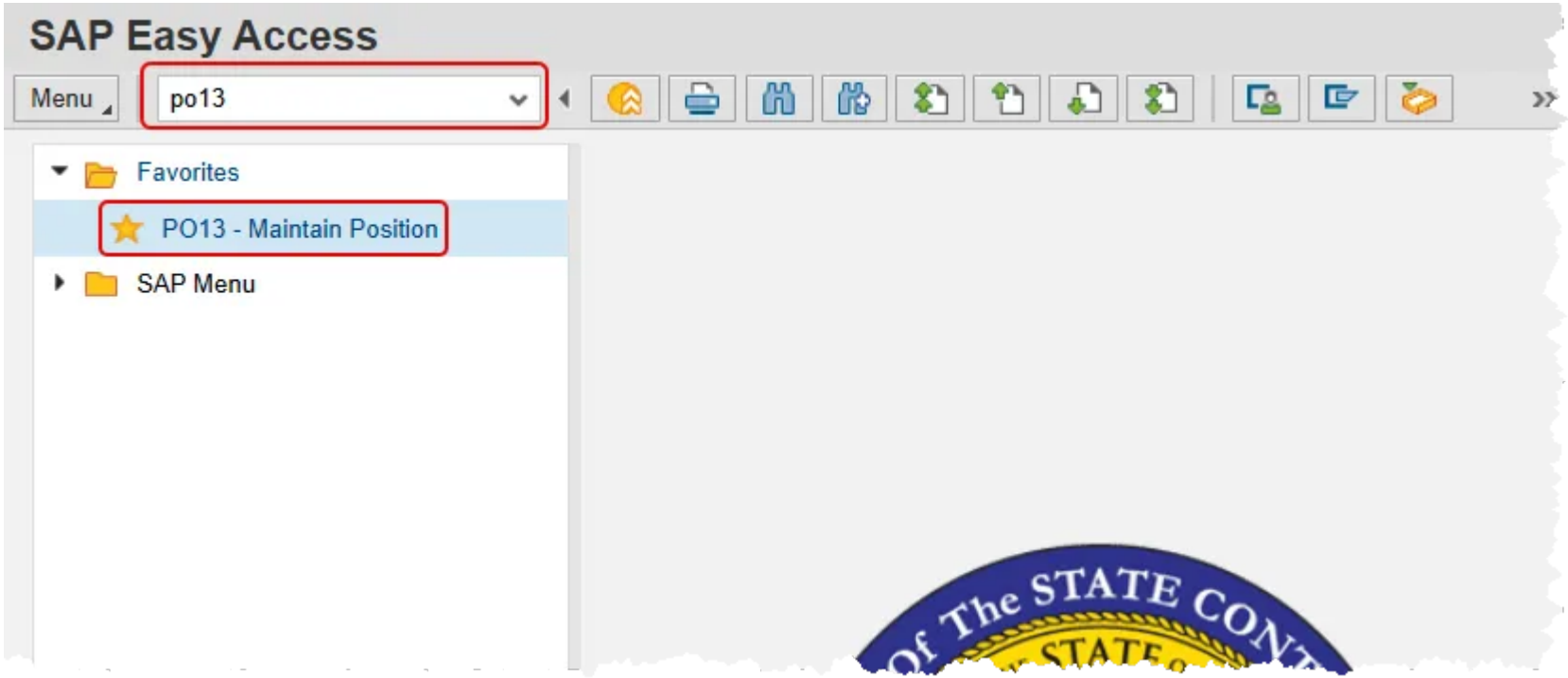
Following the establishment of the Gap Hours policy in 2009, agencies have the choice to provide compensatory time for Gap Hours for their Subject-FLSA employees instead of retaining the immediate pay behavior. Infotype 9017 – Gap Hours Comp Eligibility, a record on the Position, holds the setting that triggers the comping of Gap Hours and how long the comped hours will be held before paying out, if unused. HR Master Data Maintainers and OM Position Maintainers will be able to perform the steps of adding Gap Hours eligibility to a Position or ending the eligibility if necessary.

Steps to Add Gap Hours Comp Eligibility to a Position

There are 7 steps to complete this process.

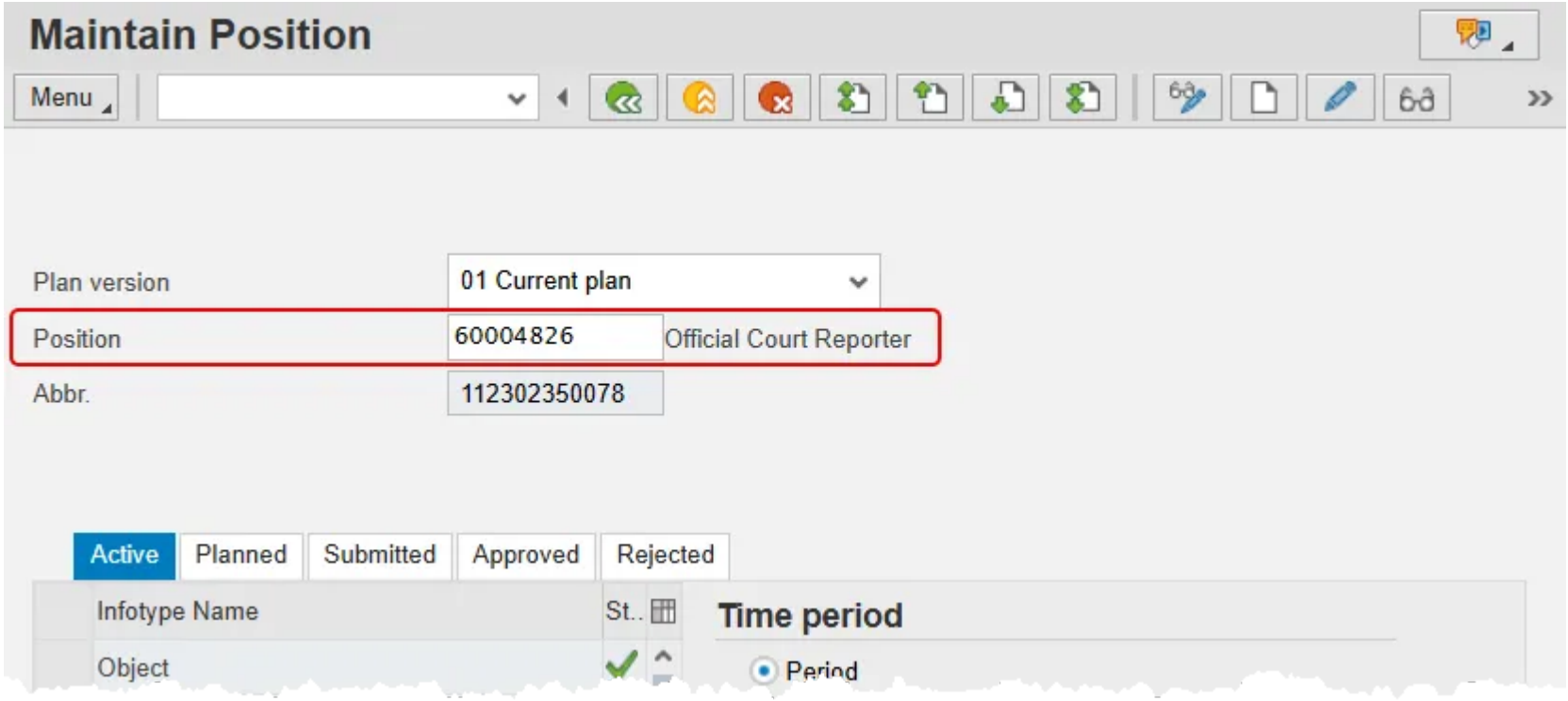
Step 1. Enter **po13d** in the command field and press enter, or double click it from your favorites folder if you've previously saved it there.

Image



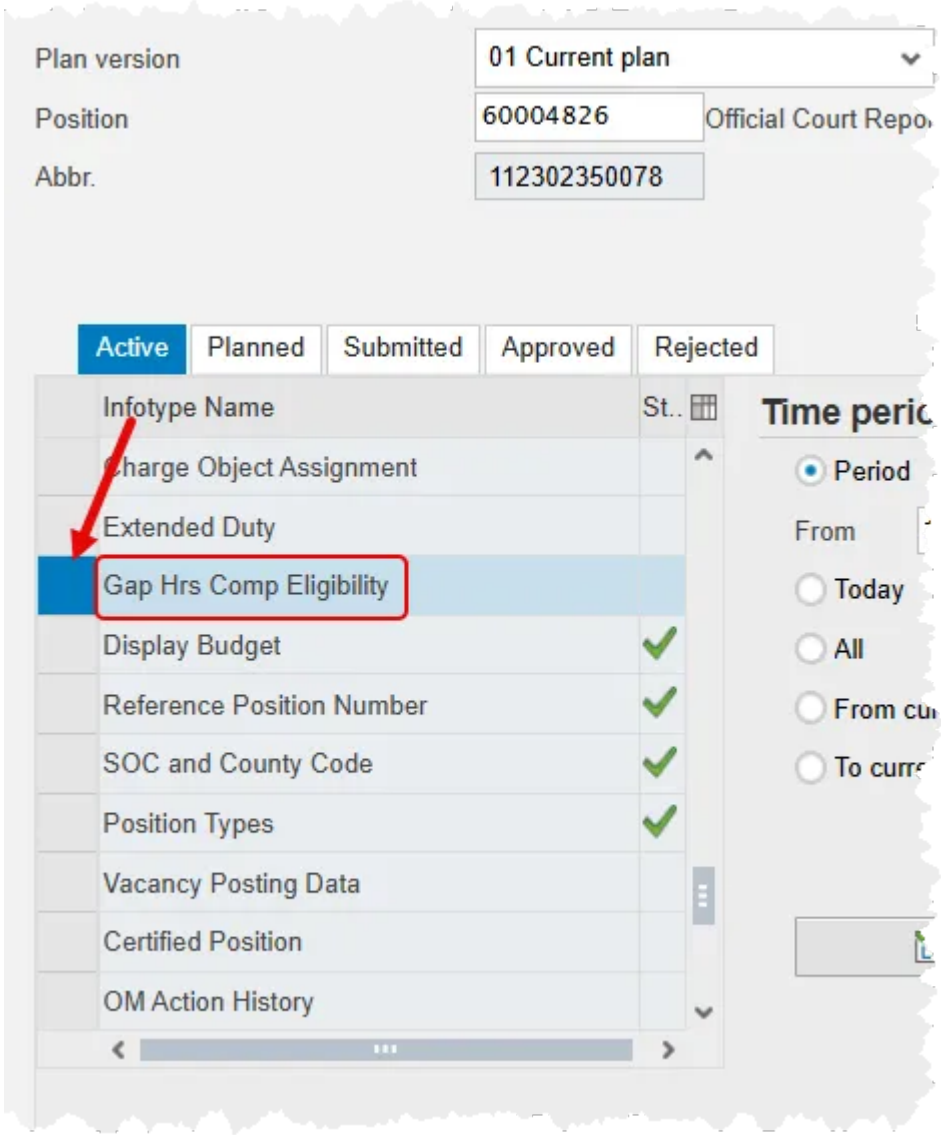
Step 2. Enter the **Position** number and press enter on your keyboard. Take a moment to read the position title to help verify that you have the correct position selected. This help document will use position 6004826 from the OSC training database.

Image



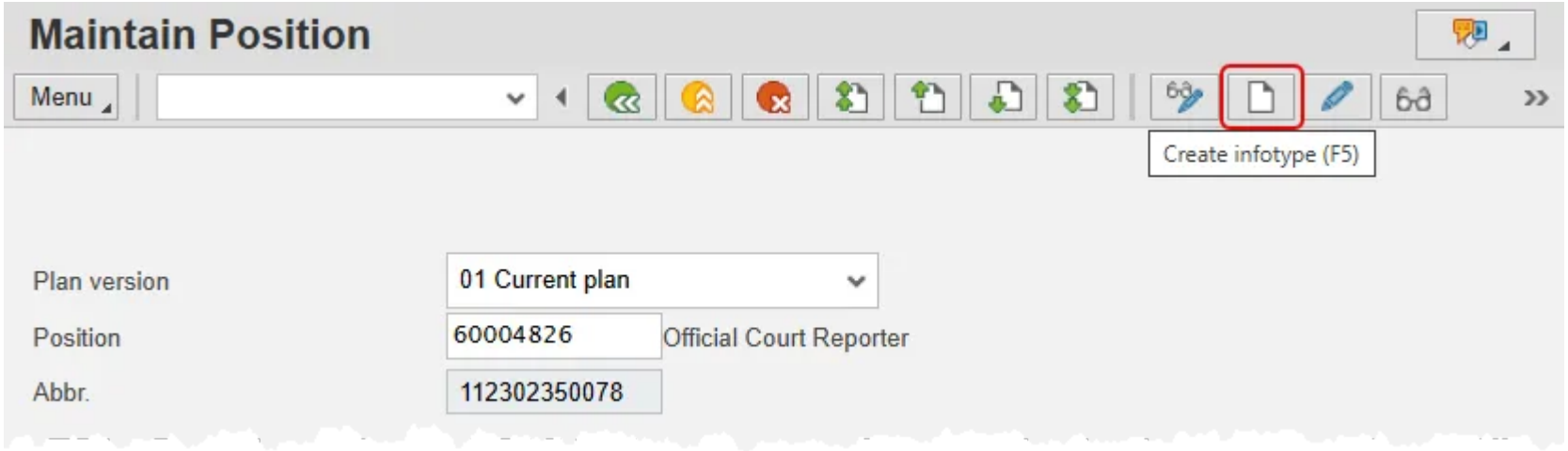
Step 3. Scroll down in the list of infotypes until you find **Gap Hrs Comp Eligibility**; it will be near the bottom. Select it by clicking the gray box on the left.

Image



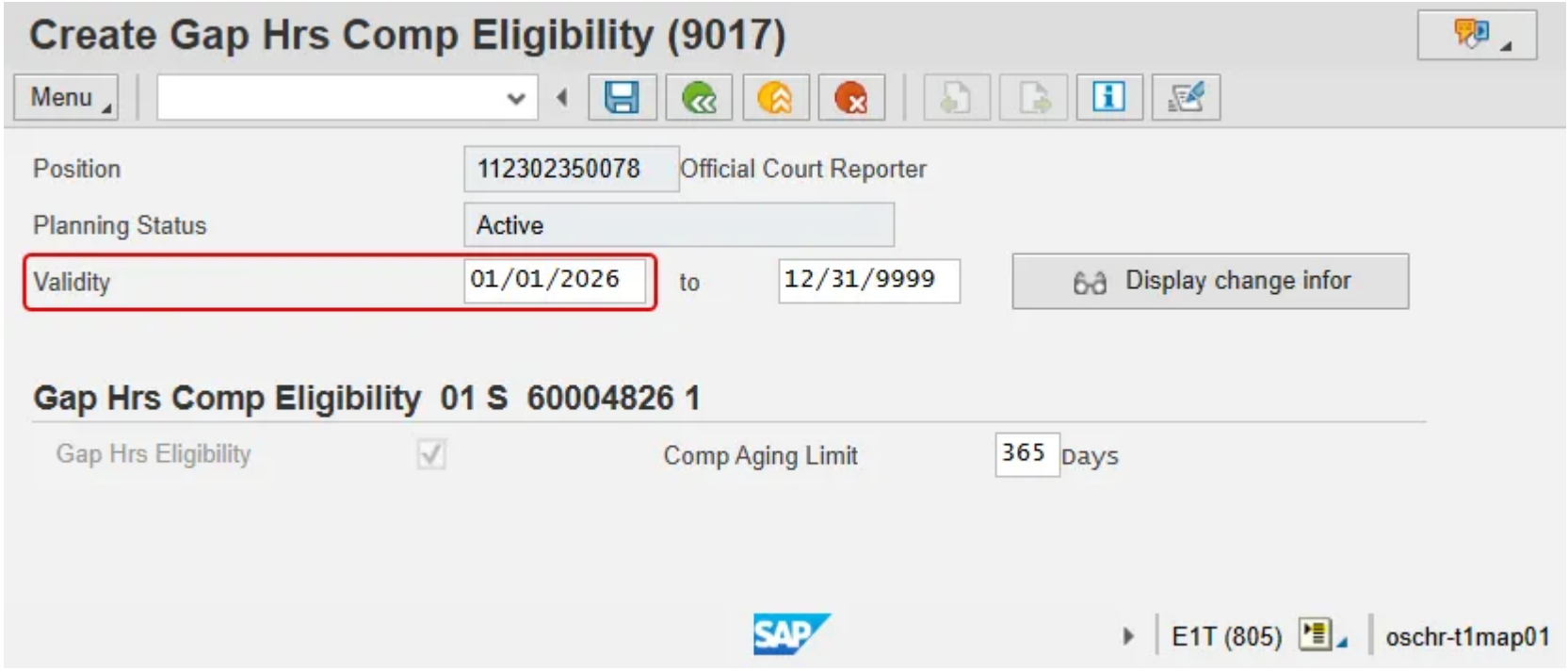
Step 4. Click the **Create infotype** button on the menu bar.

Image



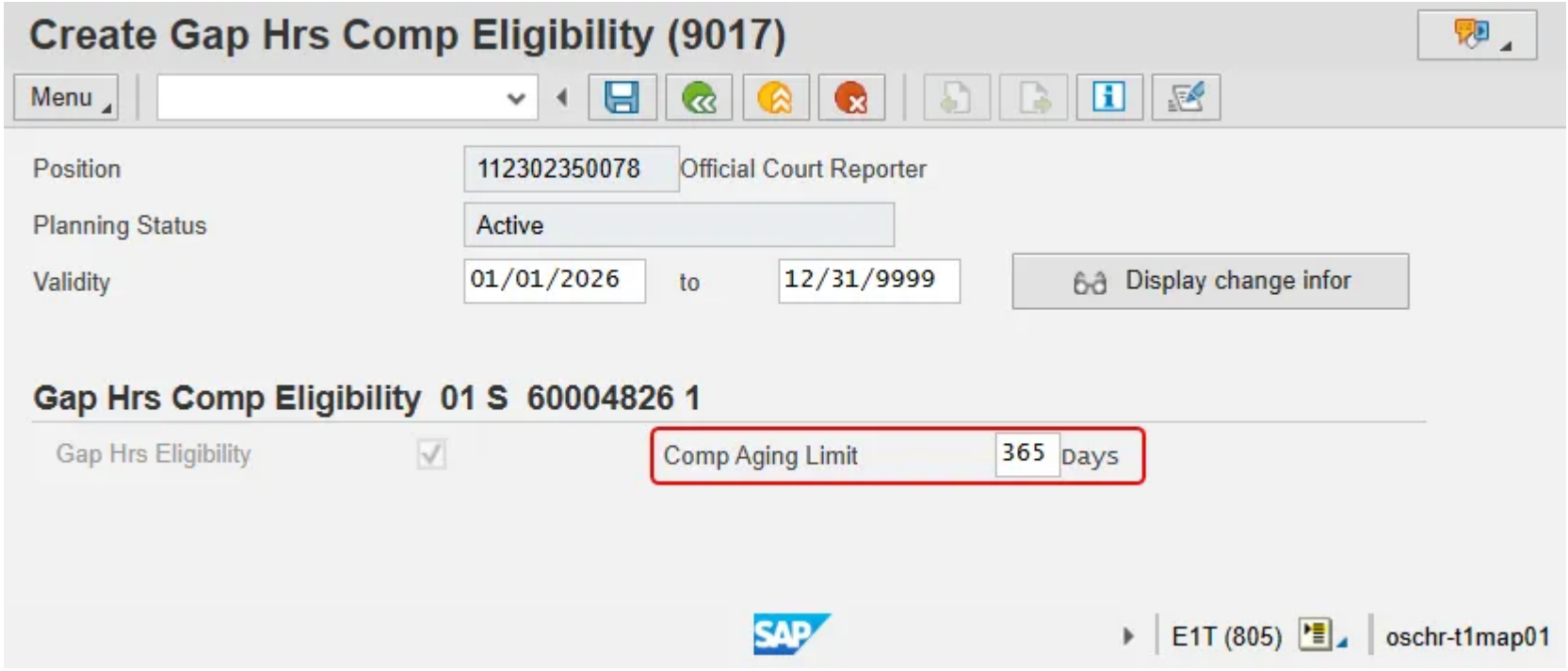
Step 5. Change the **Validity** date to reflect the effective date of the comping behavior for Gap hours. Leave the to date at the default value of 12/31/9999.

Image



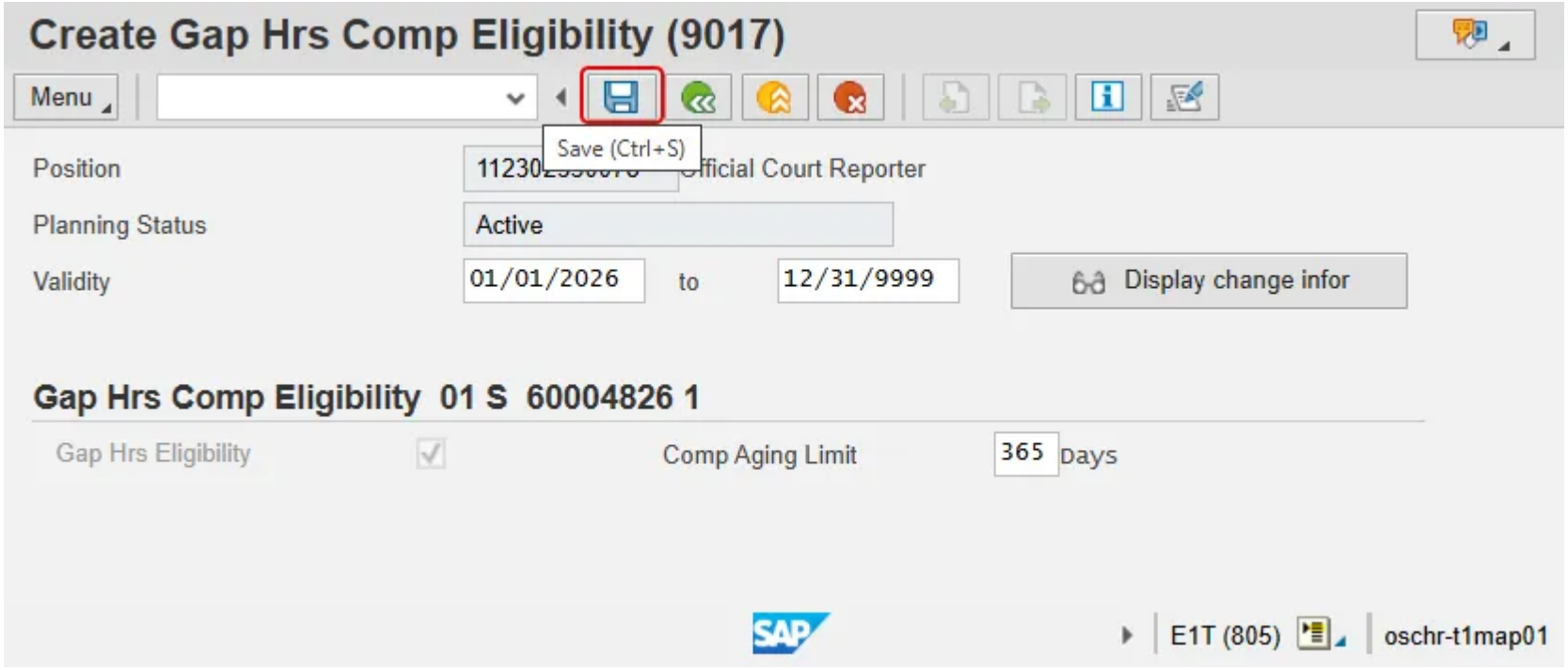
Step 6. Review the **Comp Aging Limi**t default value of 365 days. Change to a lesser value, if appropriate.

Image



Step 7. Click the **Save** button to save the record.

Image

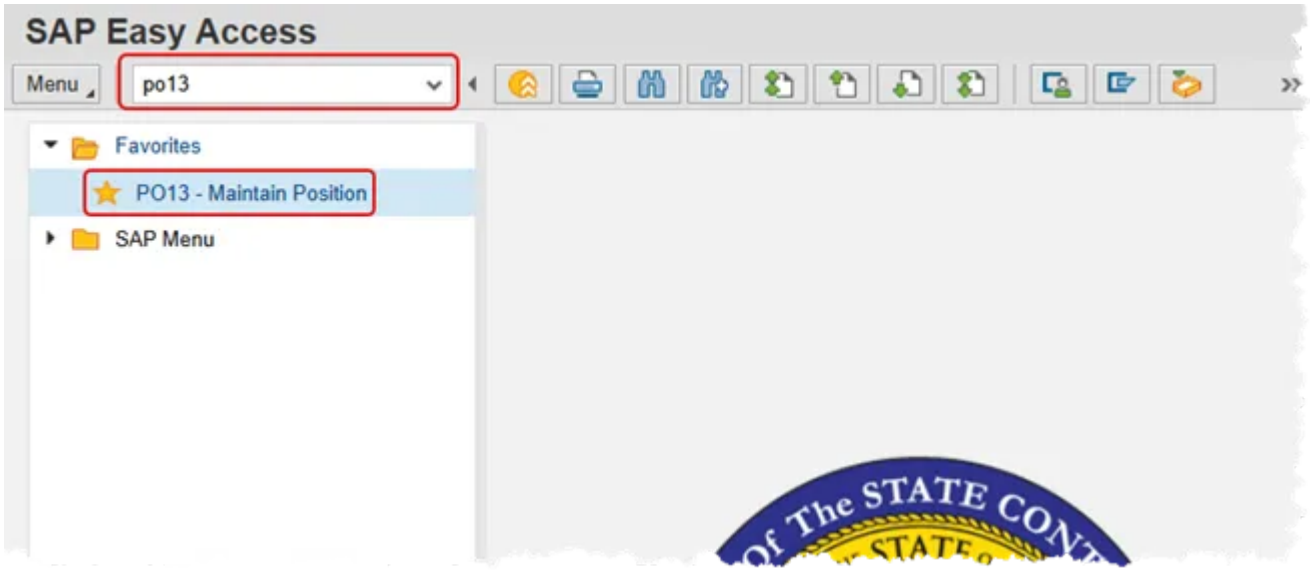


Steps to End Gap Hours Comp Eligibility for a Position

There are 9 steps to complete this process.

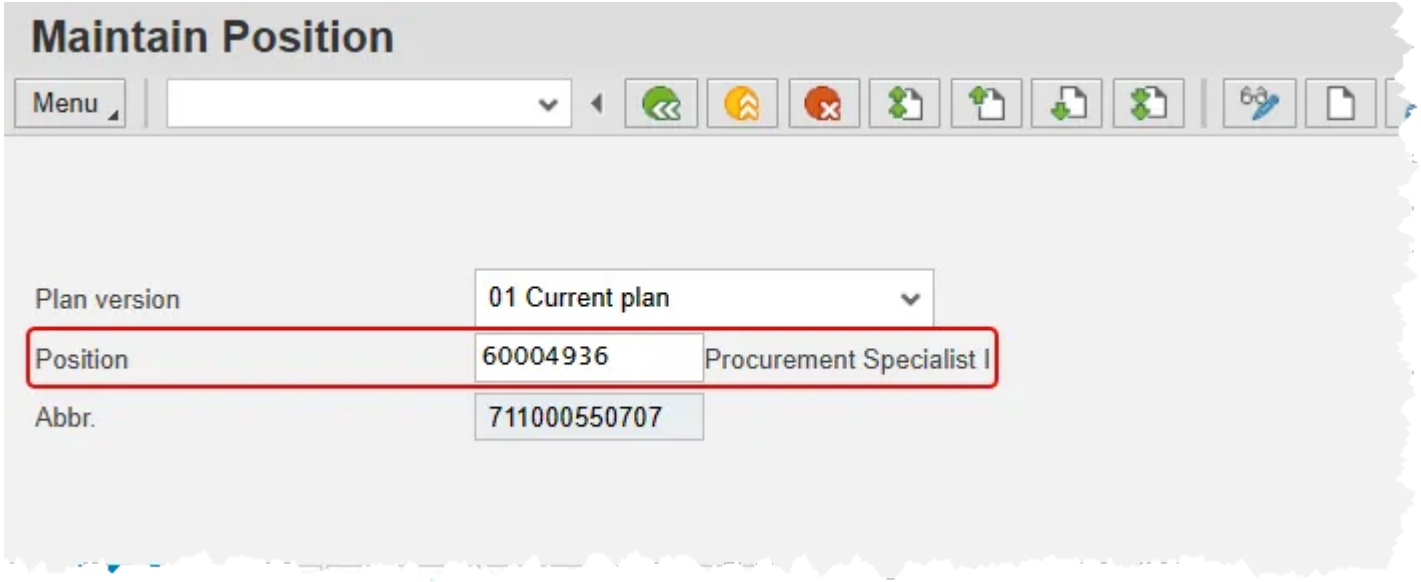
Step 1. Enter **po13d** in the command field and press enter, or double click it from your favorites folder if you've previously saved it there.

Image



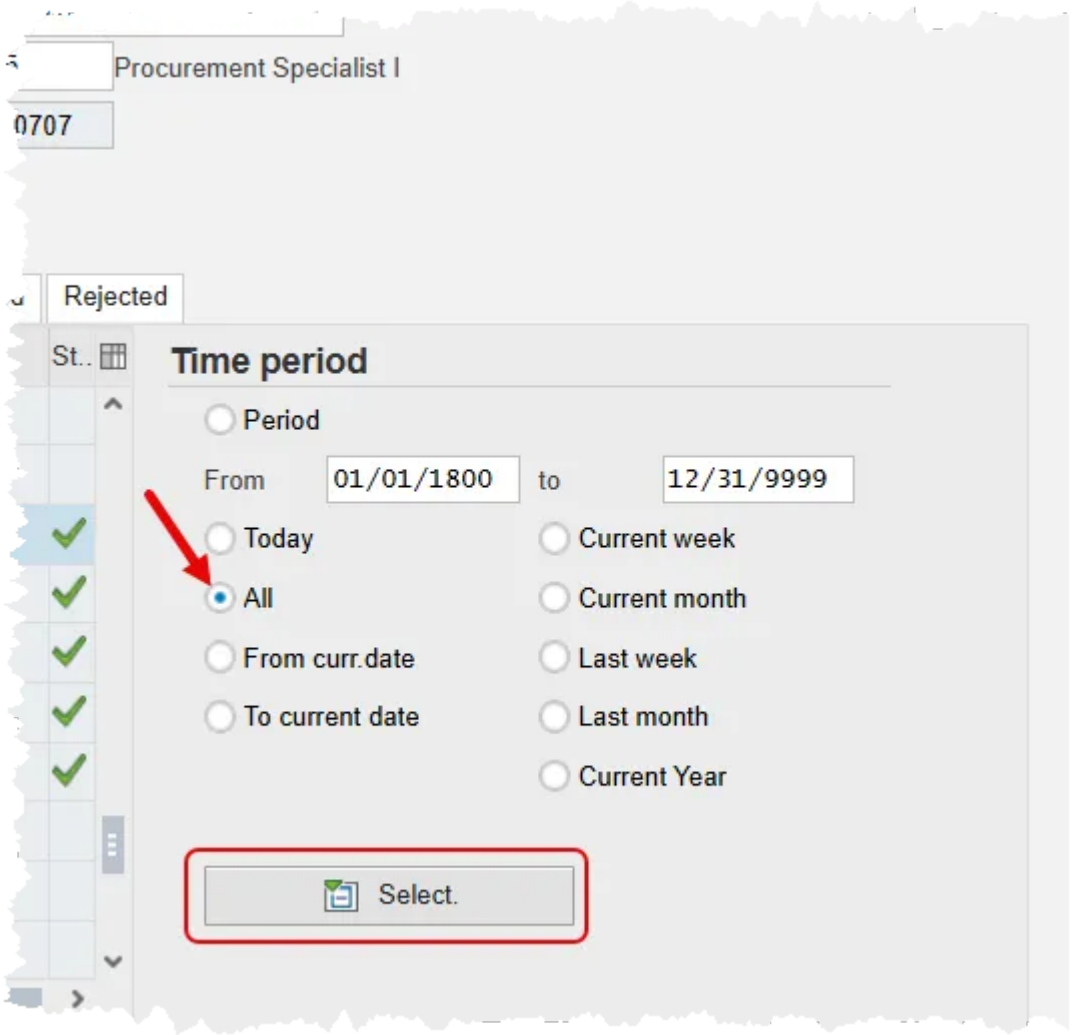
Step 2. Enter the **Position** number and press enter on your keyboard. Take a moment to read the position title to help verify that you have the correct position selected. This help document will use position 6004936 from the OSC training database.

Image



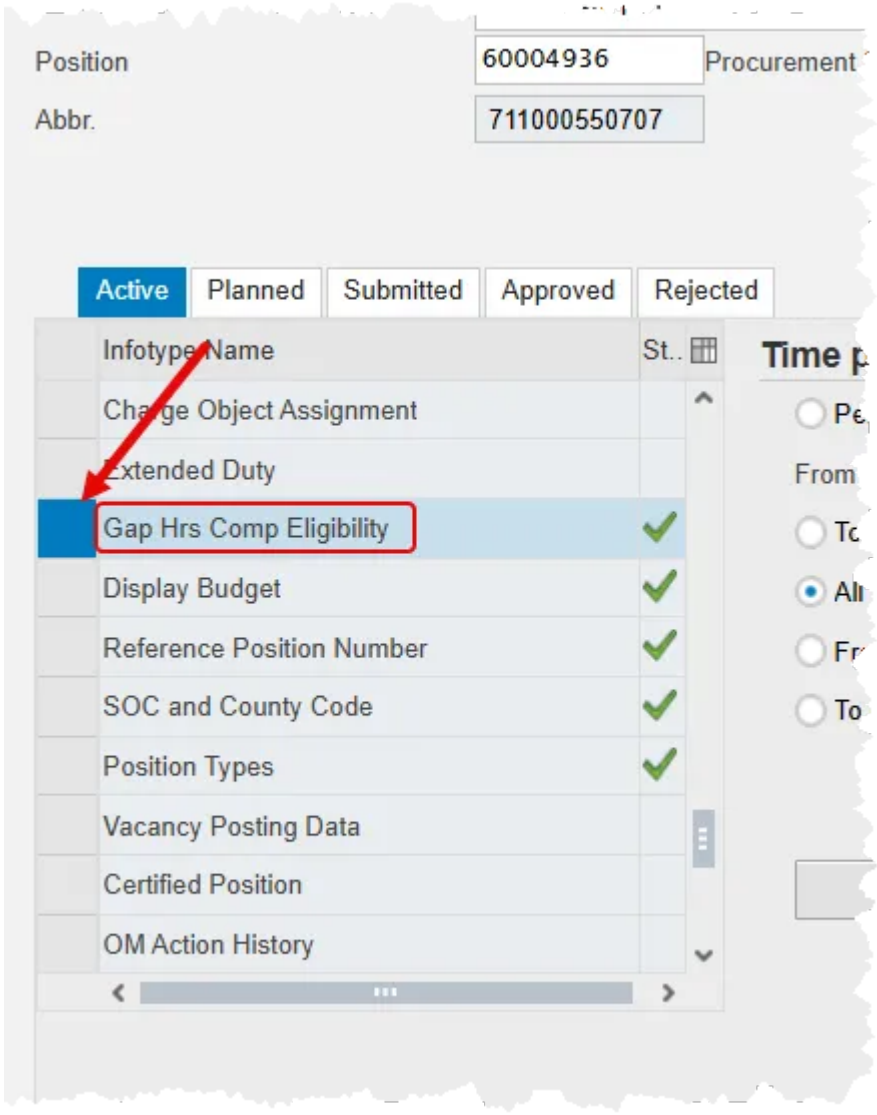
Step 3. Select the **All** radio button in the **Time period** section and then click the **Select** button. Doing so allows you to view all historical data for this position.

Image



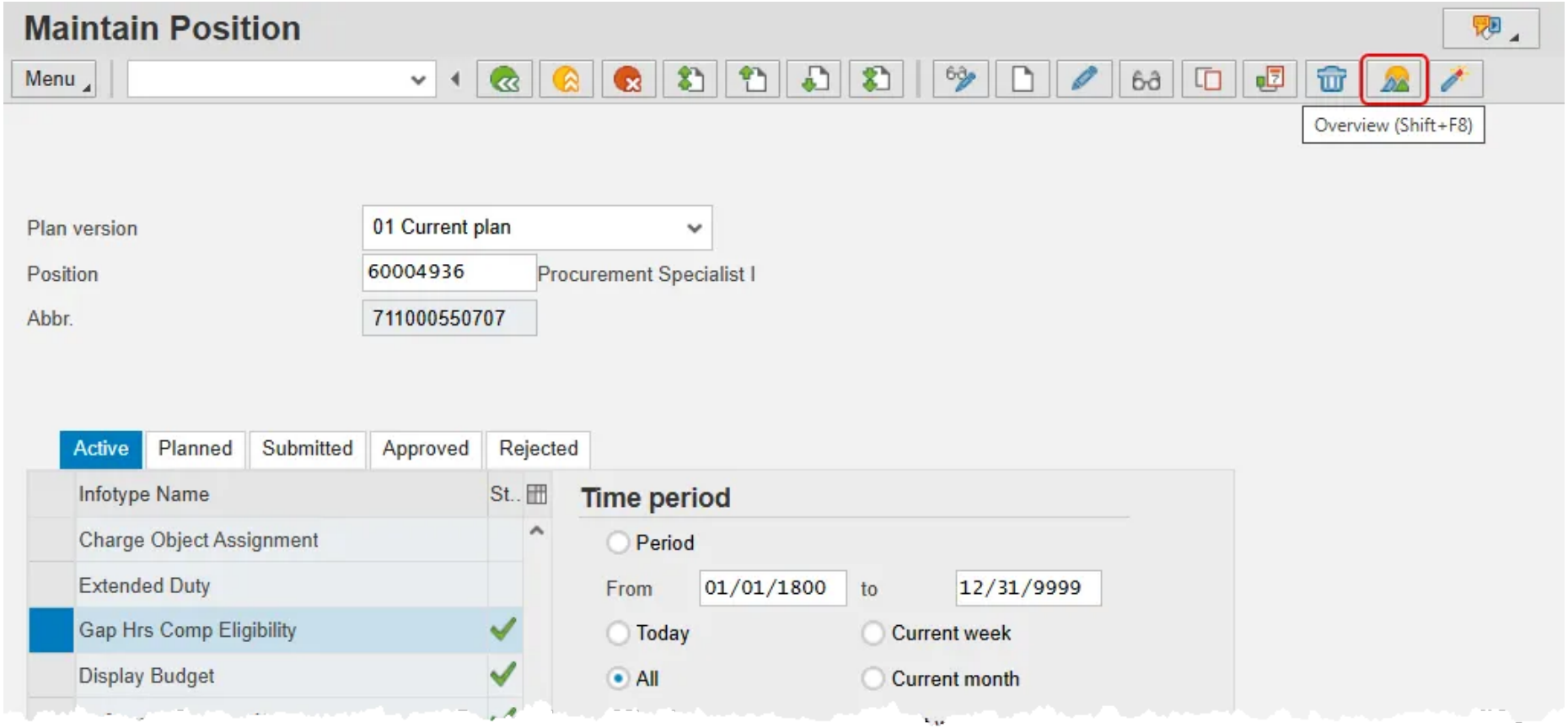
Step 4. Scroll down in the list of infotypes until you find **Gap Hrs Comp Eligibility**; it will be near the bottom. Select it by clicking the gray box on the left.

Image



Step 5. Click the **Overview** button to see all 9017 records for the position.

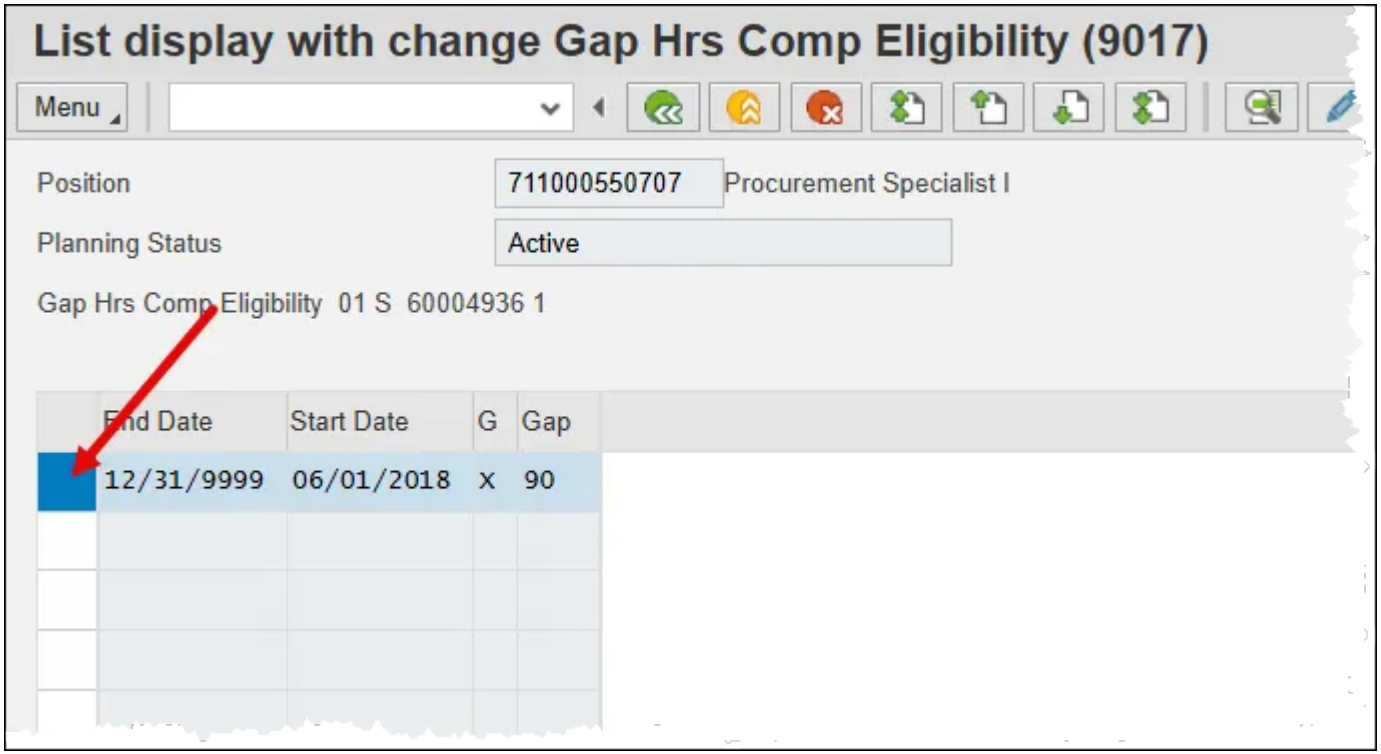
Image



Step 6. Select the row of the record wanted to delimit (change the end date) by clicking the gray box on the left-hand side of the line.

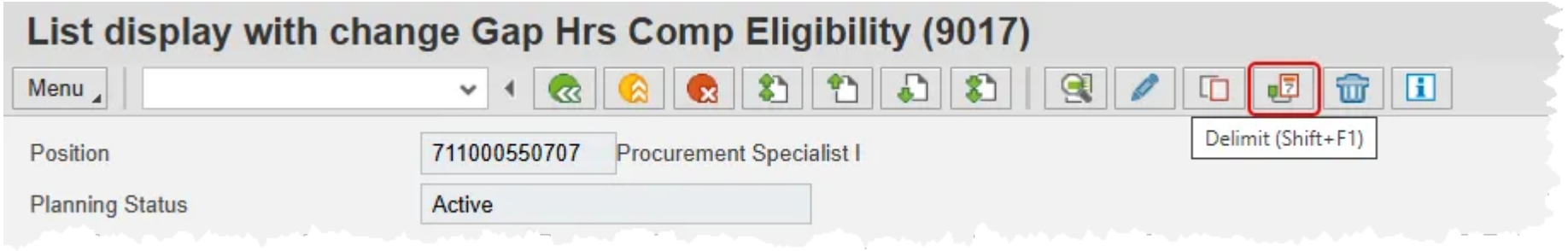
Note: Pay attention to the dates on each record listed. Select the record covering the period of time in which the comping behavior should end.

Image



Step 7. Click the **Delimit** button on the menu bar.

Image



Step 8. Change the to date to the last date on which the comping behavior should apply to Gap Hours.

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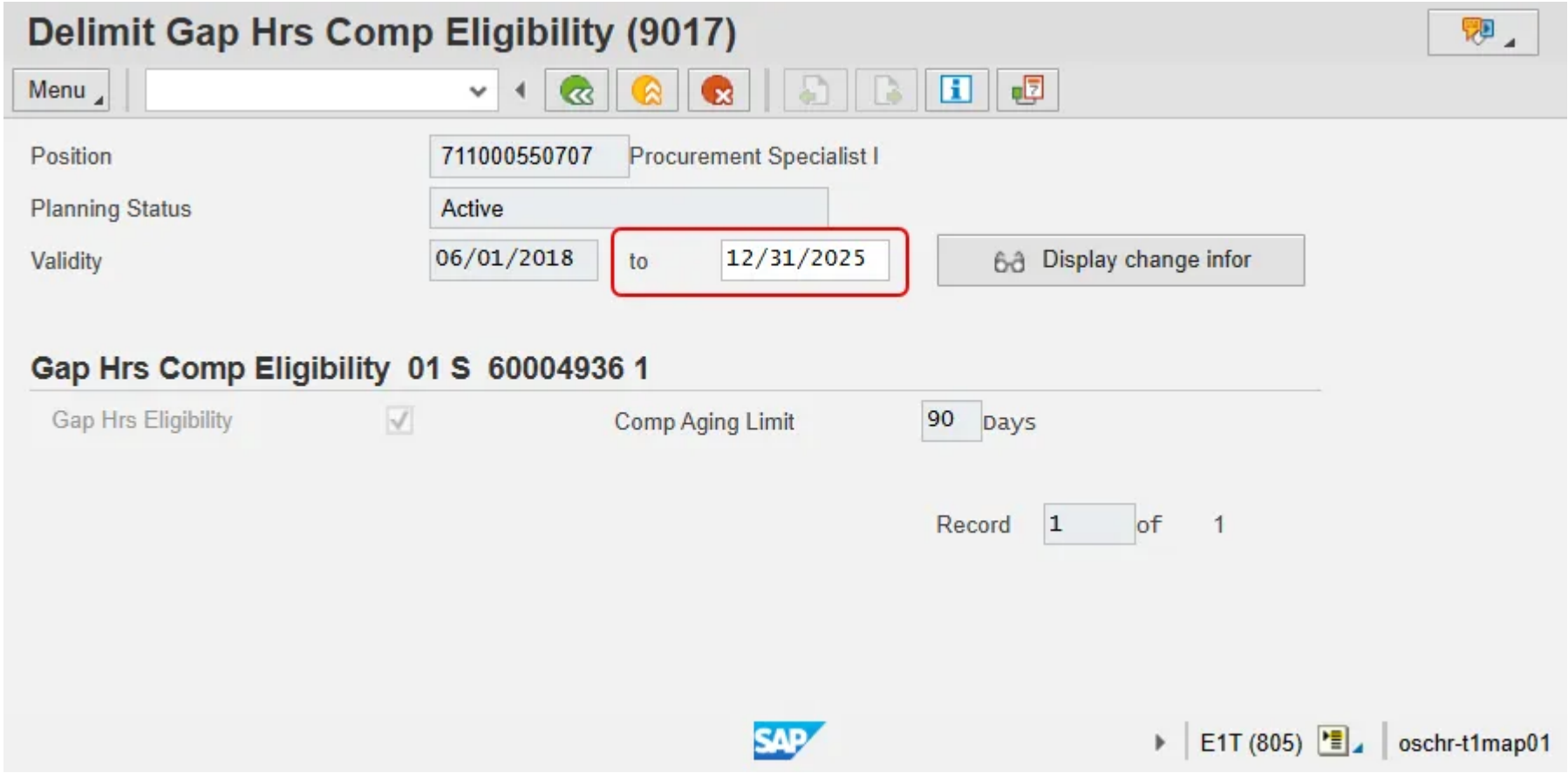
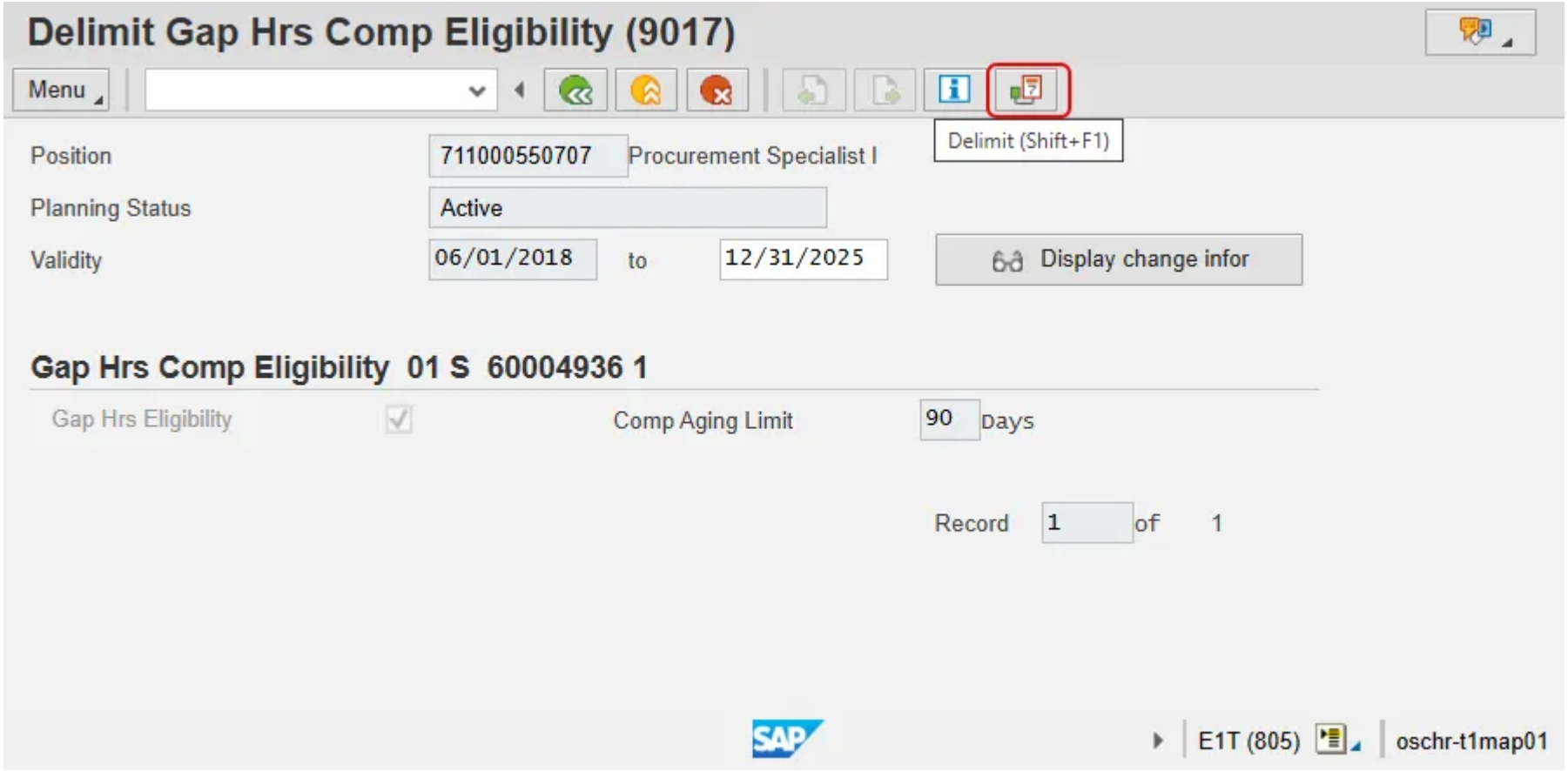


Step 9. Click the **Delimit** button. The infotype record will be delimited as of the new end date.

Image



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