

OM-34 Change Overtime Compensation (IT9005)

Purpose

The purpose of this Business Process Procedure is to explain how to change the Overtime Compensation settings for a position in the Integrated HR-Payroll System.

Trigger

The Overtime Compensation settings need to be changed for a position.

Business Process Procedure Overview

Overtime Compensation (IT 9005) - Stores settings related to overtime compensation.

- If time worked beyond the overtime limit (40 hours, etc.) is to be paid or accumulated as compensatory time, the position must have a valid IT9005 record.
- If overtime compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-subject only) at a point earlier than 12 months from when it was earned, the Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.).

If it is to be paid out immediately, the Immediate Payout checkbox should be checked. The default is 365 days. An IT9005 record is not required if the position is not eligible for overtime pay or compensation.

Tips and Tricks

See the OM Tips and Tricks Job Aid for a full listing of Best Practices and Tips & Tricks. The job aid is located on the [Training HELP website](#).

- Copy is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- Change is to be used only if you make a spelling or other simple error and want to change the record. There is no history tracked on what the record used to be if you use the change functionality.

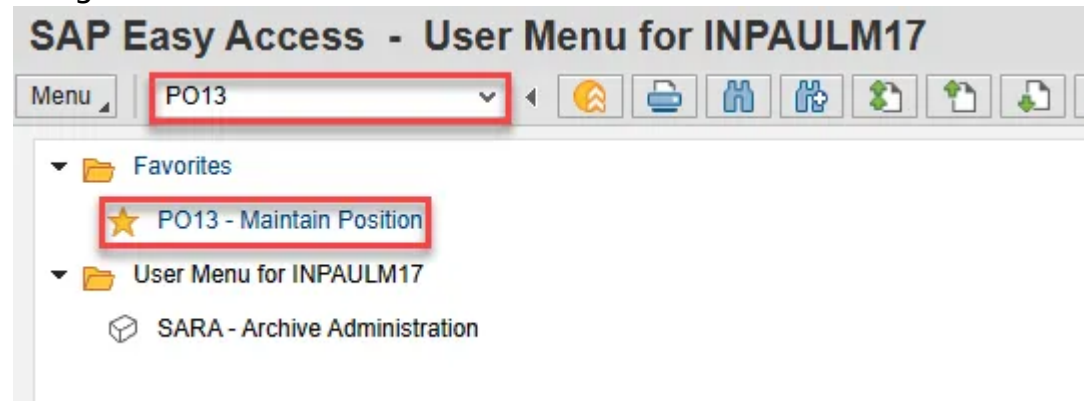
[OSHR Policy](#)

Procedure

There are 17 steps to complete this process.

Step 1. Type **PO13** in the command field (1). Hit enter on your keyboard (2). Also, you can double click it from your favorites folder if you've previously saved it there (3).

Image



Step 2. Input the position number that needs updating. This document will use 60087078 from the OSC training environment.

Image

Maintain Position

Menu



Plan version

01 Current plan

Position

60087078

Abbr.

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St..

Object

Relationships

Description

Department/Staff

Planned Compensation

Vacancy

Acct. Assignment Features

Authorities/Resources

Full Time Equivalent

Employee Group/Subgroup

Time period

☒ Period

From 01/14/2026 to 12/31/9999

☐ Today

☐ Current week

☐ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year



Select.

Step 3. Click **Enter** and verify the position displayed is the one you need to change.

Alert! Be vigilant on this step. A position number may be present already when you access the transaction, so be sure to review the position number and name to ensure they are correct.

Image

Maintain Position

Menu



Plan version

01 Current plan



Position

60087078

Executive Assistant I

Abbr.

Exec Asst I

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St...



Wghtg Factor f. Readiness

NATO Information

Planning of Pers. Costs

OM Actions



Single Custody Level Prem

Double Custody Level Prem

Overtime Compensation



Holiday Payout Period



Night Shift Premium

Evening Shift Premium



Time period

☐ Period

From 01/01/1800 to 12/31/9999

☐ Today

☒ All

☐ From curr.date

☐ To current date



Select.

Step 4. Within the Active tab:

- Scroll down the list of position infotypes and click the square in front of the **Overtime Compensation** row.
There may or may not be a green check already present.
- In the Time Period area click into the All radio button and then click **Select**.

Image

Maintain Position

Menu



Plan version

01 Current plan

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Time period

☐ Period

From 01/01/1800 to 12/31/9999

☐ Today

☒ All

☐ From curr.date

☐ To current date



Select.

Attention! If a new eligibility needs to be created or a rate adjusted, continue to step 5. If a current eligibility needs to be ended, skip to step 8.

Step 5. Click the **Create** button.

Image

Maintain Position

Menu



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01 Current plan



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Time period

☐ Period

From 01/01/1800 to 12/31/9999

☐ Today

☒ All

☐ From curr.date

☐ To current date



Select.

Note: Using the create button will work even if a record already exists.

Step 6. Enter the start date of the new record and update the data as applicable. If overtime is to be paid out immediately, the **Immediate Payout** box should be checked. Otherwise, the value in the **Comp Aging Limit** field will determine how long an employee may retain accrued Overtime Compensation hours before they either expire or are paid out.

Image

Create Overtime Compensation (9005)

Menu | [Dropdown] | [Save] [Undo] [Redo] [Cancel] [Print] [Help] [Refresh]

Position: Exec Asst I Executive Assistant I

Planning Status: Active

Validity: 1/14/26 to 12/31/9999 [Display change infor]

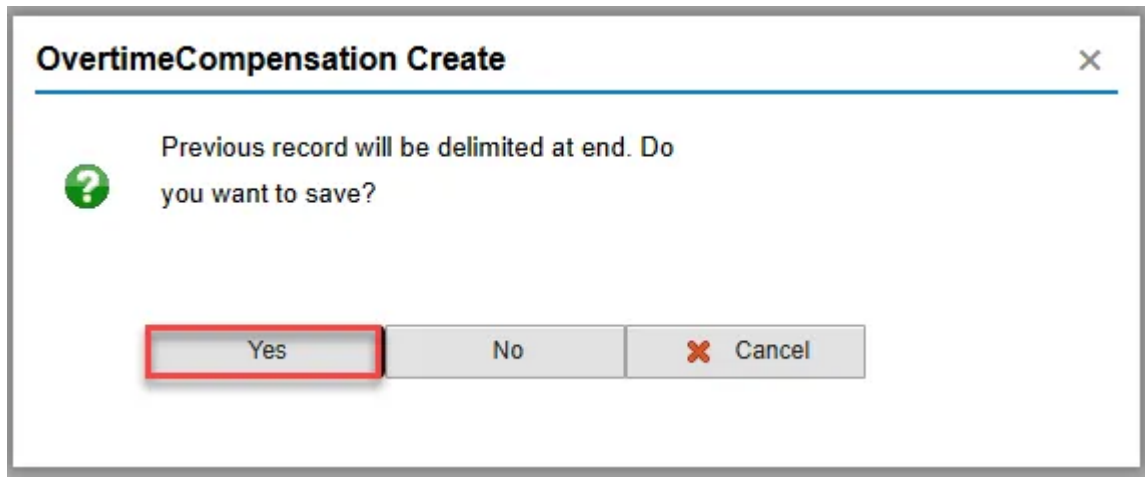
Overtime Compensation 01 S 60087078 1

OT Compensation Eligible ☒

Immediate Payout ☐ OR Comp Aging Limit 365 Days

Step 7. Click the **Save** button. If updating a record, click **Yes** to delimit the previous record. No pop-up will appear if there was no previous record.

Image



Proceed to step 11.

Step 8. Begin at this step to end the premium pay eligibility for a position. Click the **Delimit** button.

Image

Maintain Position

Menu



Plan version

01 Current plan

Position

60087078

Executive Assistant I

Abbr.

Exec Asst I

Active

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Time period

☐ Period

From 01/01/1800 to 12/31/9999

☐ Today

☒ All

☐ From curr.date

☐ To current date



Select.

Step 9. In the **To** field, enter the last day in which the position was eligible for the overtime compensation.

Image

The screenshot shows a web-based form titled "Delimit Overtime Compensation (9005)". At the top, there is a "Menu" button and a search bar. Below this, the form contains several fields: "Position" with a dropdown menu showing "Exec Asst I" and "Executive Assistant I"; "Planning Status" with a dropdown menu showing "Active"; and "Validity" with two date fields, "01/14/2026" and "01/14/2026", separated by a "to" label. The "01/14/2026" field is highlighted with a red box. To the right of the date fields is a button labeled "Display change infor". Below these fields, there is a section titled "Overtime Compensation" with the identifier "01 S 60087078 1". Under this section, there is a checkbox labeled "OT Compensation Eligible" which is checked. Below this, there are two options: "Immediate Payout" with an unchecked checkbox, and "Comp Aging Limit" with a dropdown menu showing "365" and the text "Days". At the bottom right, there is a "Record" label followed by a dropdown menu showing "1" and the text "of 2".

Step 10. Click the **Delimit** button.

Image

Delimit Overtime Compensation (9005)

Menu | [Dropdown] | [Icons: Back, Forward, Cancel, Save, Print, Help, **Create Note**]

Position: Exec Asst I Executive Assistant I

Planning Status: Active

Validity: 01/14/2026 to 01/14/2026 [Display change infor]

Overtime Compensation 01 S 60087078 1

OT Compensation Eligible ☒

Immediate Payout ☐ OR Comp Aging Limit 365 Days

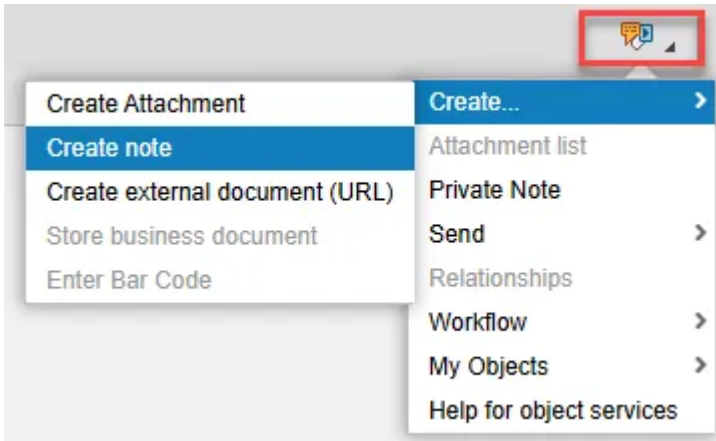
Record 1 of 2

Step 11. Review your work by ensuring that the **Overtime Compensation** infotype is selected and click the **Overview** button.

A list of all **Overtime Compensation** infotypes for the Position will be displayed, including the Validity Dates, eligibility for the compensation and if so, whether it will be paid immediately or the comp aging limit in days.

Step 12. **Optional step:** Include a note. Click on the right side of the **Services for Object** button. In the resulting drop-down menu, hover over the **Create** option and then choose **Create Note**.

Image



Note: Although a note is not required when updating a position's Overtime Compensation settings, OSC staff recommends that one be created, nonetheless.

Enter in today's date and your name (or initials) and a brief note with information used to justify the change.

Click the **Green check** to save your note.

Step 13. Click the **Back** button.

The system task is complete.

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