TM-53 PA61 Shift Substitutions

Purpose

The purpose of this Business Process Procedure is to explain how to enter a substitute for an employee who is unable to work their shift.

Trigger

There is a need to enter a substitute for an employee who is unable to work on their shift.

Business Process Procedure

In the event that an employee is unable to work his or her shift, another employee can substitute for that shift if approved by the employee's supervisor. When taking over a shift, the substituting employee assumes all the characteristics for the shift he/she is substituting for, including planned working time and shift premium eligibility. If the substituting employee has the corresponding premium eligibility records, then he/she will be eligible for any premiums associated with the additional shift. The Substitution Infotype (Infotype 2003) enables the substitution functionality.

There are several substitutions available in the Integrated HR-Payroll System. There are two substitutions relevant to shift substitutions.

Employee substitution (subtype 01) - An employee substitution involves specifying a personnel number of the

employee for which the substituting employee will be replacing during the period of the substitution record. The substituting employee will assume the planned working time and premium eligibility of the employee specified for period of the substitution record.

Shift substitution (subtype 02) - A shift substitution involves specifying a Daily Work Schedule (DWS) or Work Schedule Rule (WSR) that the substituting employee will work during the period of the substitution record. A DWS should be used for a substitution of a single day. A WSR substitution is more appropriate for a longer substituting period.

After a Substitution record is created, the maintenance of the record is very important due to the possible changes in compensation due to substitutions for premium eligible shifts. If the actual period or date of the Substitution changes, the relevant Infotype 2003 record also must be updated to ensure proper compensation. If a Substitution is no longer necessary or an employee did not actually work the assigned substitution shift, the relevant record should be deleted to ensure additional compensation is not earned through the original Substitution assignment.

This BPP will detail:

- Creating an Employee substitution.
- Creating a Shift substitution.
- Maintaining a substitution record.
- Deleting a substitution record.

Tips and Tricks

There are nine other substitution types in the Integrated HR-Payroll System. The following substitution types are relevant for Leave of Absences (LOA) and will be managed via personnel actions by the Master Data Maintainer.

- 05 - LOA Generic
- 10 - LOA - FMLA
- 11 - LOA - WC Regular
- 12 - LOA - WC Salary Continuation
- 13 - LOA – Military

The following substitution types are relevant for Short-term Disability absences and will be managed via personnel actions by the Short-term Disability Specialist.

- 06 - STD (1st 6 months prior 89)
- 07 - STD (2nd 6 months prior 89)
- 08 - STD (1st 6 months after 89)
- 09 - STD (2nd 6 months after 89)

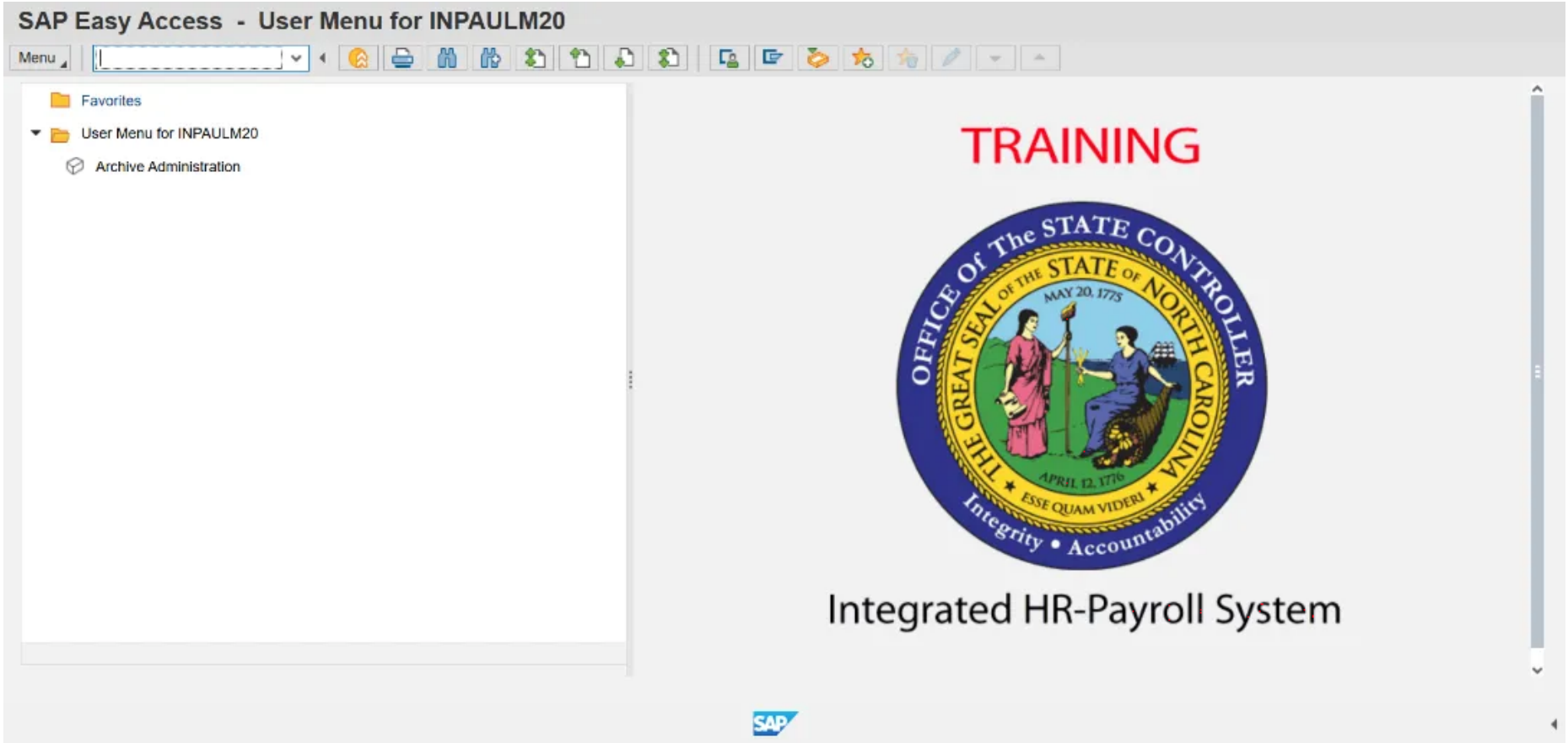
Access Transaction

Via Transaction Code: PA61

Procedure

There are 31 steps in this process.

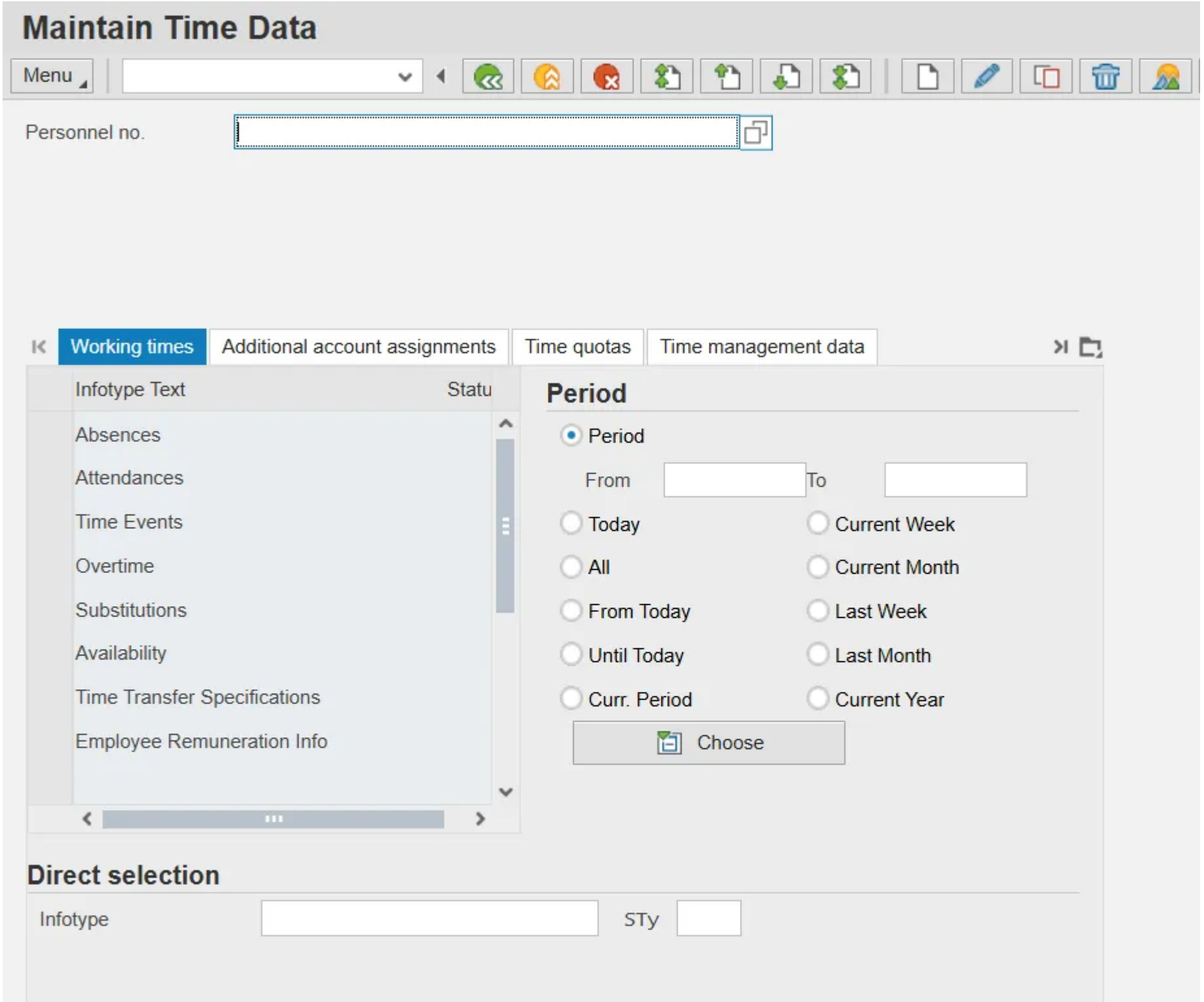
Image



Step 1. Update the **Command** field using Transaction code **PA61**.

Step 2. Click **Enter**.

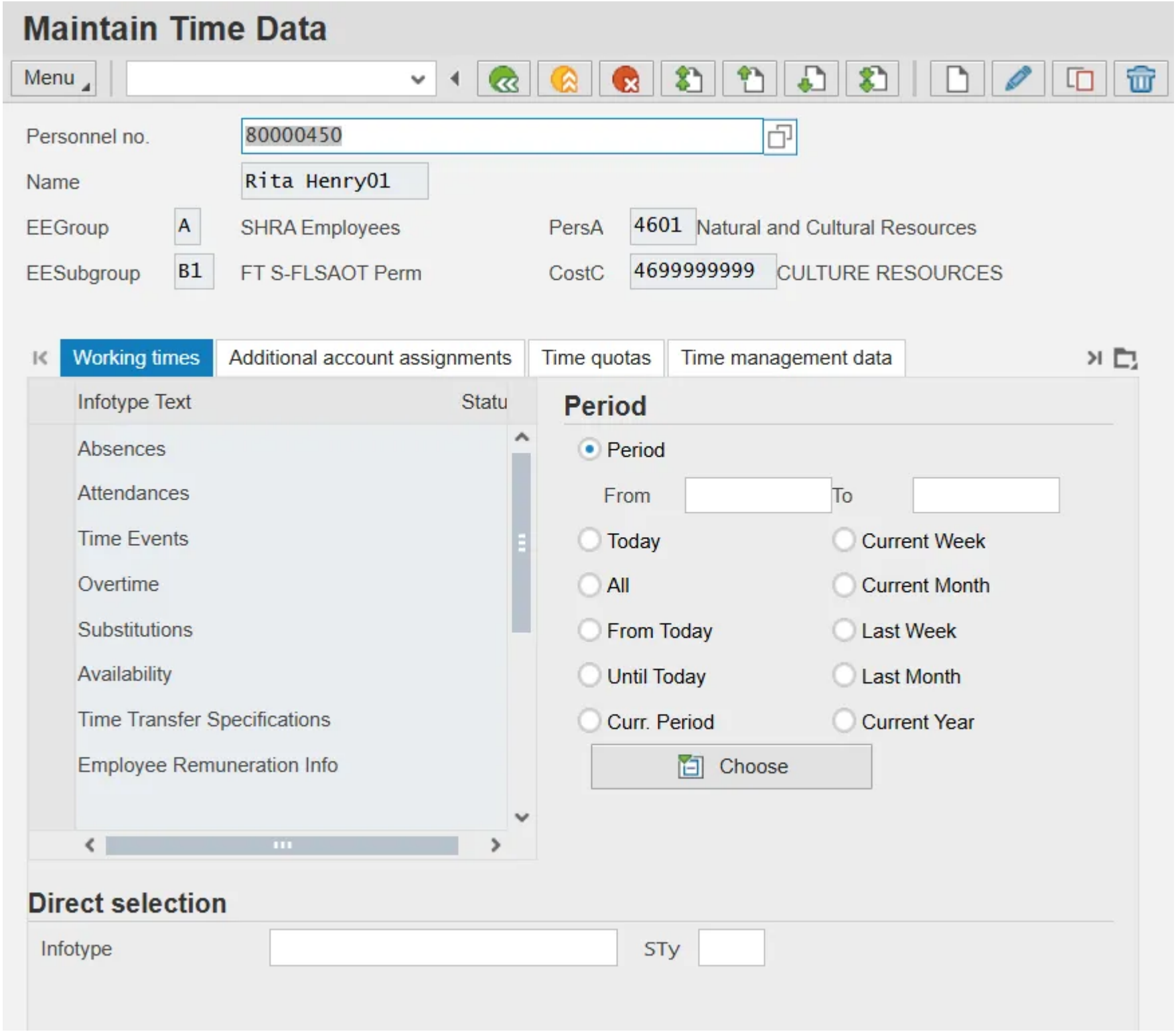
Image


Maintain Time Data
Menu
Personnel no.
Working times
Additional account assignments
Time quotas
Time management data
Infotype Text
Statu
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info
Period
Period
From
To
Today
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
STy

Step 3. Update the **Personnel No.** field.

Step 4. Click **Enter**.

Image


Maintain Time Data
Menu
Personnel no.
80000450
Name
Rita Henry01
EEGroup
A
SHRA Employees
PersA
4601
Natural and Cultural Resources
EESubgroup
B1
FT S-FLSAOT Perm
CostC
4699999999
CULTURE RESOURCES
Working times
Additional account assignments
Time quotas
Time management data
Infotype Text
Statu
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info
Period
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From
To
Today
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
STy

Ensure the correct personnel number was entered after clicking Enter.

These instructions provide information on how to:

- Create an employee substitution
- Create a shift substitution
- Maintain a substitution
- Delete a substitution

Create Employee Substitution

Step 5. Update the following fields:

- From Date
- To Date
- Infotype (Example: 2003)
- Sty (Example: 01)

Step 6. Click **Enter**.

Image

Maintain Time Data

Menu

Personnel no. 80000450

Name Rita Henry01

EEGroup A SHRA Employees

EESubgroup B1 FT S-FLSAOT Perm

PersA 4601 Natural and Cultural Resources

CostC 4699999999 CULTURE RESOURCES

Working times | Additional account assignments | Time quotas | Time management data

Infotype Text	Statu
Absences	
Attendances	
Time Events	
Overtime	
Substitutions	
Availability	
Time Transfer Specifications	
Employee Remuneration Info	

Period

Period

From 10/22/2025 To 10/23/2025

Today | Current Week

All | Current Month

From Today | Last Week

Until Today | Last Month

Curr. Period | Current Year

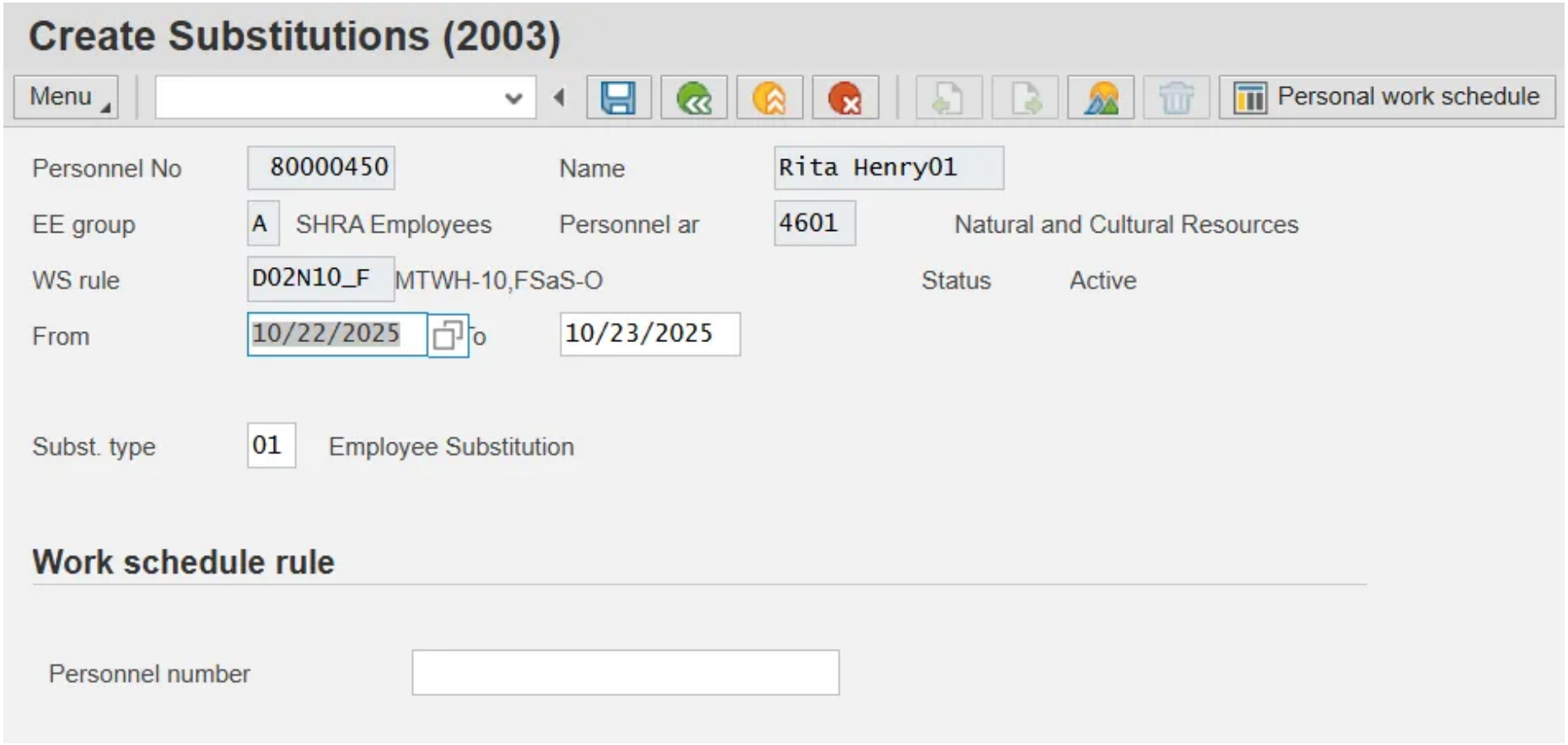
Choose

Direct selection

Infotype Substitutions STy 01 Employee Substitution

Step 7. Click the **Create (F5)** button.

Image



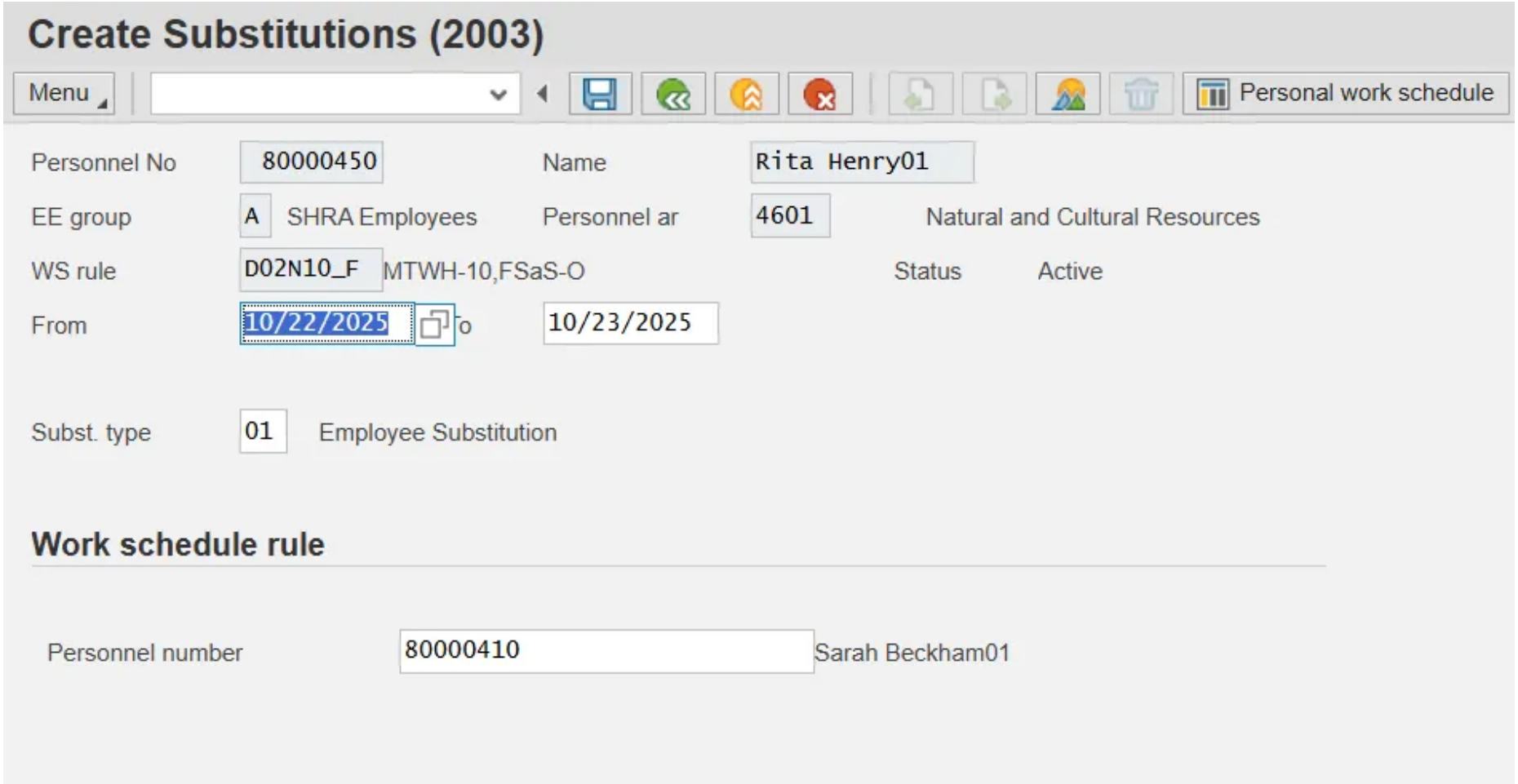
Step 8. Update the **Personnel No**. field.

Enter the Personnel number of the employee who the current employee will be substituting for during the period identified on the substitution record.

If the personnel number is not known, use the match code to search for the personnel number for which the current employee will be substituting.

Step 9. Press **ENTER**.

Image



Step 10. Click the **Save (Ctrl+S)** button.

Create Shift Substitution

Image

Maintain Time Data

Menu

Personnel no. 80000450

Name Rita Henry01

EEGroup A SHRA Employees

EESubgroup B1 FT S-FLSAOT Perm

PersA 4601 Natural and Cultural Resources

CostC 4699999999 CULTURE RESOURCES

Working times | Additional account assignments | Time quotas | Time management data

Infotype Text	Statu
Absences	
Attendances	
Time Events	
Overtime	
Substitutions	
Availability	
Time Transfer Specifications	
Employee Remuneration Info	

Period

Period

From 10/22/2025 To 10/23/2025

Today | Current Week

All | Current Month

From Today | Last Week

Until Today | Last Month

Curr. Period | Current Year

Choose

Direct selection

Infotype Substitutions STy 01 Employee Substitution

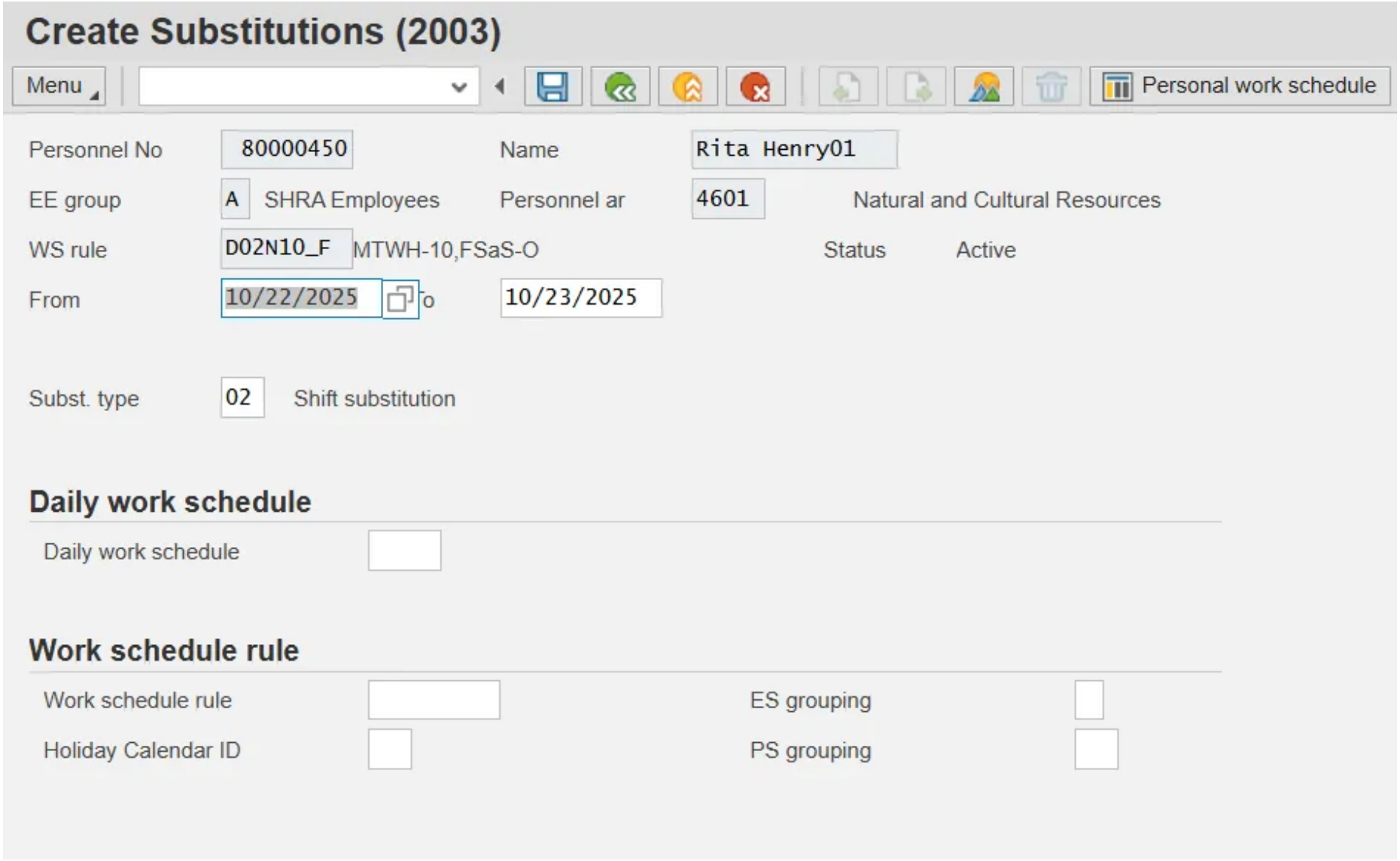
Step 11. Update the following fields:

- From Date
- To Date
- Infotype (Example: 2003)
- Sty (Example: 02)

Step 12. Press **ENTER**.

Step 13. Click the **Create (F5)** button.

Image

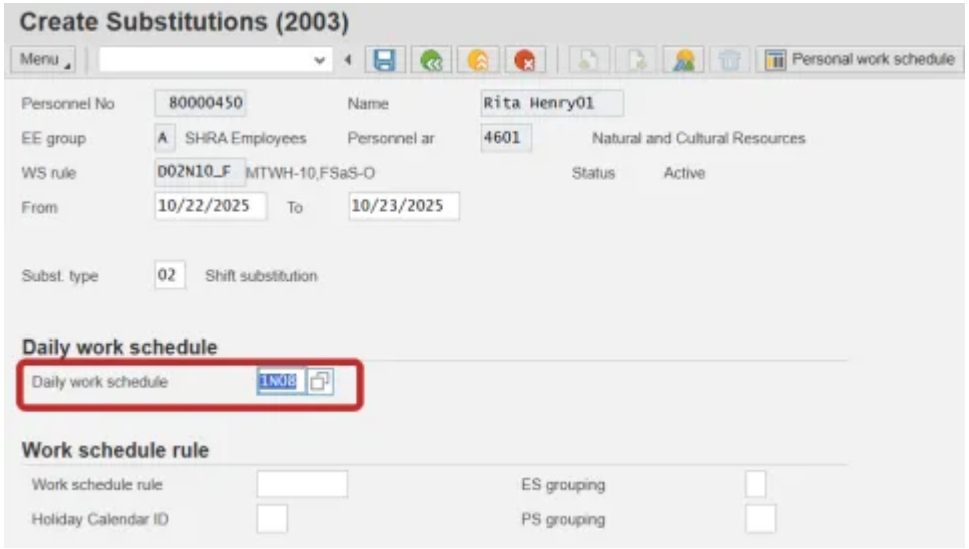


Step 14. Update the following fields:

- Daily Work Schedule (Example: 1N08)

Step 15. Press **ENTER.**

Image



Notes:

- Use F9 or Edit > Maintain Text to add comments. This is highly recommended when creating a WSR.
- WSR substitutions supersede WSR on IT0007. For this reason, if the WSR substitution is needed for an extended period of time, it is better to change IT0007.

Step 16. Click the **Save (Ctrl+S)** button.

Maintain Substitution

Step 17. Click the **All** radio button.

Step 18. Update the following fields:

- Infotype (Example:2003)

Step 19. Press **ENTER**.

Image

Maintain Time Data

Menu

Personnel no.	80000450				
Name	Rita Henry01				
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	B1	FT S-FLSAOT Perm	CostC	4699999999	CULTURE RESOURCES

Working times | Additional account assignments | Time quotas | Time management data

Infotype Text	Statu
Absences	
Attendances	
Time Events	
Overtime	
Substitutions	
Availability	
Time Transfer Specifications	
Employee Remuneration Info	

Period

- ○ Period
  - From 01/01/1800 To 12/31/9999
- ○ Today
- ○ Current Week
- ◉ All
- ○ Current Month
- ○ From Today
- ○ Last Week
- ○ Until Today
- ○ Last Month
- ○ Curr. Period
- ○ Current Year

Choose

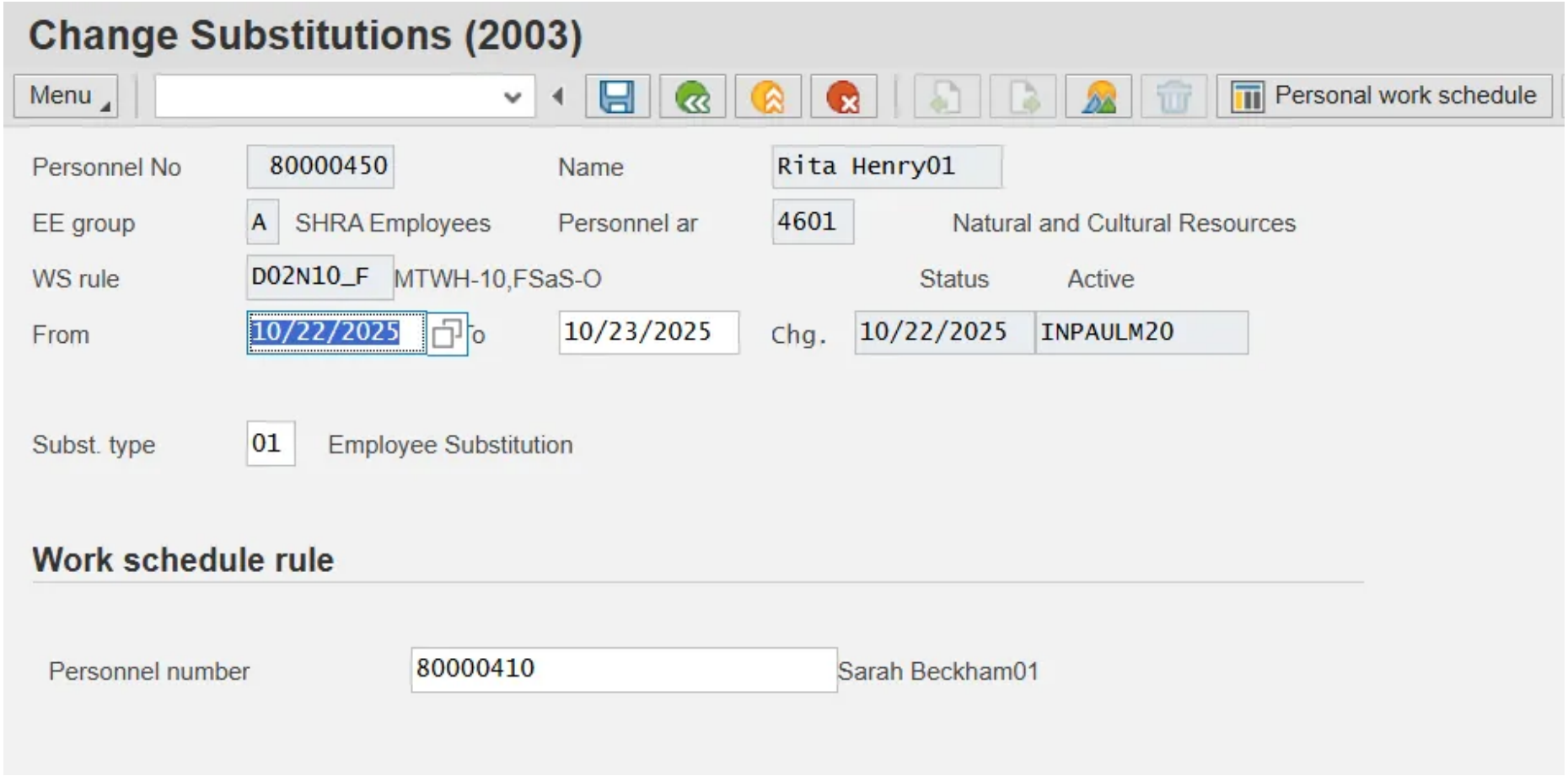
Direct selection

Infotype: Substitutions STy: Shift substitution

Step 20. Click the **Change (F6)** button.

Note: If multiple substitution records exist for the employee, use the Next Record or Previous Record buttons to find the record to be maintained.

Image

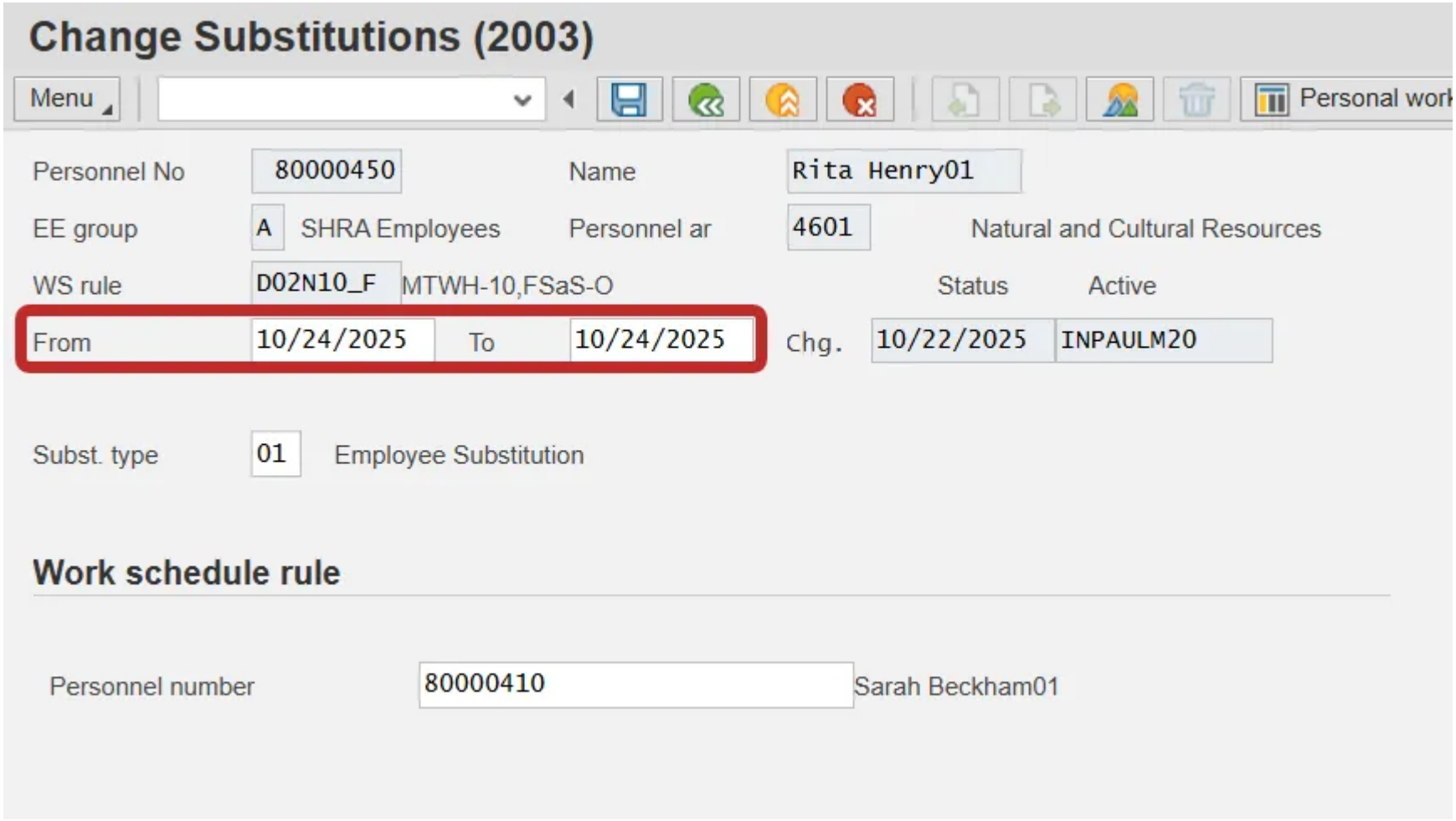


Step 21. Update the following fields:

- From Date

Step 22. Press **ENTER**.

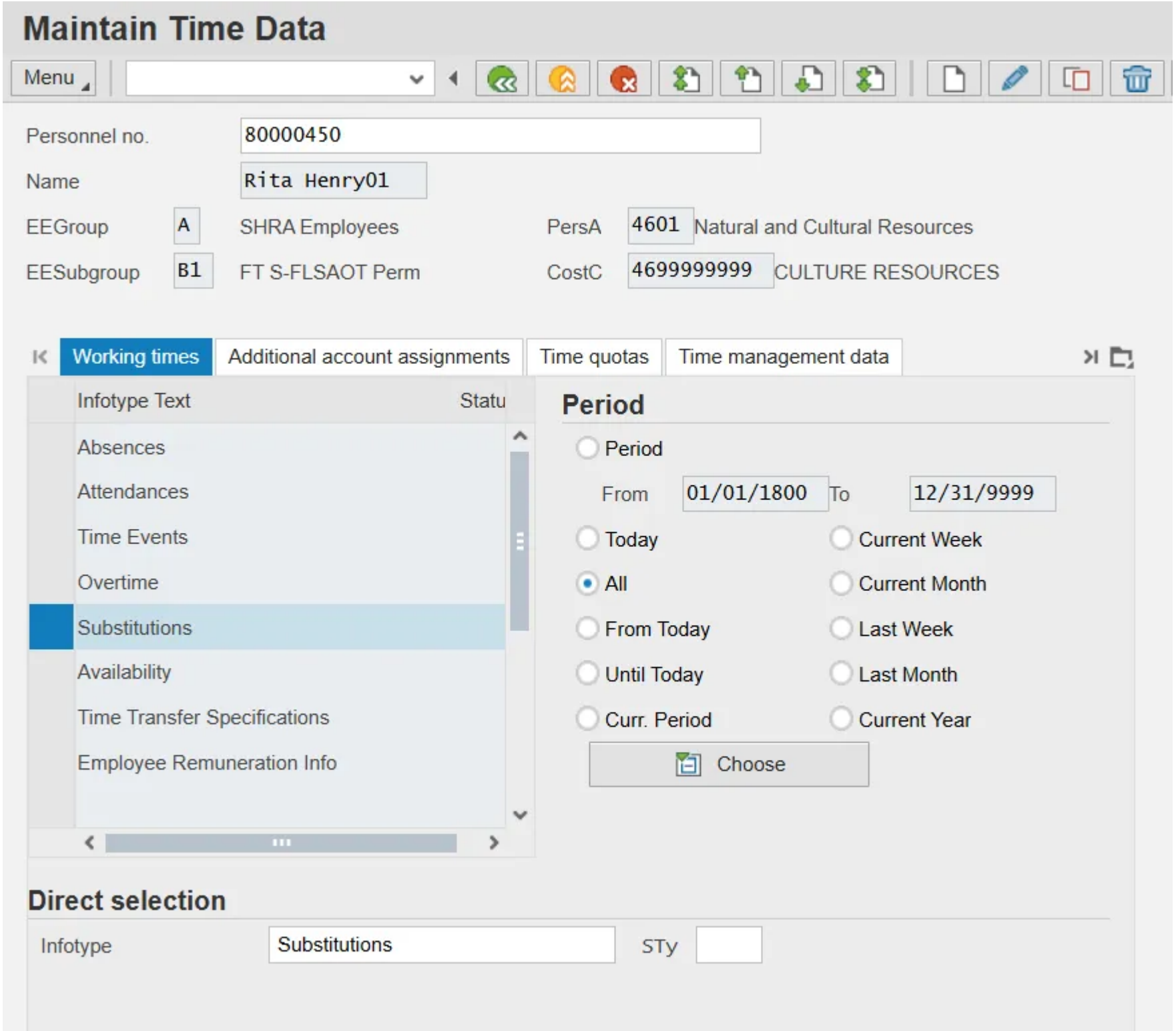
Image



Step 23. Click the **Save (Ctrl+S)** button.

Delete Substitution

Image


Maintain Time Data
Menu
Personnel no. 80000450
Name Rita Henry01
EEGroup A SHRA Employees
EESubgroup B1 FT S-FLSAOT Perm
PersA 4601 Natural and Cultural Resources
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Working times
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Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info
Period
Period
From 01/01/1800 To 12/31/9999
Today
All
From Today
Until Today
Curr. Period
Current Week
Current Month
Last Week
Last Month
Current Year
Choose
Direct selection
Infotype Substitutions
STy

Step 24. Click the **All** radio button.

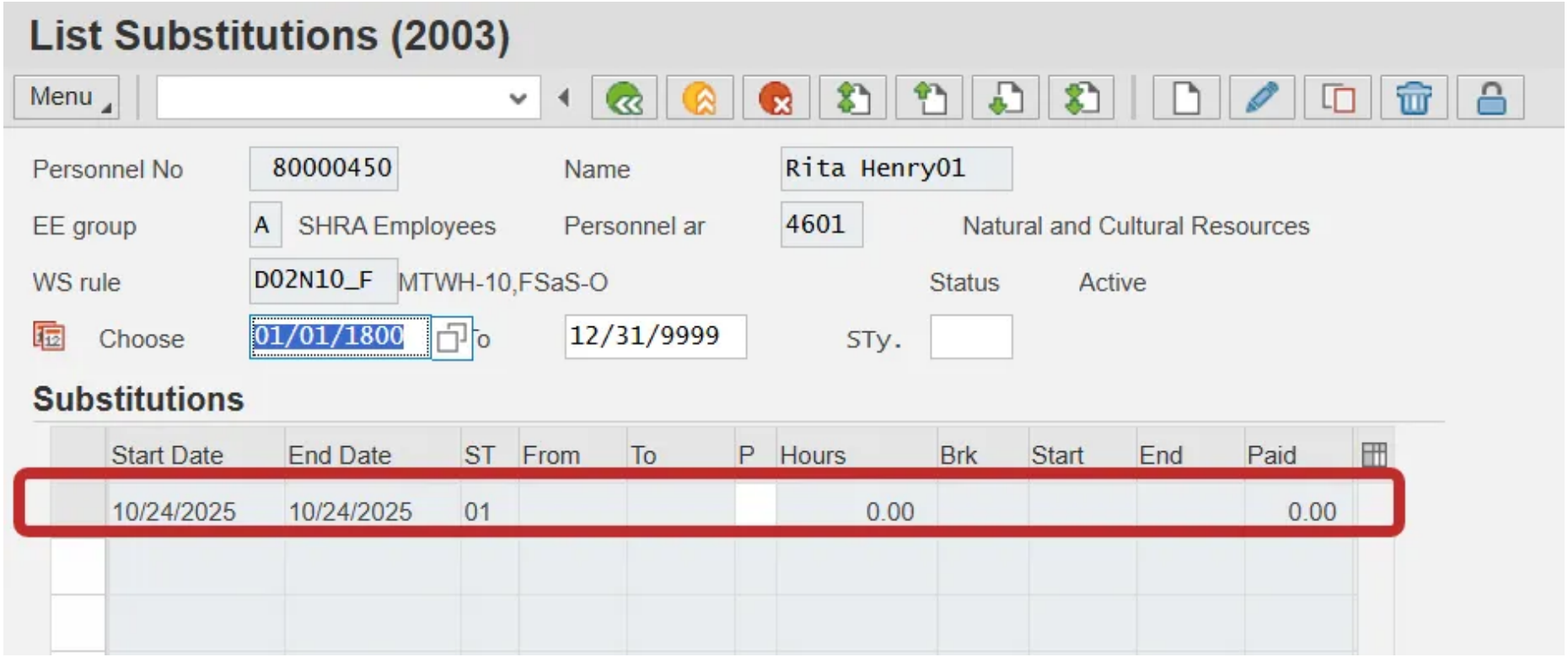
Step 25. Update the following fields:

- Infotype (Example: 2003)

Step 26. Press **ENTER**.

Step 27. Click **Overview (Shift+F8)** button.

Image

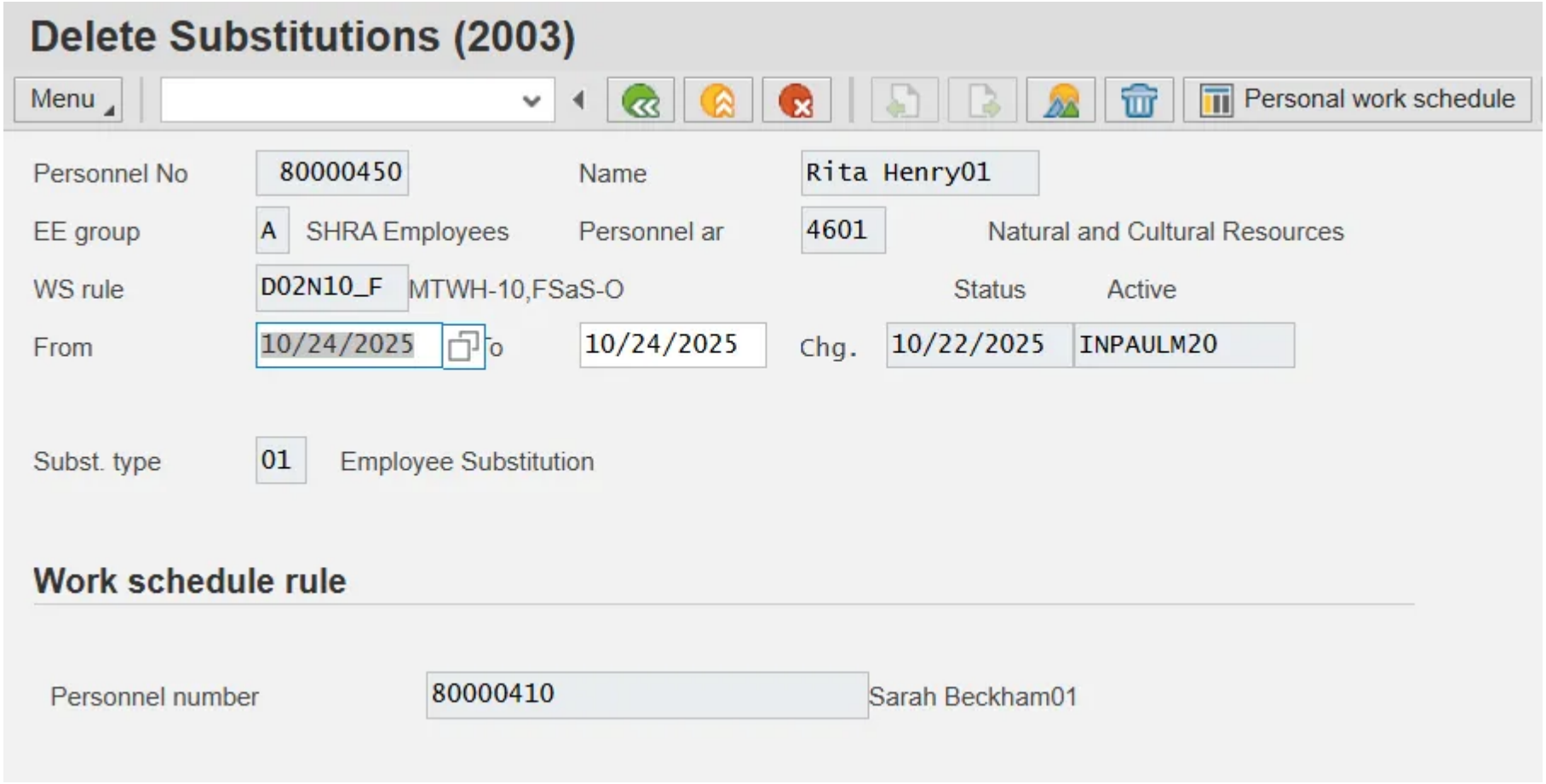


Step 28. Highlight the row of the substitution that needs to be changed.

Step 29. Click the **Delete (Shift+F2)** button.

Step 30. A second screen will display the record in detail. Review the detail of the record to ensure the correct record has been selected for deletion.

Image



Step 31. Click the **Delete (Shift+F2)** button.

Note: This action is permanent. You will not receive a confirmation screen before the record is deleted. Be sure this is the correct action before completing it.

The system task is complete.

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