TM-58 PA61 Change Working Schedule

Purpose

The purpose of this Business Process Procedure is to explain how to change an individual’s work schedule in the Integrated HR-Payroll System.

Trigger

You need to change the work schedule for an individual. The work schedule is changed on a person's record and can be processed via transaction code [PA61] (these instructions) or via transaction code [PA30].

These instructions do not walk you through entering a substitute work schedule for an individual, only changing the work schedule permanently.

Business Process Procedure Overview

Work Schedules

The work schedule is required for all employee records and

- Defines the expected daily work hours,
- Defines the number of expected workdays used to determine when an employee will accrue leave in that month,
- Is used to constrain leave usage,

- Does not limit work hours,
- Will drive Shift Premiums for eligible employees, and
- Is tied to a Holiday Calendar.

An employee can see their work schedule assignment on the upper right-hand corner of the Time Statement.

If at all possible, change work schedules on the first day of an overtime period (7 days, 28 days, etc. - this is not necessarily the payroll period), so the entire overtime period contains the same work schedule. This will prevent the payroll process from changing calculation rules within an overtime period. If it is not possible to wait until the next overtime period to change the work schedule rule (such as with promotions, LOA w/pay, etc.) it is ok to change the work schedule within an overtime period, but payroll will no longer be calculated on a period-basis. It will be calculated on a daily basis, prorated based on the date of the work schedule change. The calculation in the system will be correct but may be slightly different than if the work schedule was not changed within the period, due to the calculations being daily instead of for a period.

A work schedule has been made to fit various schedules: Days, Evenings, Nights, Rotating Flex Schedules

- D = Days
- 01 = Schedule number
- N = No weekends
- 08 = Hours per day
- GN = General Schedule (common schedule)

Evening Schedule: E01N08GN

Night Schedule: N01N08GN

- The first character in the work schedule defines the premium eligibility. Agencies have decided which shifts are Day, Evening, and Night.

- The last 2 characters may also represent
    - FX = Flex where the hours are set but the days are flexible
    - M, T, W, H, F = to show which day is the scheduled off day
    - 01-99 = used to represent versions of a work schedule

This is meant to make some sense of the hundreds of work schedules in Integrated HR-Payroll System. The syntax may be imperfect at times as work schedules are very complex.

Employees assigned to a night shift will earn night premium for hours recorded on their SCHEDULED workdays. NOTE: Time worked on NON-SCHEDULED workdays require a substitution or a push code.

Rotating Schedules - Common in 24x7 operations

Flex Schedules

- Allow employees to record any number of work hours or leave hours on any day of the week
- May be a 4, 8, 9, 10, or 24-hour flex schedule
- Should be used with caution

Employees on Rotating schedules must be assigned with care. In addition to identifying the rotation schedule to which they belong, it must also be determined where they are within that rotation to match up work days/off days.

Anyone with a regular recurring work pattern should be assigned to a specific work schedule that reflects the normal expected work hours per day per OSHR. Flex schedules may invite some work hour flexibility that may benefit the employee but impede business operations.

Not all schedules are permitted by all agencies.

Tips and Tricks

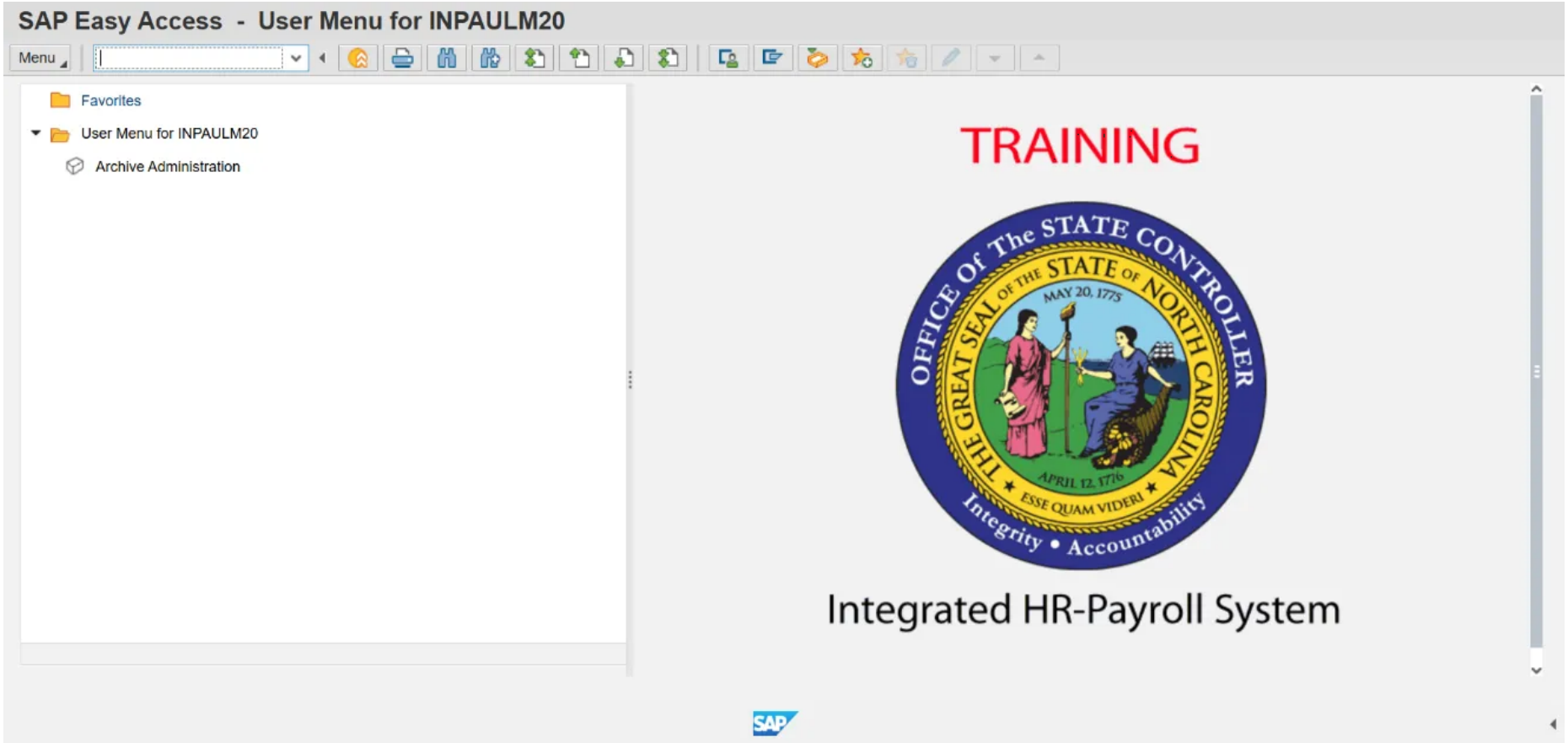
- You can access infotype 0007 Planned Working Time via transaction code [PA30] or transaction code [PA61]; both update the records on an individual.
- This process should not be used to create a work schedule substitution, only a change of work schedule permanently.

Access Transaction Via Transaction Code: PA61

Procedure

There are 19 steps to complete this process.

Image



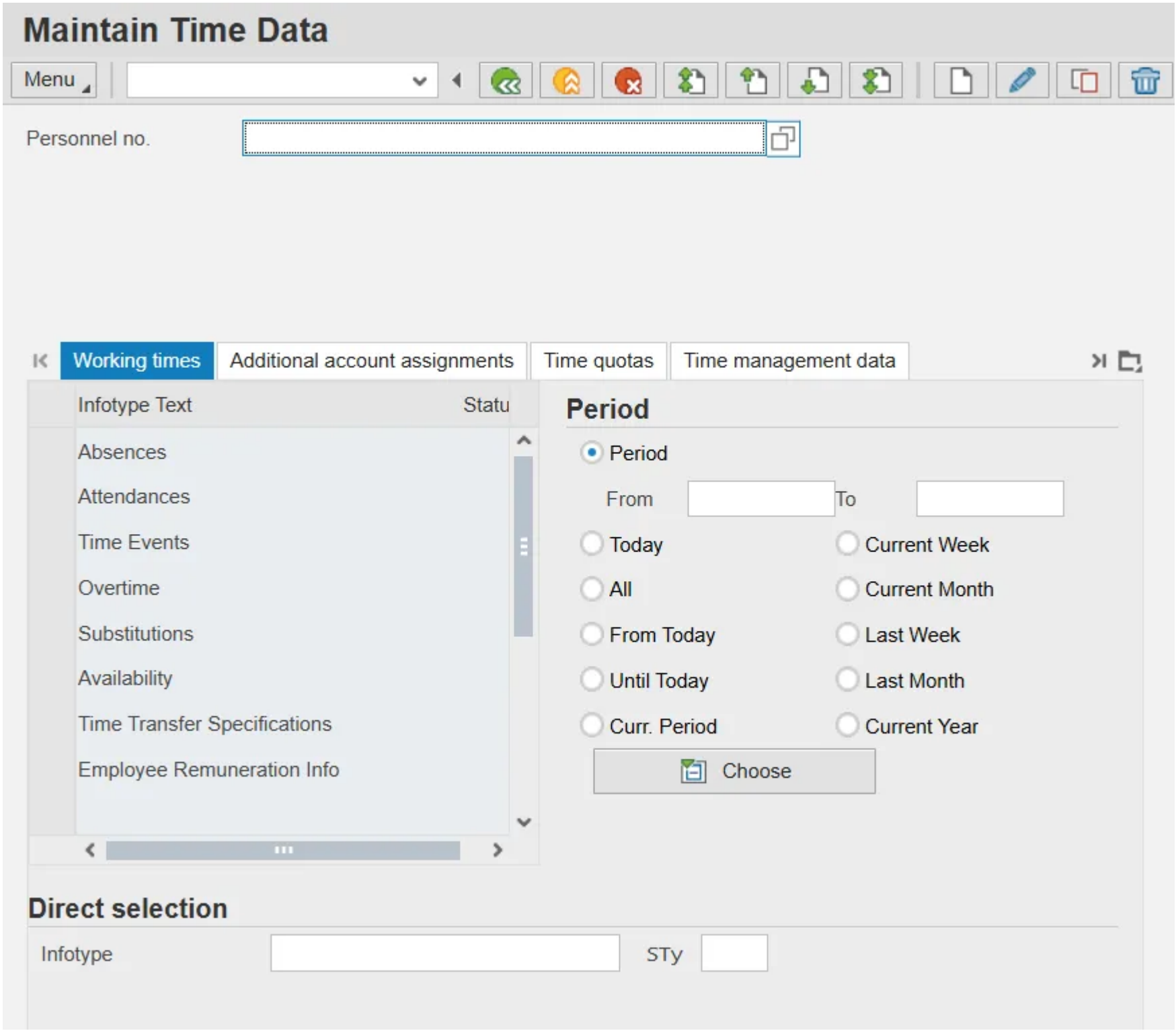
Step 1. Update the following **required** and **optional** fields:

Field Name	Description	Values

Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: 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

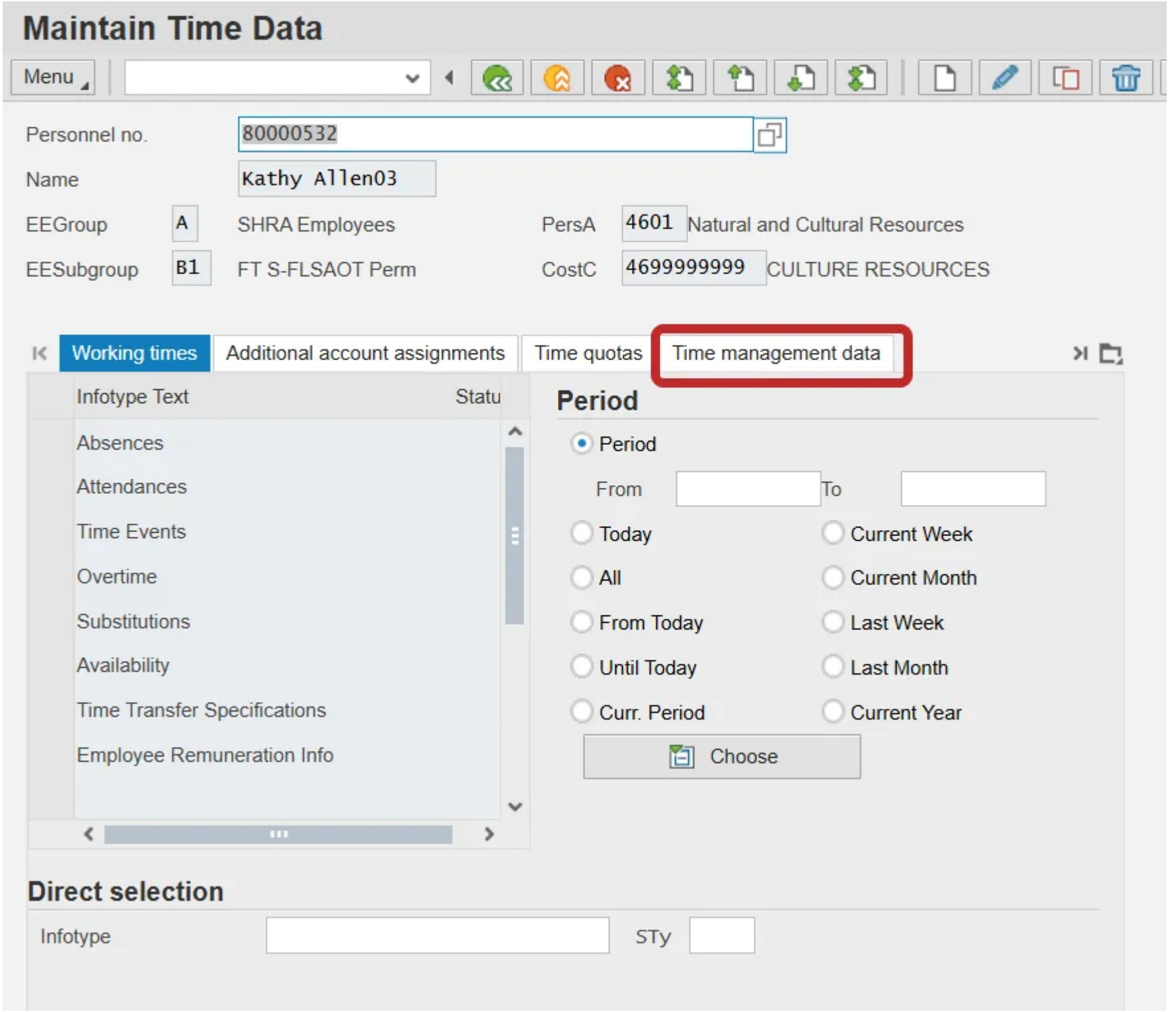
Step 3. Update the following **required** and **optional** fields:

Field Name	Description	Values
Personnel no.	Unique employee identifier	Enter value in Personnel no. Example: 80000532

Step 4. Click **Enter**.

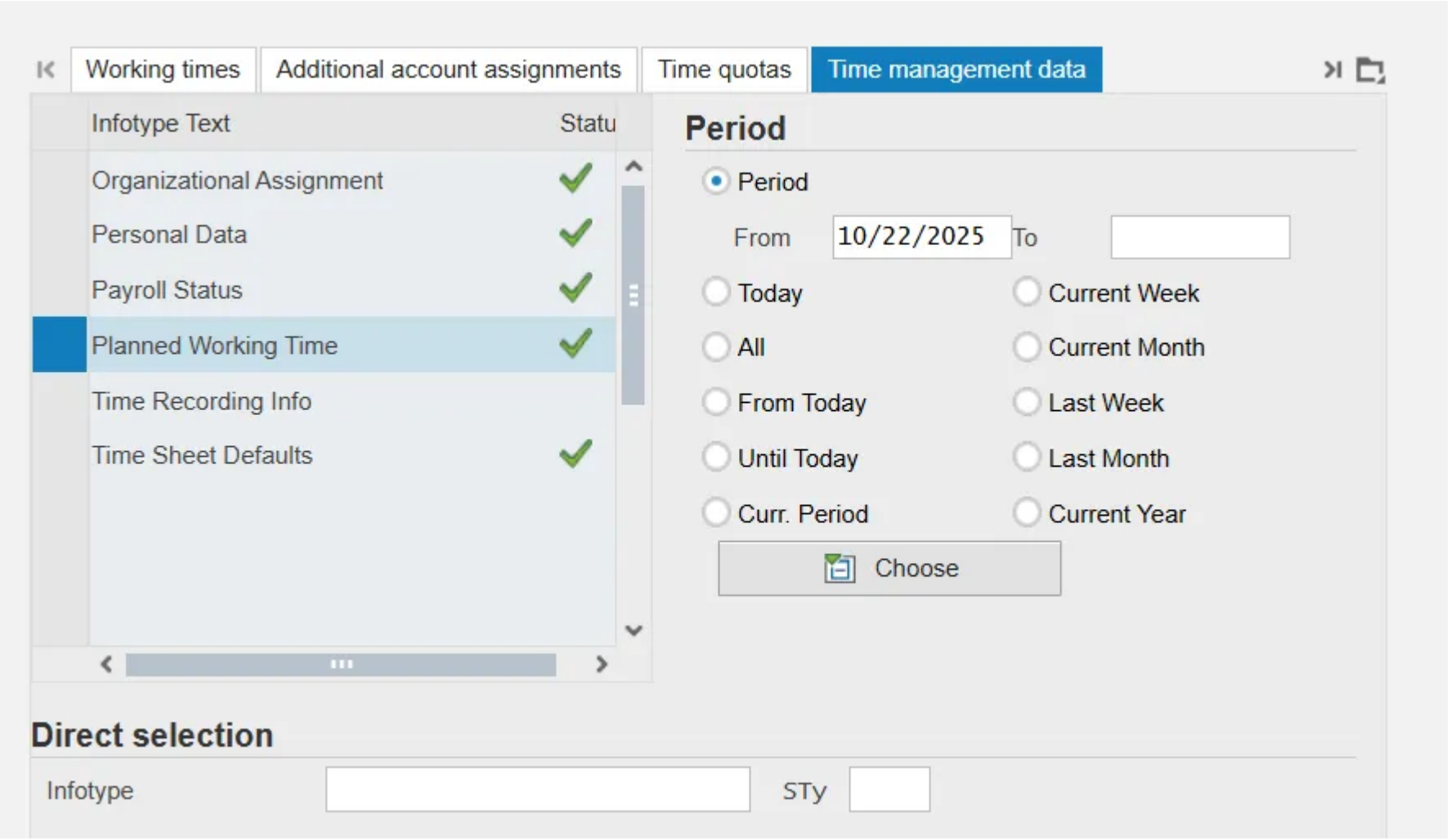
Information: Best practice is to enter any data as appropriate, review all data, and click Enter to allow the system to validate the data. Verify you are working with the correct personnel number before proceeding.

Image


Maintain Time Data
Menu
Personnel no.
80000532
Name
Kathy Allen03
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
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 5. Click on the **Time management data** tab.

Image



Step 6. Select the **Planned Working Time** row.

Information: You can find the **Planned Working Time** infotype on the Time Management Data tab, or you may enter [0007] in the Infotype field at the bottom of the screen and click **Enter**.

Step 7. Click **Copy (Shift+F9)** button.

Information: Always use **Copy** to keep a record of the historical work schedules. If you use the **Change** function, the record of what the work schedule used to be is not saved.

Image

Copy Planned Working Time (0007)

Menu | Work schedule

Personnel No	80000532		Name	Kathy Allen03	
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	B1	FT S-FLSAOT Perm	Statu	Active	
Start	01/01/2008	To	12/31/9999		

Work schedule rule

Work schedule rule	D01N08GN	MTWHF-8,SaS-O	WSR Finder
Time Mgmt status	1 1 - Positive Time Recording		
Working week	07 Wk - Sun (mdnt) - Sat		

☐ Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	

Step 9. Update the following **required** and **optional** fields:

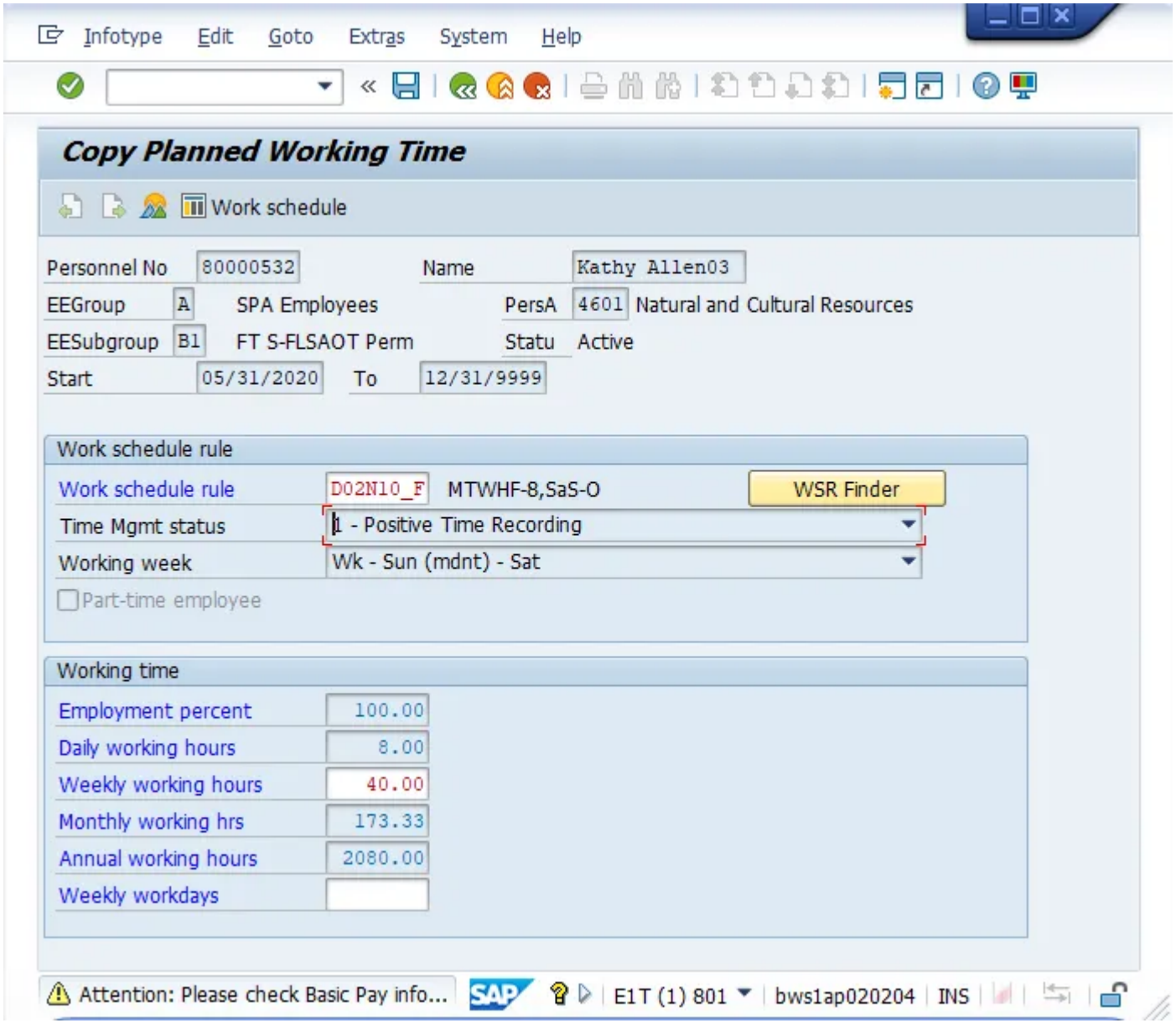
Field Name	Description	Values
Start	Beginning date of the specified date range	Enter value in Start. Example: 10/22/2025

Step 10. Identify the **work schedule rule** to be implemented.

Information: The match code will present a long list of available work schedules. OSC recommends using the Work Schedules Job Aid to find the appropriate schedule key. Once identified, copy into your clipboard and paste directly into the Work Schedule Rule field.

Information: You should change the work schedule at the beginning of an overtime period (7-day, 28 day, etc.) if at all possible.

Image



Step 11. Click **Enter**.

Information: You can ignore the yellow caution message about the Basic Pay record when you make this change.

Image

Copy Planned Working Time (0007)

Menu | Work schedule

Personnel No	80000332		Name	Kathy Arrenos	
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	B1	FT S-FLSAOT Perm	Statu	Active	
Start	10/22/2025	To	12/31/9999		

Work schedule rule

Work schedule rule	D01W0806	**TWHFSa-8,MS-O**	WSR Finder
Time Mgmt status	1 1 - Positive Time Recording		
Working week	07 Wk - Sun (mdnt) - Sat		

☐ **Part-time employee**

Working time

Employment percent	100.00
Daily working hours	8.00
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Weekly workdays	

Additional fields

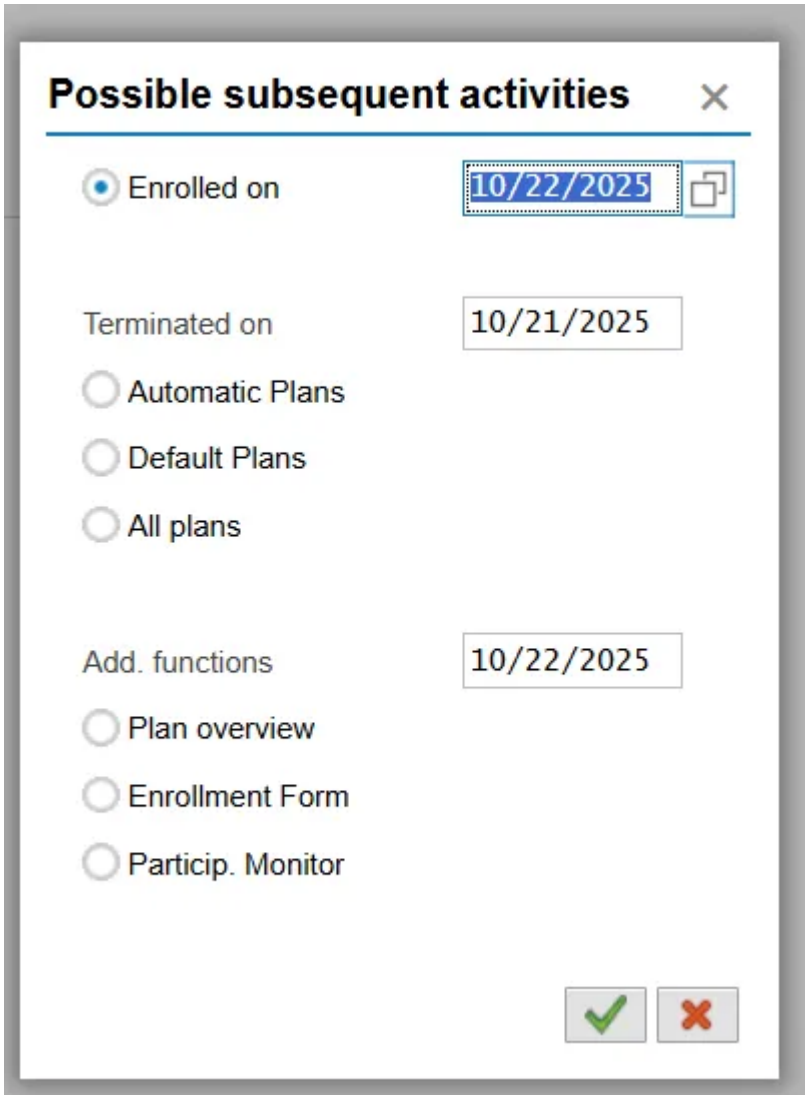
Step 12. Click **Enter**.

Information: Notice the yellow confirmation message at the bottom of the screen noting the previous work schedule record will be delimited or have an end date put on the record.

Step 13. Click **Save (Ctrl+S)**.

Possible subsequent activities

Image



Step 14. Click the **Cancel (F12)** button.

Information: Since a change in work schedule has the potential to affect the benefits of the individual, the system prompts you with a benefits change option. If you need to change benefits, click **Continue**. If you need to change

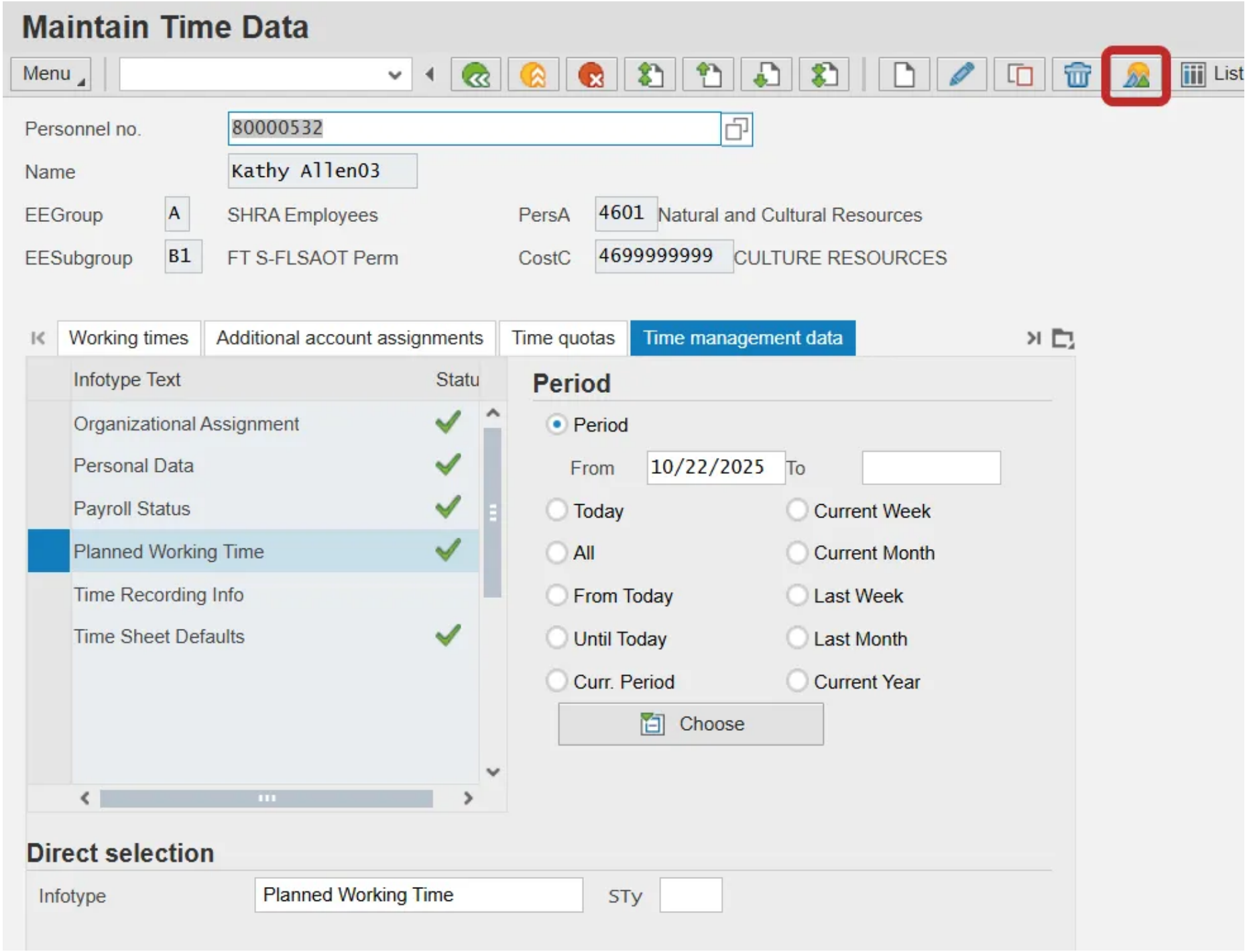
benefits with the change in a work schedule, those instructions are not handled in this BPP. Several Benefits specific Job Aids and BPPs can be found here.

Step 15. Click **All** radio button.

Step 16. Click **Overview (Shift+F8)** button.

Information: To review the changes you have made now or in the future, choose **All** for the date range (the default is today's date, which may not show you records in the past), and click **Overview** to see the history of all work schedules on this individual's record.

Image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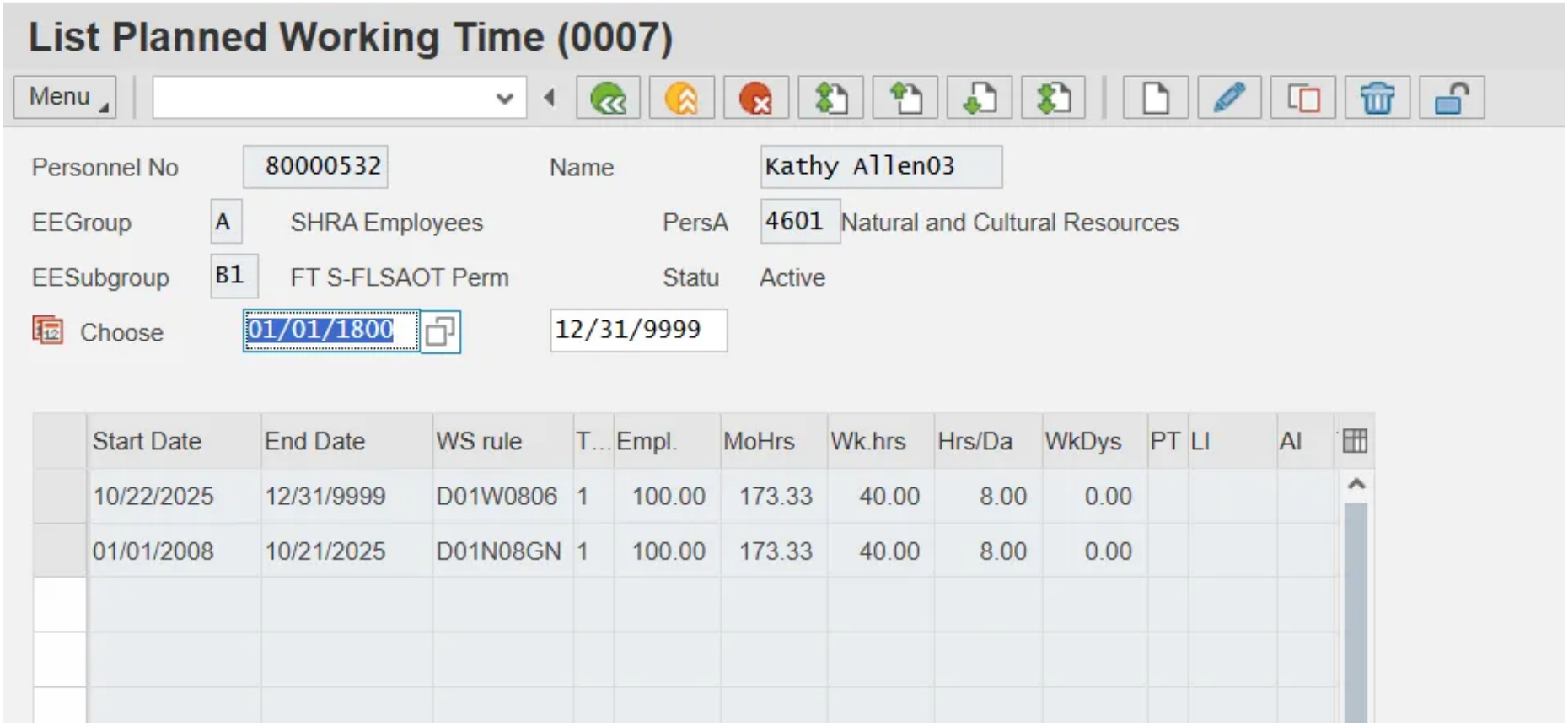
Organizational Assignment
Personal Data
Payroll Status
Planned Working Time
Time Recording Info
Time Sheet Defaults
Period
Period
From
10/22/2025
To
Today
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
Planned Working Time
STy

Image



Step 17. Click the **Back (F3)** button.

Information: Notice the history of all work schedules and the valid dates are displayed. To return to the main screen, click **Back**.

Step 18. Click the **Back (F3)** button.

Step 19. The system task is complete.

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