



The purpose of this Business Process Procedure is to explain how to change the Evening shift Premium for a position in the Integrated HR-Payroll System.

**Trigger:** Evening Shift Premium needs to be changed on a position.

## **Business Process Procedure Overview:**

**Evening Shift Premium (IT 9008)** - Stores settings related to Evening Shift Premium eligibility and Payouts. If OSHR has approved a rate other than the default of 10%, the rate must be entered as a percentage in the "Rate" field.

# 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 <u>https://www.ncosc.gov/training/hr-payroll-help-documents</u>.

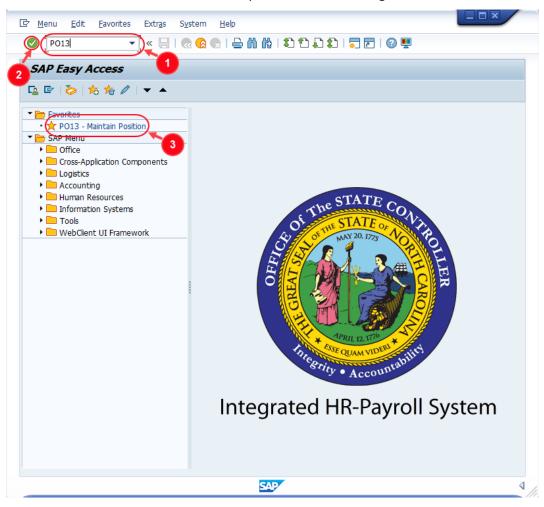
- **Copy** is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- **Change** is to be used only if you make a spelling or other simple error and want to change the record. There is no history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

#### **OSHR Policy:**

https://oshr.nc.gov/policies/salary-administration/shift-premium-pay

## Procedure

Type PO13 in the command field (1). Hit enter on your keyboard or click the Enter Substance button (2). Also, you can double click it from your favorites folder if you've previously saved it there (3). See the information block below the screen shot for a quick tutorial on adding the transaction.



You may want to enter this transaction code in your Favorites folder.
 From the menu at the top of the screen, choose Favorites > Insert Transaction.
 Type in PO13.
 Click Enter.
 To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:
 Choose Extras > Settings.

- Disconsideration of the Disclet Tasket
- Place a check next to **Display Technical Names**.
- Click Enter.

Review the <u>Favorites Folder</u> training document for more tips and features!

2. Input the position number that needs updating. This document will use 60087078 from the OSC training environment. <u>Access client 899</u> to follow along in a "live" system.

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3. Click the **Enter** button  $\bigotimes$  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.

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Plan version	Current plan	<b>_</b> ]
Position (	60087078	Executive Assistant I
Abbr.	Exec Asst I	

- 4. Within the Active tab:
  - Scroll down the list of position infotypes and click the square in front of the **Evening Shift Premium** 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 Select.

Infotype Name	S		Time period
Overtime Compensation	<ul> <li>Image: A start of the start of</li></ul>	-	○ Period
Holiday Payout Period	<ul> <li>Image: A start of the start of</li></ul>	-	From 01/01/1800 to 12/31/9999
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Holiday Premium Rate	<ul> <li>Image: A set of the set of the</li></ul>		O To current date
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Callback			
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Weekend Nurse		-	

**<u>ATTENTION!</u>** 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.

5. Click the **Create** button **D**.

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Plan version	Current plan	•
Position	60087078	Executive Assistant I
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**NOTE:** Using the create button will work even if a record already exists.

6. Enter the start date of the new record and update the Evening Shift Prem Rate field as applicable.

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Evening Shift Prem Rate	10 %		
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**NOTE:** OSHR must approve any rates other than the default of 10%

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.

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0	Previous record will be delimited at end. Do you want to save?	
	Yes No Cancel	

Proceed to step 11

8. (Begin at this step to end the premium pay eligibility for a position.)Click the **Delimit** button 2.

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9. In the **To** field, enter the last day in which the position was eligible for the shift premium. For example, if a position is no longer eligible for a shift premium as of March 1<sup>st</sup>, 2022, then the date entered in the **To** field would be 02/28/22.

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Validity	04/01/2013 to 2/28/22 Display change infor
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10. Click the **Delimit** button 🗾.

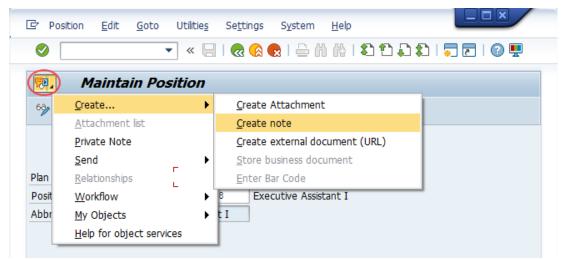
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11. Review your work by ensuring that the **Evening Shift Premium** infotype is selected and click the **Overview** button <u>Selected</u>.

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Infotype Name Overtime Compensation Holiday Payout Period	S	Time period Period From 01/01/1800 to 12/31/9999

A list of all **Evening Shift Premium** Infotypes for the Position will be displayed, including the Validity Dates, eligibility for the premium, and the premium rate.

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**.



**Note:** Although a note is not required when updating a position's Premium Pay eligibility, 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** lo save your note.

🔄 Create note		<b>X</b>
Title of note	ES Premium Pay adjusted	
<b></b>		
2/22/22 JPS		
Per *authority*, this position 03/01/2022.	n is eligible for 10% evening pay premium beginning	
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13. Click the **Back** button 🧟.

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The system task is complete.

# **Change Record**

- 12/4/15 Moved change log to end of document; updated format, screenshots, language, and layout – David Lassiter
- 11/4/21 Updated format and assigned reference number Claire Ennis
- 4/22/22 Re-written for accessibility, clarity, and updated screen shots. Doug Genzlinger
- 1/28/25 Updated links to point to new OSC website Doug Genzlinger