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

Trigger: A change needs to be made to the Holiday Premium Rate for a position.

Business Process Procedure Overview:

Holiday Premium Rate (IT 9010) - Stores settings related to Holiday Premium Rate eligibility and Payouts. If OSHR has approved a rate other than the default of 50%, 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 https://www.ncosc.gov/training/hr-payroll-help-documents.

- **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/holiday-premium-pay

Procedure

1. Type PO13 in the command field (1). Hit enter on your keyboard or click the **Enter** ✅ 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.
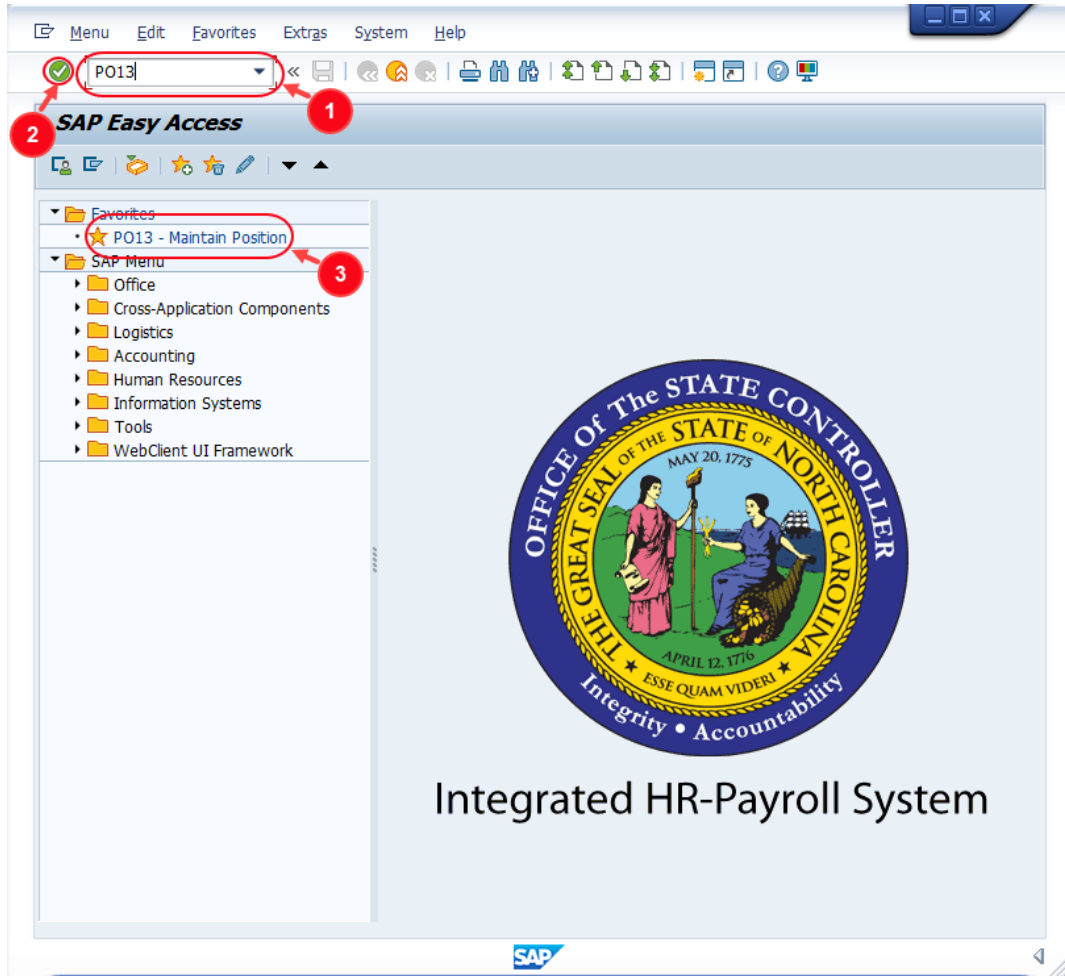
| ℹ️ **Information**	You may want to enter this transaction code in your Favorites folder.
	• From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
	• Type in **PO13**.
	• Click **Enter**.
	To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:
	• Choose **Extras > Settings**.
	• Place a check next to **Display Technical Names**.
	• Click **Enter.**
	Review the Favorites Folder 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. Access client 899 to follow along in a "live" system.
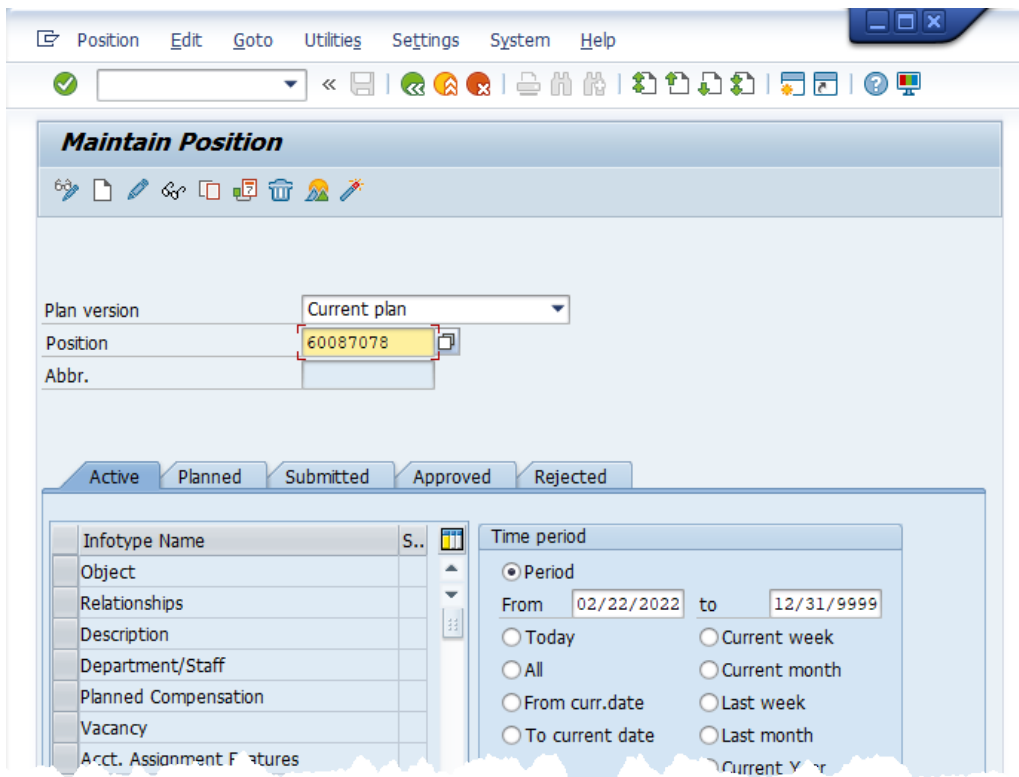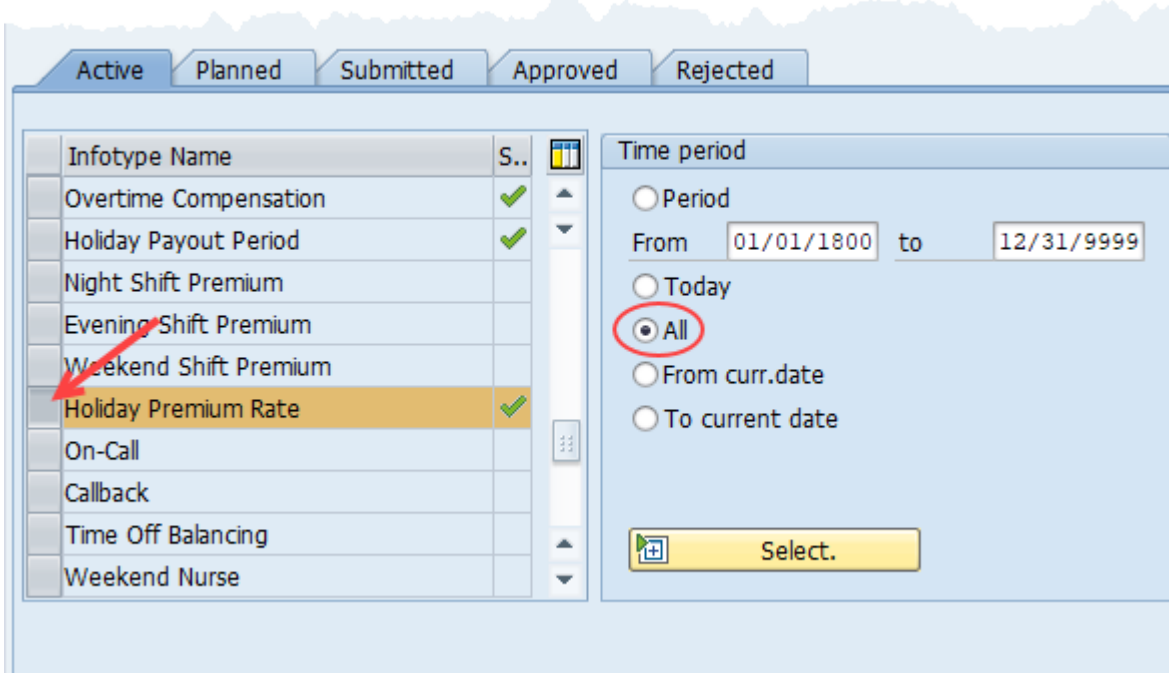

3. Click the **Enter** button ✅ and verify the position displayed is the one you need to change.

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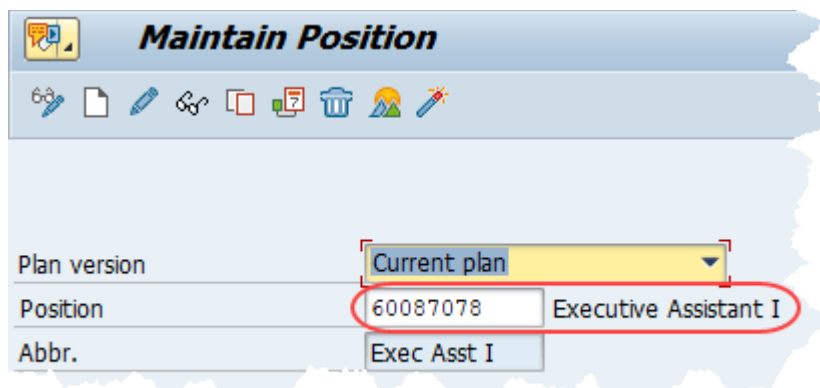
4. Within the Active tab:

   - Scroll down the list of position infotypes and click the square ☐ in front of the **Holiday Premium Rate** 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.
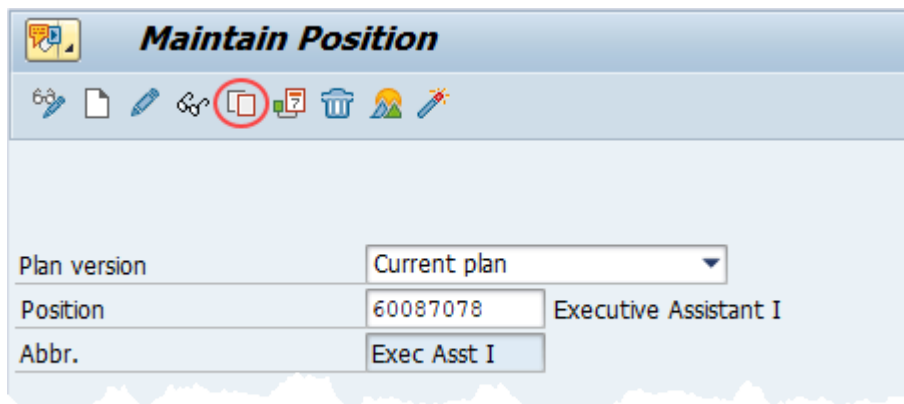
5. Click the **Copy** button [⬚].

6. Enter the start date of the new record and update the **Holiday Premium Rate** as applicable.
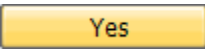
NOTE: Values other than 50% must be approved by OSHR.

7. Click the **Save** button 💾.

8. Click **Yes** [Yes] to delimit the previous record.

9. Review your work by ensuring that the **Holiday Premium Rate** infotype is selected and click the **Overview** button .
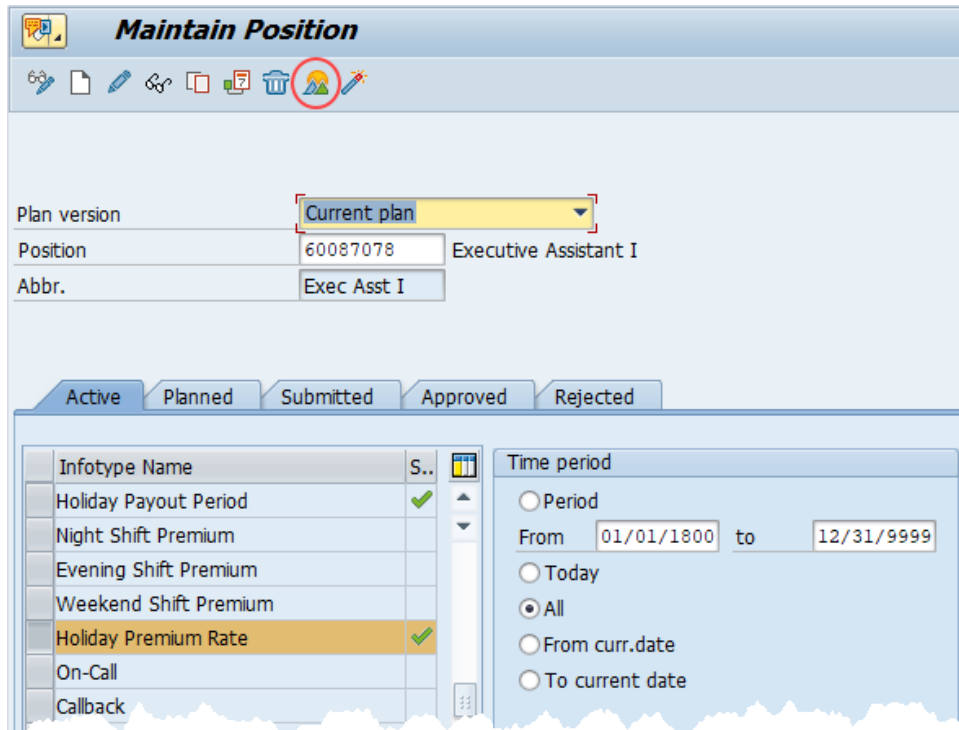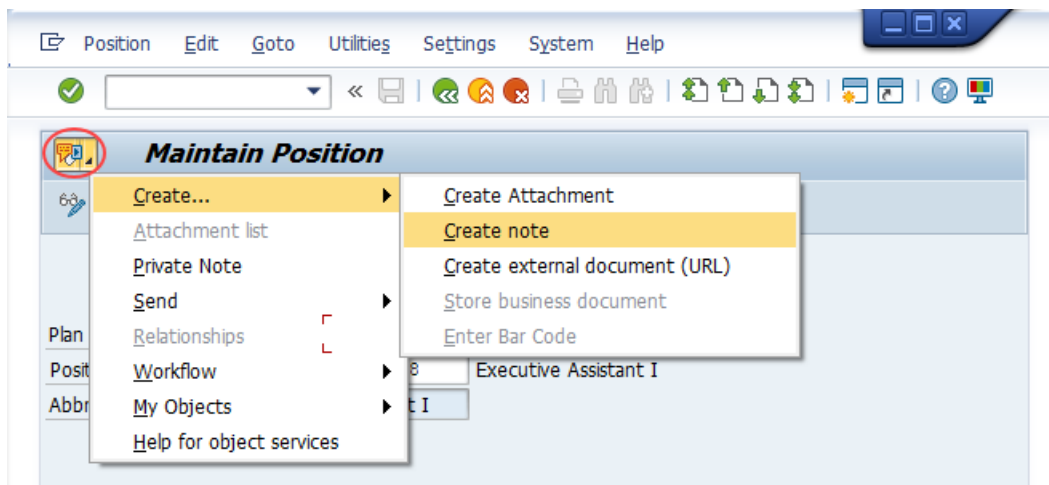

A list of all **Holiday Premium Rate** Infotypes for the Position will be displayed, including the Validity Dates, an eligibility indicator and the rate.

10. **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**.
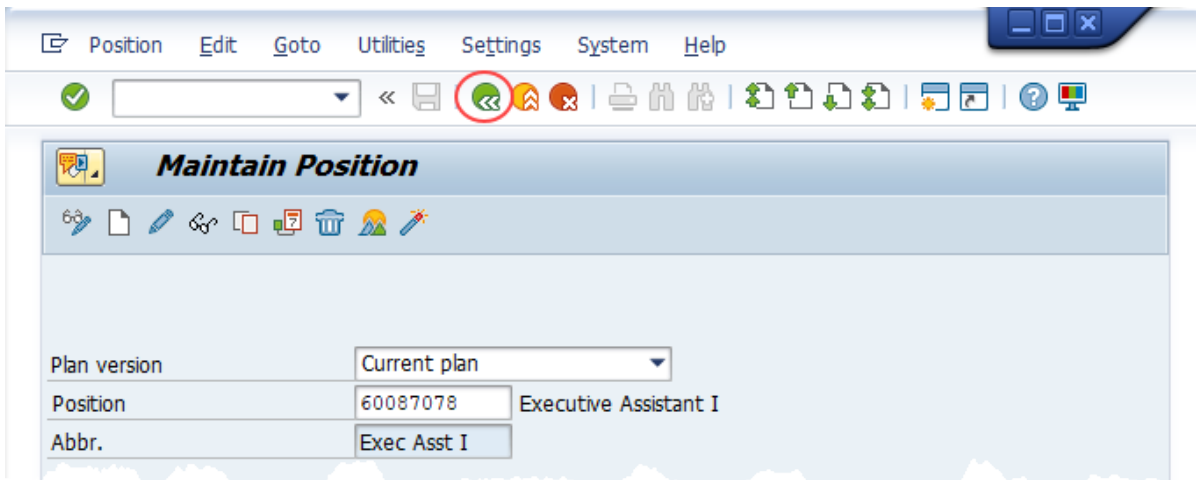

Note: Although a note is not required when updating a position's Premium Pay eligibility, OSC staff recommends that one be created, nonetheless.

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** to save your note.
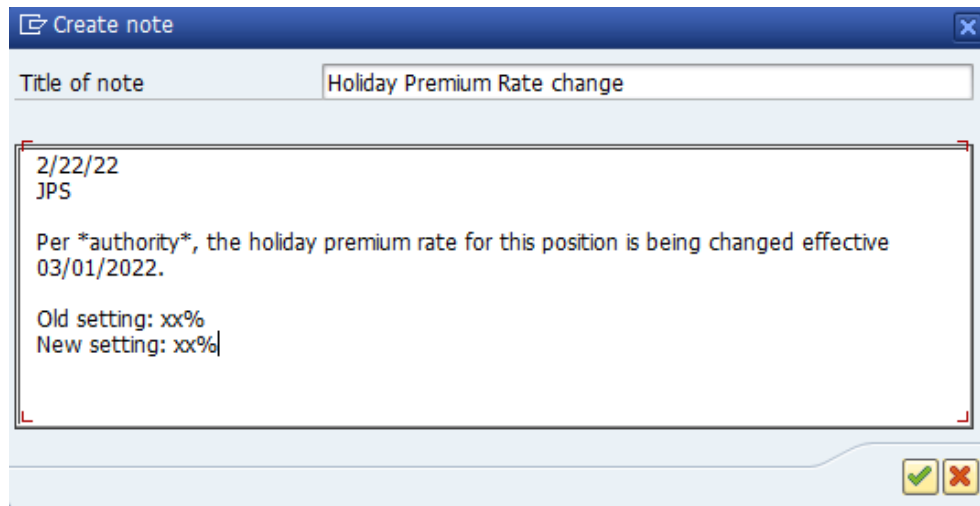
11. Click the **Back** button .

The system task is complete.

Change Record

- 1/11/16 – 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