



The purpose of this Business Process Procedure is to explain how to change position extended duty rate in the Integrated HR-Payroll System.

Trigger: There is a need to change the extended duty rate for a position.

Business Process Procedure Overview:

Extended Duty (IT9016) - Positions that are eligible for extended duty compensation should have this Infotype created to indicate that eligibility. OSHR policy provides for special compensation under "extended duty" situations for certain medical classes.

Attendance Type 9510 Should be used on the time sheet to indicate applicable hours. (Additional Hours)

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>.

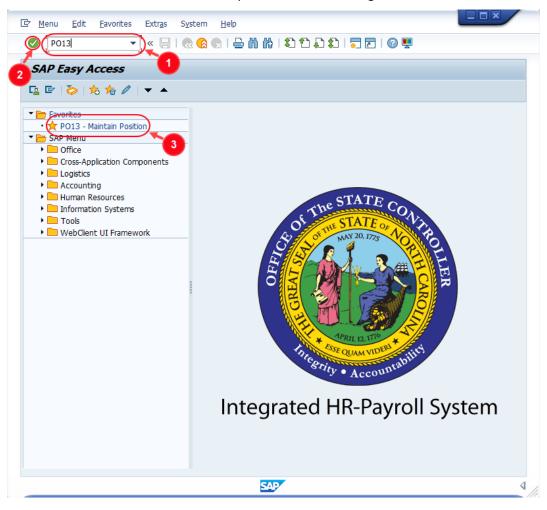
- **Copy** is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- **Change** is to be used only if you make a spelling or other simple error and want to change the record. There is no history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

OSHR Policy:

https://oshr.nc.gov/policies/salary-administration/extended-duty-medical-personnel

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.

i Information

- 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:

From the menu at the top of the screen, choose **Favorites > Insert**

- Choose Extras > Settings.
- 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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Infotype Name Object Relationships Description Department/Staff	Submitted	S	Time period Period From Today All From	od d 02/22/202 Y	O Curr O Curr O Last	ent week ent month	99

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.

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Plan version	Current plan	T
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 Extended Duty 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 Belect.

			Time period
Infotype Name	S.,		Time period
Time Off Balancing		1	OPeriod
Weekend Nurse		-	From 01/01/1800 to 12/31/9999
Charge Object Assignment			○ Today
Extended Duty			
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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.

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

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Plan version	Current plan	•
Position	60087078	Executive Assistant I
Abbr.	Exec Asst I	

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 **Extended Duty Rate** field with the appropriate salary.

🧖 Create E	xtended Duty (9016)	
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Position Planning Status Validity	Exec Asst I Executive Assistant I Active 08/01/2022 to 12/31/9999	ିଙ୍କ Display change infor
Extended Duty	01 S 60087078 1	
Extended Duty Elig Extended Duty Rate	17.50	

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 Extended Duty for a position.)

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Abbr.	Exec Asst I	1	
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Charge Object Assignment			○ Today
Extended Duty	1		●All
Gap Hrs Comp Eligibility			O From curr.date
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Click the **Delimit** button 🗾.

9. In the **To** field, enter the last day in which the position was eligible for the **Extended Duty Rate**. For example, if a position is no longer eligible for Extended Duty as of November 1st, 2022, then the date entered in the **To** field would be 10/31/22.

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Validity	08/01/2022 to (10/31/22) 🗇 🔗 Display change infor
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Extended Duty Elig	
Extended Duty Rate	17.50
	Record 1 of 2

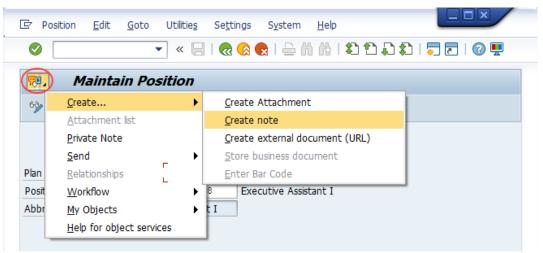
10. Click the **Delimit** button 🗾.

📃 Delimit Exten	ded Duty ((9016)
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- 1 Maintain Position 🦻 🗅 🥒 🛷 🗔 🗗 📆 📷 🎊 Current plan Plan version 60087078 Position Executive Assistant I Exec Asst I Abbr. Planned Submitted Rejected Approved Active Time period s.. Infotype Name Time Off Balancing OPeriod Weekend Nurse From 01/01/1800 to 12/31/9999 Charge Object Assignment O Today Extended Duty All Gap Hrs Comp Eligibility From curr.date aby Bude
- 11. Review your work by ensuring that the **Callback** infotype is selected and click the **Overview** button ²⁰².

A list of all **Extended Duty** Infotypes for the Position will be displayed, including the Validity Dates, eligibility, and the extended duty 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 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.

🔄 Create note		X
Title of note	Extended Duty updated	
8/1/22		
JPS Per *authority*, this positio	n's Extended Duty eligibility is being updated as follows:	
Effective date: Old values:		
New values:		
		×

13. Click the **Back** button @.

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Current plan
60087078 Executive Assistant I
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The system task is complete

Change Record

- 1/11/16 Updated format, screenshots, language, and layout David Lassiter
- 11/16/21 Updated format and assigned reference number Claire Ennis
- 8/1/22 Re-written for accessibility, clarity and updated screen shots Doug Genzlinger
- 1/28/25 Updated links to point to new OSC website Doug Genzlinger