The purpose of this Business Process Procedure is to explain how to change the working week hours on a position in the Integrated HR-Payroll System.

**Trigger:** There is a need to change the working week hours on a position.

**Business Process Procedure Overview:**

This action is used to change the number of hours per week of a part-time position (less than 40 hours per week) which does not change the appointment type (Employee Group field) or the FSLA rules for the position (Employee Subgroup field).

**Access Transaction:**

**Via Menu Path:** None

**Via Transaction Code:** ZOMA069

**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.

## Procedure

1. Type ZOMA069 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.
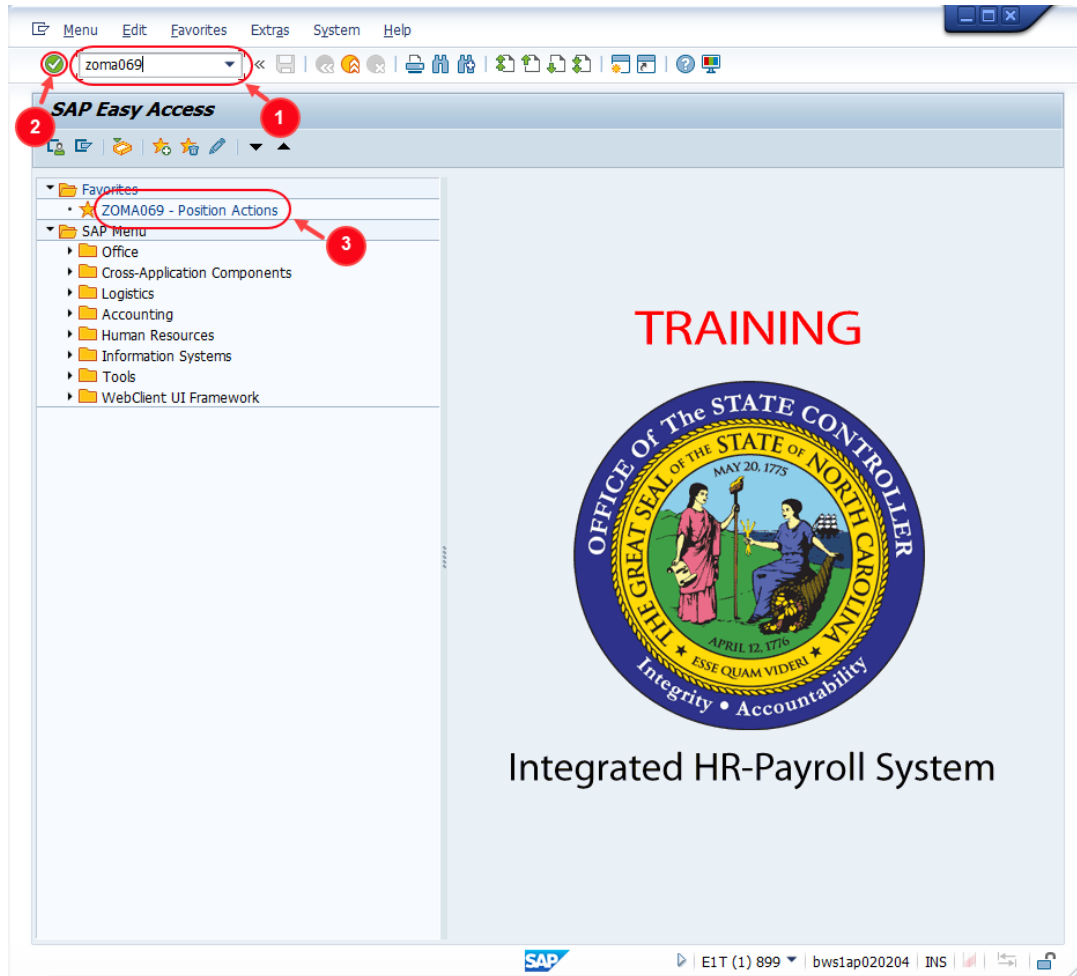


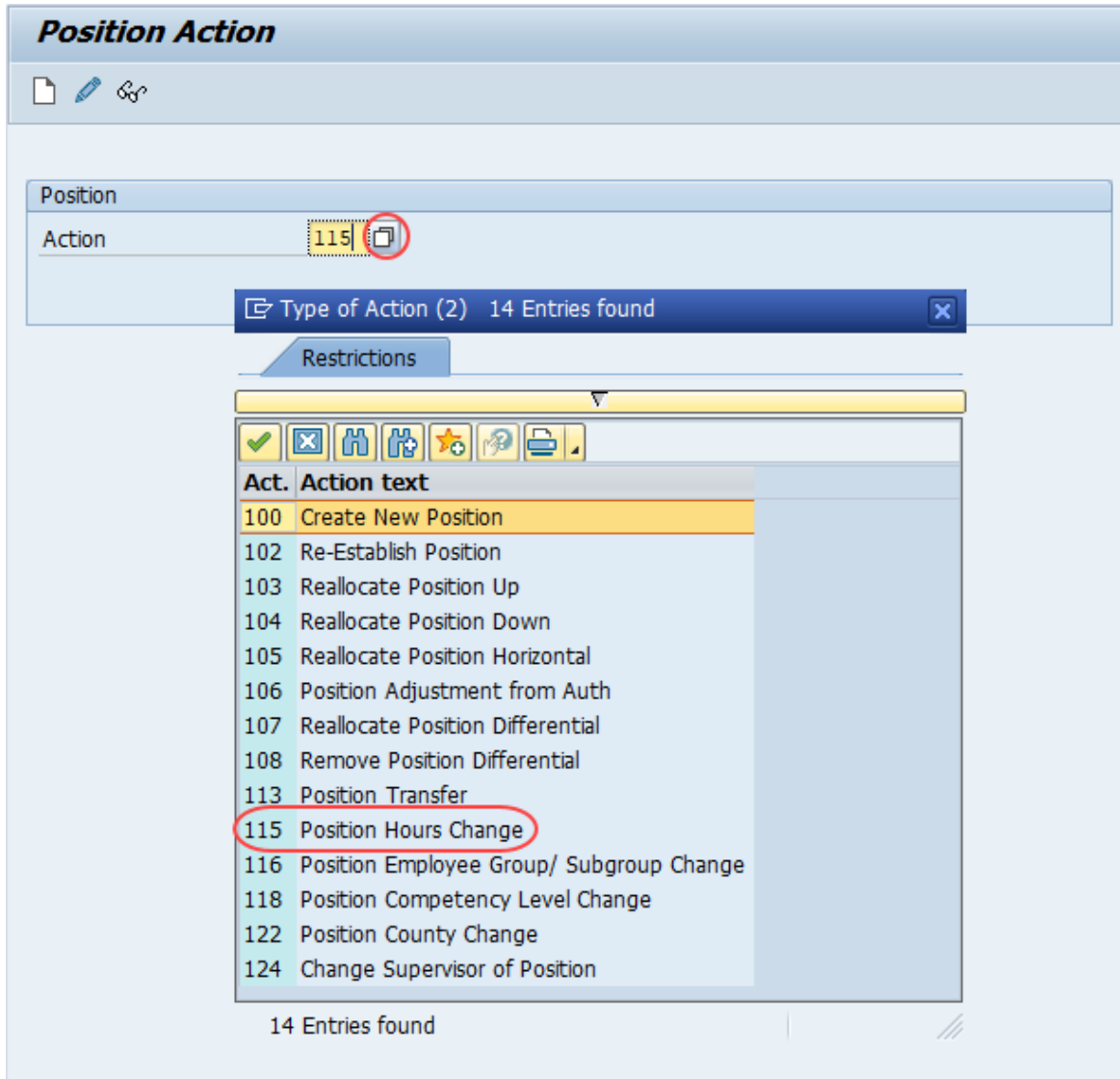| | |
|---|---|
| ℹ️ **Information** | You may want to enter this transaction code in your Favorites folder.<br>• From the menu at the top of the screen, choose **Favorites > Insert Transaction**.<br>• Type in **ZOMA069**.<br>• Click **Enter**.<br><br>To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:<br>• Choose **Extras > Settings**.<br>• Place a check next to **Display Technical Names**.<br>• Click **Enter.**<br><br>Review the Favorites Folder training document for more tips and features! |

2.  Use action code **115** to complete a **Position Hours Change** action. It may be typed directly into the **Action** field, or you can use the **Matchcode** button ⬚ to select it from a list of all available actions.
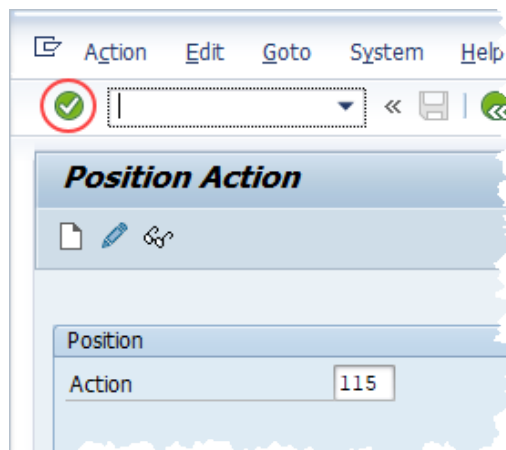


3.  Click the **Enter** button ✅ near the top of the window. You will be able to verify that you've chosen the correct action, and two new editable fields will be available.

4. Input the position number that needs the county changed. This document will use 60083934 from the OSC training environment. Access client 899 to follow along in a "live" system. Next, input the effective date of the proposed change.



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

    **Alert!** Be vigilant on this step. Once you complete the next step, the **Action** type and **Valid from** date are locked in. They can only be changed by starting over.



6. Click the **Create** 🗋 button.

7.  In the **New Value** column, enter the new **Weekly Working Hours**. Remember – The new value <u>must</u> be less than 40 so that the position remains in a part time EE Subgroup.

    **NOTE**: The data used in this example is provided for sample purposes only.  The data will change depending on the Agency and specific position being changed.

    If the affected position has a **Holder**, it will be displayed in the Position Header section, as will the name of their **Supervisor** if that is an occupied position.  These fields can be used to verify that the correct position number has been selected.



8.  The Position Hours Change action also allows for a change in the time settings for the position, though it is not required to do so.  If new values are not entered, the current values will remain in place.  There are ten fields which may be changed, and the scroll bar must be used to access them all.

**NOTE:** Information about each of these settings can be found at the OSHR Policies web page.

9. Click the **Save** 💾 button.



10. Record the pertinent data in your OM Transaction log. OSC Training recommends recording the **PCR Number, Position, Valid From** date, Action Type and date of initiation at a minimum. This data can be used to track your request through the Workflow process.

    A sample transaction log is on the last page of the OM210 student guide which may be found on the OSC Training System Courses web page.
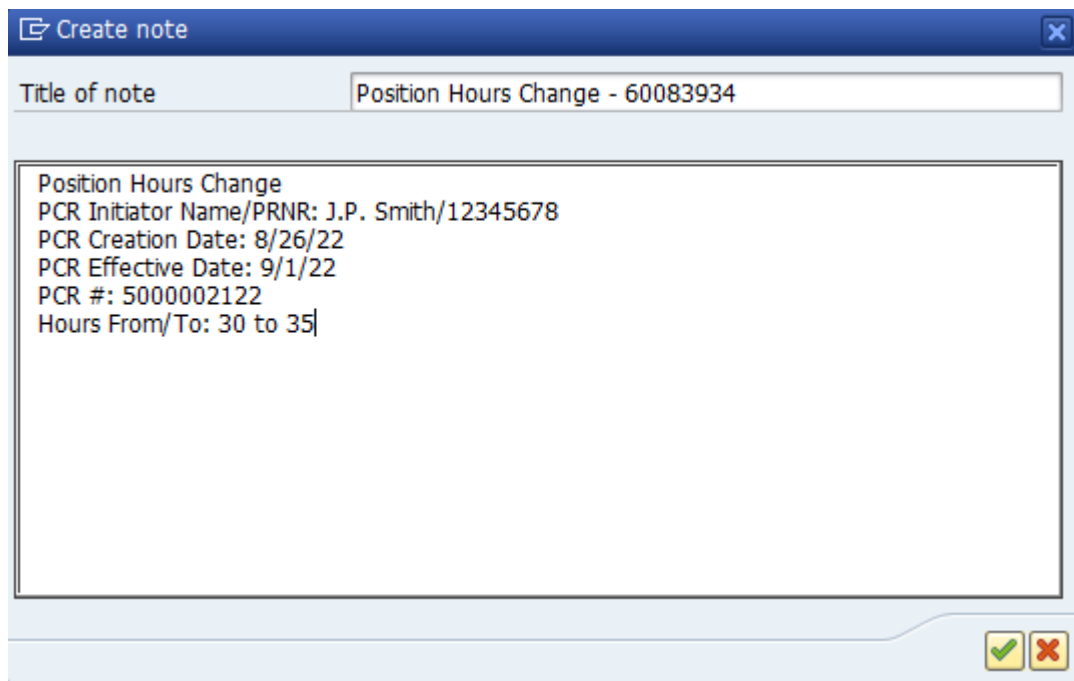


11. Add a note. This is a required step and is not optional. Access the OM Action Notes Template help doc to utilize the template for a Position Hours Change action. Copy this template into your clipboard. (Highlight the needed cells then press Ctrl-C *or* Right click and choose *Copy*)

12. Return to your SAP window and click the right side of the **Services for Object** button to access the dropdown menu. Hover over **Create** and then click on **Create Note**.
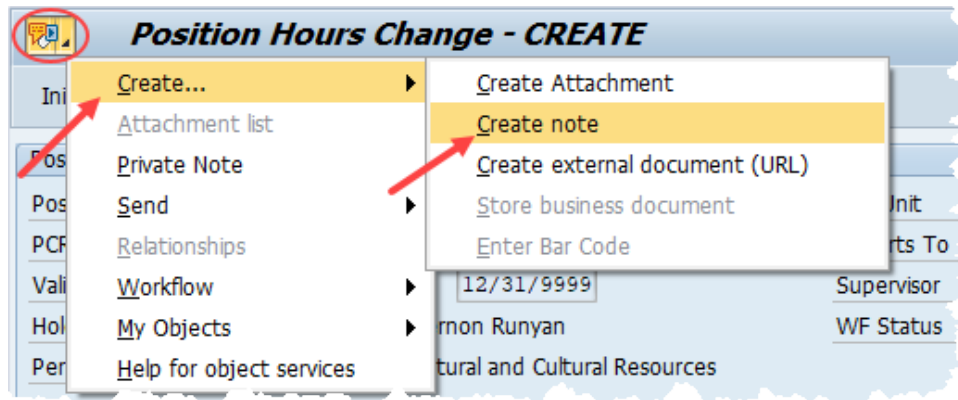


13. Give your note a title and then click into the bottom area of the pop-up screen. Paste the template (Ctrl-V or Right click and choose *Insert*) and then complete the required data.
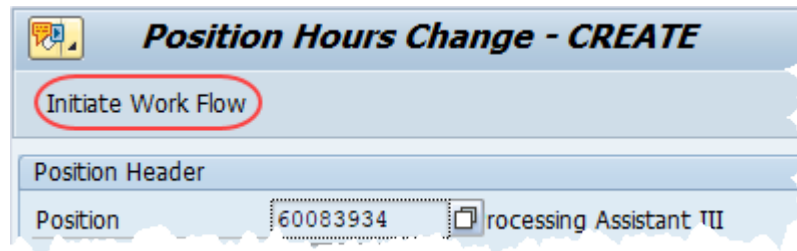


14. Click the **Copy** button to save your note. You will receive a message that your note was successfully created.
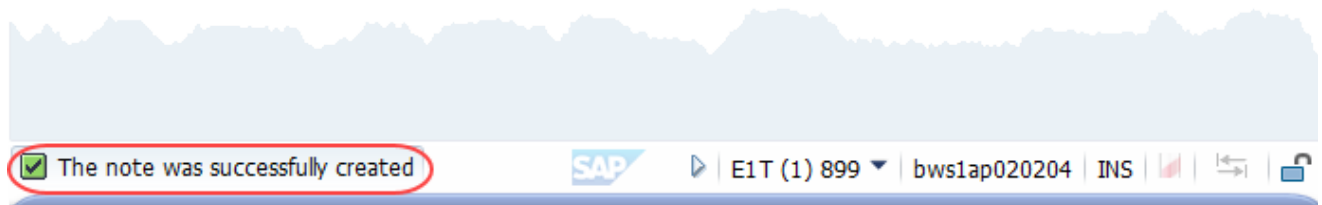
15. Click the **Initiate Work Flow** [Initiate Work Flow] button.

    **NOTE:** Clicking the **Initiate Workflow** button will lock in your data and no changes can be made unless the PCR is rejected and sent back to you. Prior to clicking this button, you can make changes to your proposed data by using the Change button within the ZOMA069 transaction.
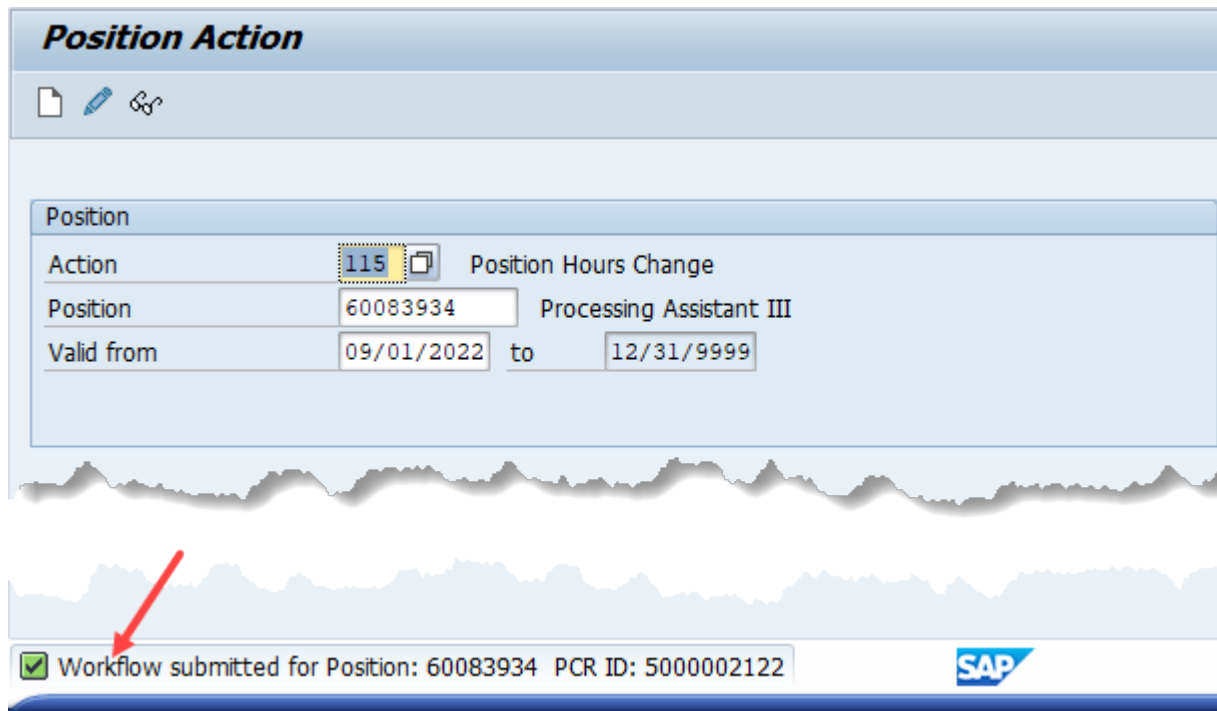


16. You will receive a message that your Workflow has been submitted.



17. You can use the PCR number and position ID to track your request through the Workflow process. The OM Workflow Report help document demonstrates how to do so.

The system task is complete.

## Change Record

- 9/19/13 – New format and screen captures
- 11/17/21 – Updated format and assigned reference number – Claire Ennis
- 9/23/22 – Re-written for accessibility, clarity, and updated screen shots. – Doug Genzlinger
- 1/28/25 – Updated links to point to new OSC website - Doug Genzlinger