

Mid-period changes with a 24 /7 work schedule

Purpose Use this procedure to accommodate mid period changes for a salaried employee on a 24/7 or for an employee who is on a 24/ 7 works schedule and you want to build your own work schedule for the employee by entering **two** wage types. Wage type 1223 (Salary Hours Override) and wage type 1423 (Daily Sched Hrs Override) entries to define daily scheduled hours.

Trigger Perform this procedure to use a single wage type 1223 entry to define total planned hours for the pay period and multiple wage type 1423 entries to define daily scheduled hours of the pay period when mid-period changes (**examples include but are not limited to** : a pay increase or appointment change) exists.

- Prerequisites**
- The employee must be a salaried employee on a 24 /7 work schedule with a mid-period change.
 - The employee **does not** have a change in their working time percentage.

End User Roles In order to perform this transaction you must be assigned the following role:
Payroll Processor, Time and Attendance Processor

Change History	
Date	Change Description
05/20/2014	Procedure Created

Menu Path Human Resources → Time Management → Time Sheet → CATS Classic → Record Working Time

Transaction Codes CAT2

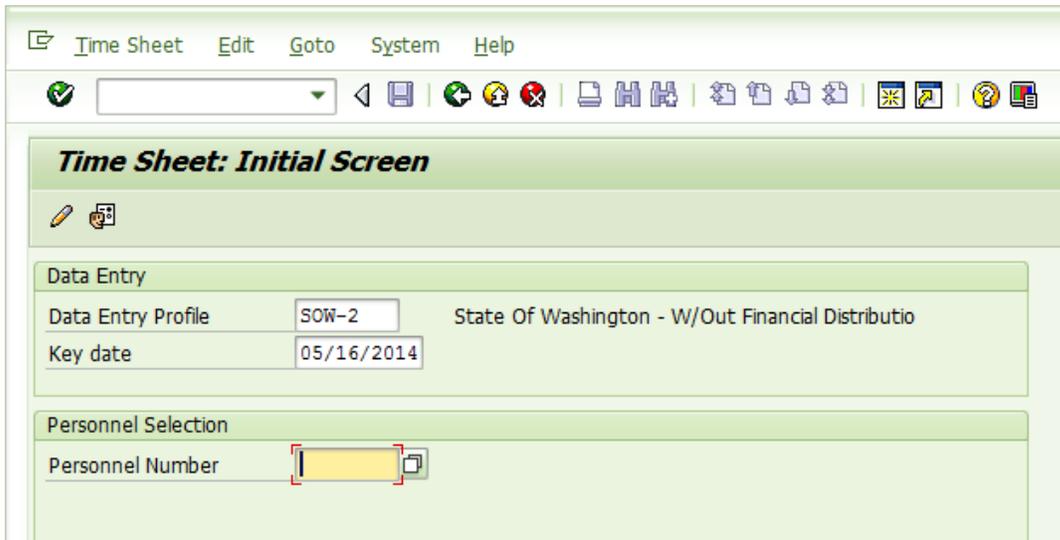
Title: Mid-period changes with a 24 /7 work schedule

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **CAT2**.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Data Entry Profile	R	<p>This profile is used to pull employee time data for time recording purposes.</p> <p>Use SOW-1 for labor distribution changes and SOW-2 for data entry without labor distribution changes.</p> <p> The first time that you log into CATS for the day, the data entry field may be the only field visible, to display the rest of the fields, enter a data entry profile (SOW-1 for changes to the labor distribution) or SOW-2 (for data entry without labor distribution changes) and click  (Enter) to display the remaining fields.</p> <p>Example: 78000369</p>
Key Date	R	<p>The date in which time will be entered for. Enter the first day of the pay period.</p> <p> This date defaults to today's date</p> <p>Example: 5/16/2014</p>

Personnel Number	R	The employee's unique identifying number. Example: 78000369
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3. Click  (Enter Time)



The timesheet defaults to the current period. If you need to enter in a different period, click on the  (**Previous Screen**) to display up to two pay periods in the past, or click on  (**Next Screen**) to display up to two pay periods in the future. If you need to enter time further back than two pay periods, you will need to enter a new Key date on the **Time Sheet: Initial Screen**.

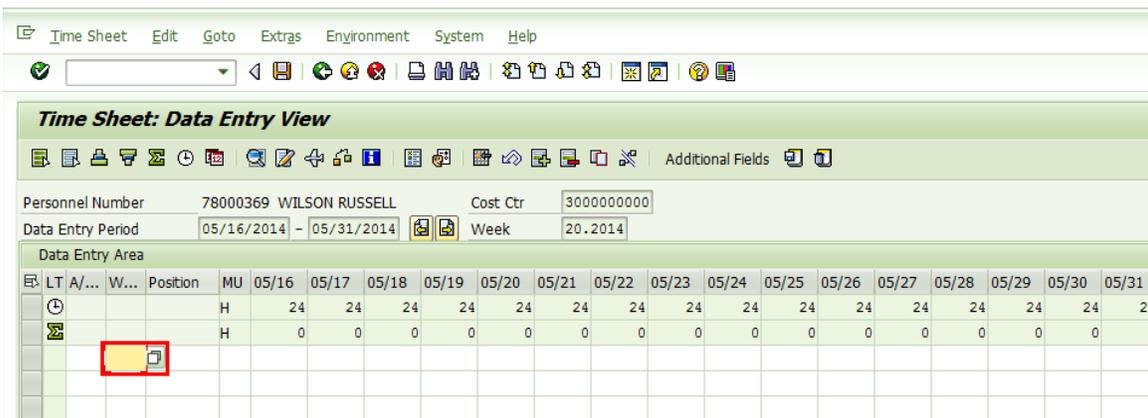


The first gray row in the Data Entry Area shows the employee’s available hours based on his/her assigned work schedules during the period.



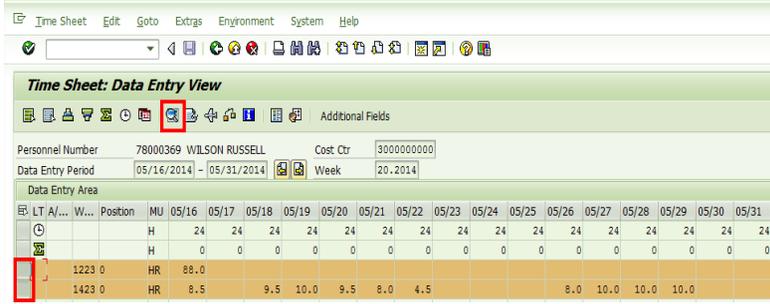
The second gray row in the Data Entry Area shows the sum of the hours entered for absences and attendances. Wage type hours entered do **NOT** display in this row.

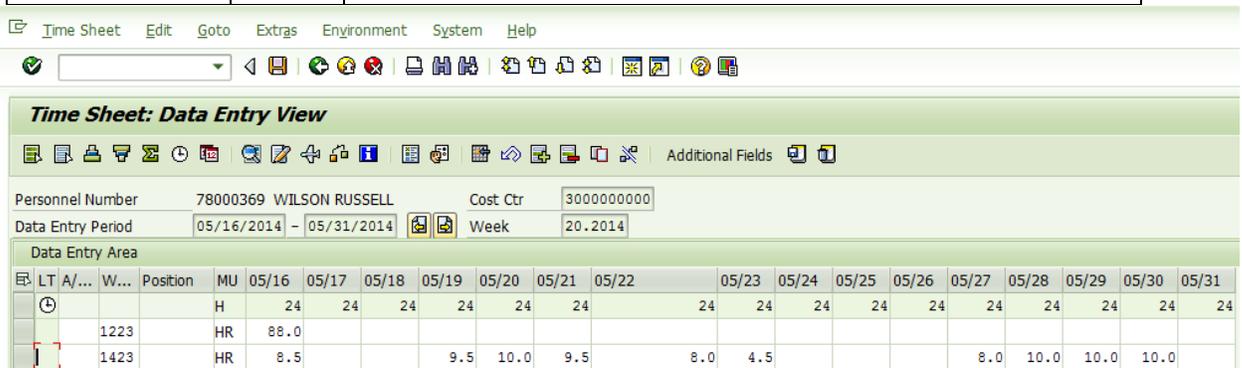
- Click the first blank cell under column “Wage Type” in a row where no other data entry has been made.



Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage Type	R	<p>It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run.</p> <p> Wage Type 1223 (Salary Hours Override) must equal the total scheduled hours available within the pay period, and wage Type 1423 (Daily Sched Hrs Override) must equal the daily scheduled hours for the employee.</p> <p> If these two wage types do not equal one another, you will receive payroll redline “<i>Total of 1423 must equal 1223</i>”, except in the following scenarios:</p> <ul style="list-style-type: none"> * Mid-period New Hire * Mid-period Rehire * Mid-period separation * Mid-period hourly to salary * Mid-period salary to hourly

		<p>Example: 1223 (Salary Hours Override)</p>
Measuring Unit (MU)	R	<p>This is the unit in which an object is measured</p> <p> HR stands for Hours.</p> <p>Example: HR</p>
Time Sheet Cell	R	<p>The day(s) the employee is scheduled to work.</p> <p> If the employee has a mid-period change, you will need to enter scheduled hours for each working day of the period that the change occurred.</p> <p> Tip:</p> <p>Once you have entered all the scheduled hours, check your entries to ensure that wage type 1223 and 1423 balances match.</p> <p>To check your entries, select the row to view and click on the  (Detailed Time Data)</p>  <p>Example: 88</p>



Time Sheet: Data Entry View

Personnel Number: 78000369 WILSON RUSSELL Cost Ctr: 3000000000

Data Entry Period: 05/16/2014 - 05/31/2014 Week: 20.2014

LT A/...	W...	Position	MU	05/16	05/17	05/18	05/19	05/20	05/21	05/22	05/23	05/24	05/25	05/26	05/27	05/28	05/29	05/30	05/31
			H	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
			H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			1223 0	HR	88.0														
			1423 0	HR	8.5		9.5	10.0	9.5	8.0	4.5				8.0	10.0	10.0	10.0	

5. Click  (Check Entries)

6. Click  (Save) to save.

Results

You have successfully entered wage type 1223 to define the total planned hours for the period and multiple wage type 1423 entries to define the daily scheduled hours for the employee.