Work Schedule Substitution- List Entry

Purpose	Use this procedure to create multiple short term (15 calendar days or less) work schedule substitution for an employee at one time.
Trigger	Follow this procedure when an employee has been approved for multiple work schedule substitutions.
Prerequisites	Employee has *Planned Working Time (0007)* has been created.
End User Roles	In order to perform this transaction you must be assigned the following role: **Time and Attendance Processor**, **Payroll Processor.**

Change History	
Date	**Change Description**
10/19/2012	Procedure Created

Menu Path	Human Resources ⟶ Personnel Management ⟶ Administration ⟶ HR Master Data ⟶ Maintain
Transaction Code	PA30

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.

Scenario:

An employee has been approved for multiple short-term work schedule substitutions.

Procedure

1. Start the transaction using the above transaction code **PA30.**

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. **Example**: 40000533

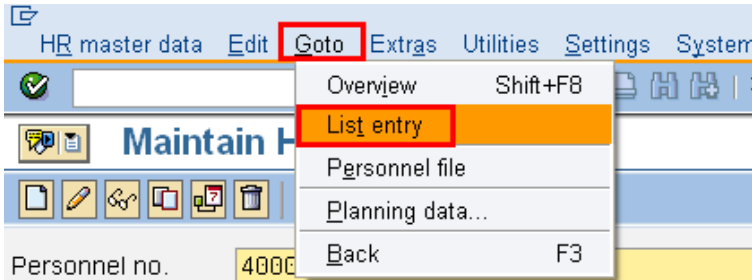3. Click ![Enter icon] (Enter) to validate the information.

4. Click the **Time Recording** tab.

   (i) You can enter *2003 or* key *Substitutions* into the direct selection to select the infotype.

5.   Click the box to the left of ▯ Substitutions ▮ to select.
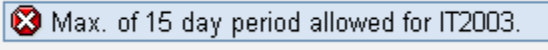
6.   Select *Goto* on the Menu Bar and select *List Entry*

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
From	R	The date the substitution is to begin. **Example:** 11/1/2012
To	R	The date the substitution is to end. ⓘ This date **can not** exceed 15 days other wise you will receive the following error message: ❌ Max. of 15 day period allowed for IT2003. **Example:** 11/15/2012
Sub (Substitution Type)	R	Enter the substitution type. **Example: 04- Shift Substitution**
DWS (Daily Work Schedule)	R	Enter the specified work schedule for the employee. ⓘ Click on the matchcode to display all avaialbe work schedules. **Example:** D001

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Maintain Substitutions (2003)

| Choose | | | | New page |

Personnel No	40000533		Name	Jackson...	Status	Active
EE group	B	Civil Service Exem...	Personnel ar	1050		Office of Financial Mgmt
WS rule	FULL	5-8s: M-F...	SSN	856-54-8987		

Substitutions

From	To	Sub	DWS	V	D	Grp	Start	End	Hours	Start	End	C	L
01/01/2013	01/15/2013	04	D001			10							☐
12/01/2012	12/15/2012	04	D001			10							☐
11/01/2012	11/15/2012	04	D001			10							☐
02/28/2013	02/28/2013	04	OFF			10							☐

8.

Click ✅ (Enter) to validate entries.

9.

Click 💾 (Save) to save entries. You have completed this procedure.

Results
You have successfully completed multiple work schedule substitutions at one time.

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