

**Hourly Rate Per Assignment**

**Purpose** Use this procedure if an employee is eligible to work in a position other than the one recorded on the **Organizational Assignment** (001) infotype.

**Trigger** The employee needs to be compensated for hours worked.

**Prerequisites**

- Perform this procedure when an employee is working in two positions in the same agency at different rates of pay.



To use this procedure, both positions need to be hourly or both are salary (monthly.)

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

Change History	
Date	Change Description
6/1/2010	Update - the entire procedure has been redone. This includes new screenshots, updated field definitions, and clarification on procedure steps.

**Menu Path** Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Human Resources → Time Management → Time Sheet → CATS Classic → Record Working Times

**Transaction Codes** PA30, CAT2

<b>Helpful Hints</b>	Consider the following: If the employee is working in the same agency or in different agencies and one appointment is hourly and the other is salary (monthly), refer to the OLQR User Procedure, <a href="#">Concurrent Employment Action</a> .
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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
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

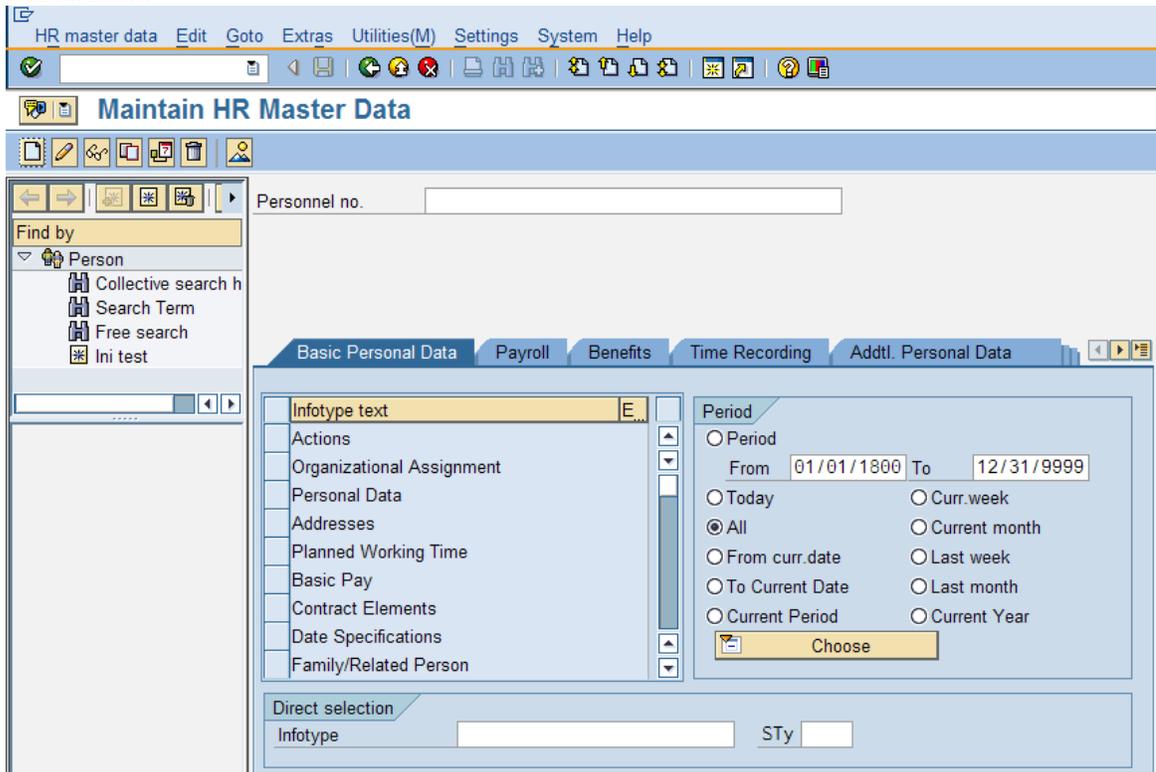
**Procedure**

1. Perform one of the following:

IF	Go To
You are creating the <b>Hourly Rate per Assignment</b> (0554)  Completed this step the first time you pay the employee.	Step 2
You are entering the time worked into the <b>Cross Application Time Sheet</b> (CAT2)	Step 11

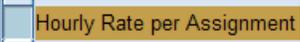
2. To create the **Hourly Rate per Assignment** (0554), start the transaction using the above menu path or transaction code **PA30**.

 The position number is required for this transaction. This is the position they are currently not hired in.



3. Complete the following fields:

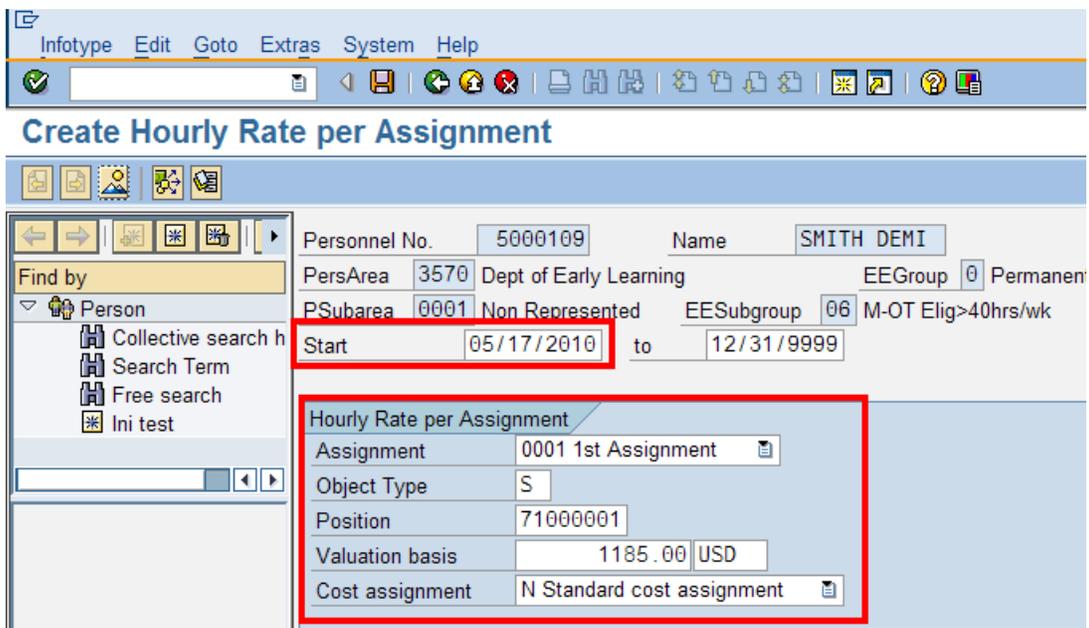
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 5000109

4. Click  (Enter) to validate the information.
5. Click  to select.
6. Click to box to the left of  to select.

7. Click  (Create) to create a new record.
8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start date	R	This is the date on which a record begins.  Use the first day of the pay period even if the employee was not eligible until a later date in the same pay period. For example, the employee was not eligible until 5/11/10 but you would use a start date of 5/01/10 on this infotype. <b>Example:</b> 5/1/2010
Assignment	R	The number of additional positions entered for this employee.

		 Click  (Dropdown) to select from the drop-down list. <b>Example:</b> 1 <sup>st</sup> Assignment
Position	R	<p>This is a system-assigned number given to a particular position. Each unique position will have its own position number.</p>  This is not the same position the employee was originally hired in. <b>Example:</b> 71000001
Valuation Basis	R	<p>This is the salary per period.</p>  To view the position's salary information, access the <b>Planned Compensation</b> (1005) infotype using transaction code <b>PO13</b> . This will outline the hourly or salaried rates available. <b>Example:</b> \$1185.00



Infotype Edit Goto Extras System Help

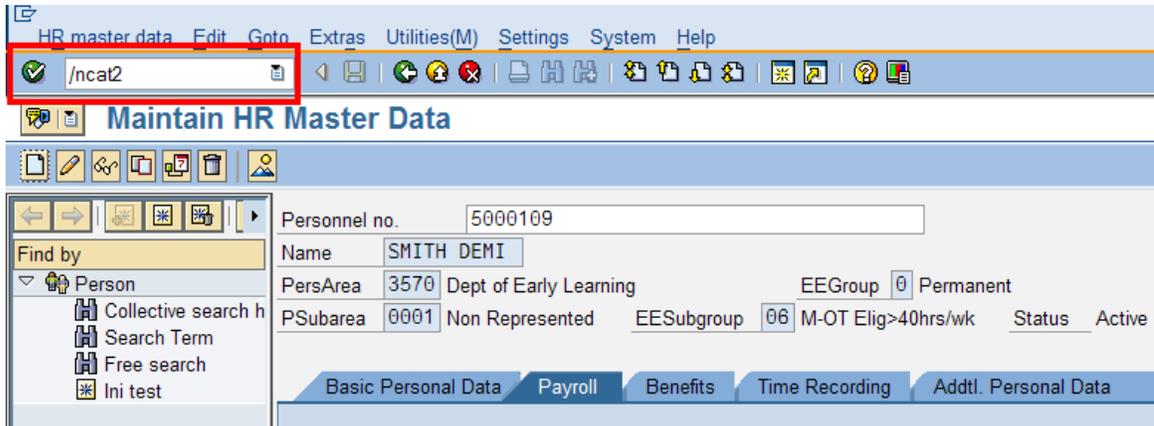
### Create Hourly Rate per Assignment

Personnel No. 5000109 Name SMITH DEMI  
 PersArea 3570 Dept of Early Learning EEGroup 0 Permanent  
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk  
 Start 05/17/2010 to 12/31/9999

**Hourly Rate per Assignment**

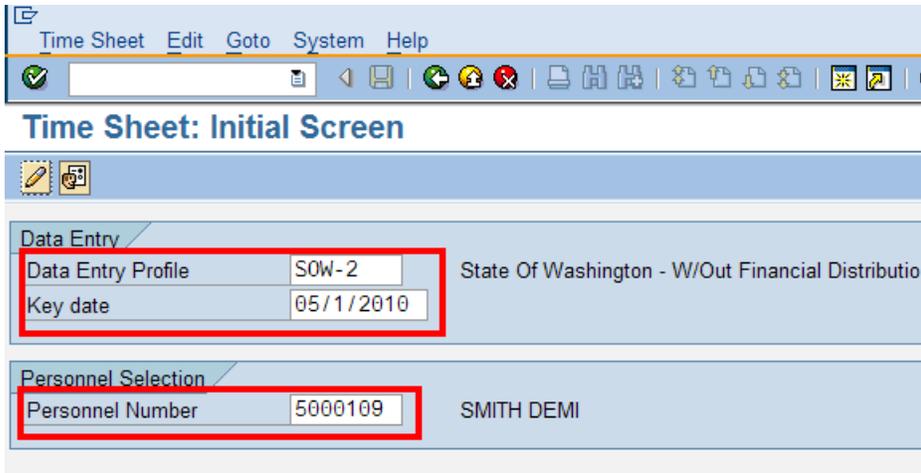
Assignment 0001 1st Assignment  
 Object Type S  
 Position 71000001  
 Valuation basis 1185.00 USD  
 Cost assignment N Standard cost assignment

9. Click  (Enter) to validate the information.
10. Click  (Save) to save.
11. To enter the hours worked, start the transaction using the transaction code **/NCAT2**.

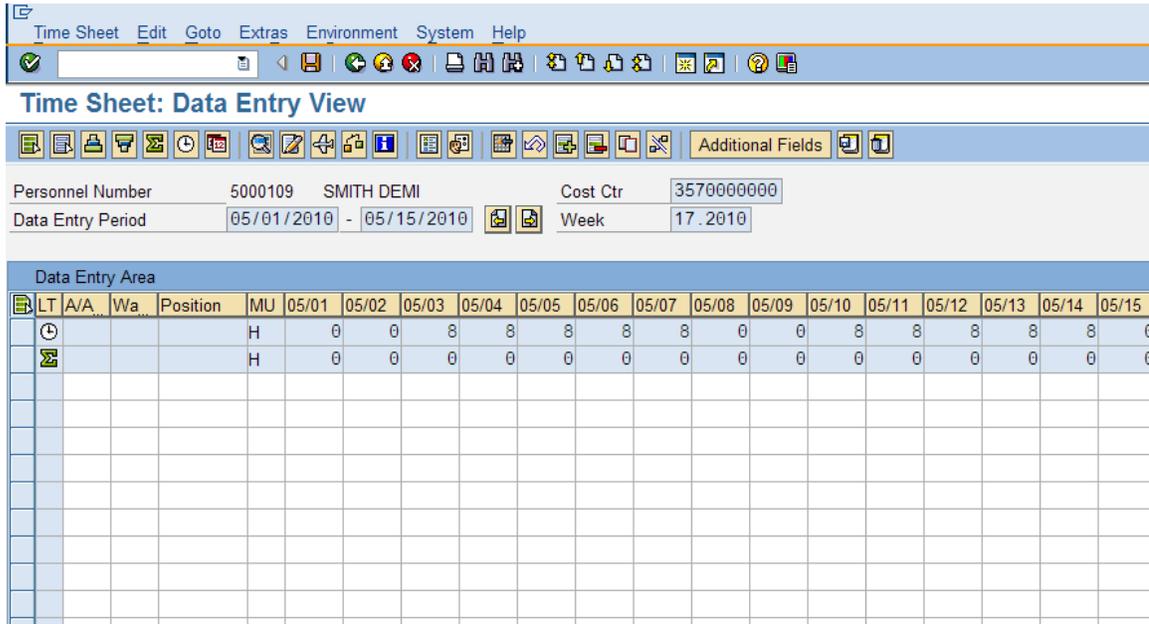


12. Click  (Enter) to validate the information.
13. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Data Entry Profile	R	This is the profile used to pull employee time data for time recording purposes. Choose one of the following Profiles: <b>SOW-1</b> - Use this profile when a change in the cost distribution is required. <b>SOW-2</b> - Use this profile when no change is required to the cost distribution. <b>Example:</b> SOW-2 (State of Washington-W/out Financial Distribution)
Key Date	R	This is the date on which a search for information is being performed.  Enter the first day of the pay period. This key date will allow you to view 2 pay periods forward or back. <b>Example:</b> 5/1/2010
Personnel Number	R	The employee's unique identifying number. <b>Example:</b> 5000109



14. Click  (Enter Times) to open the **Time Sheet: Data Entry View** screen.



15. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage Type	C	This 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.  Click  (Matchcode) to open the selection list.

		<p><b>Example:</b> Click <b>1222 Reg Hours Worked Salaried</b> to select the wage type. (This example is for a monthly employee.)</p> <p> For an hourly employee, the selection list will have wage types that are applicable to hourly employees. Select 1200 Reg Hours Worked Hourly for hourly employees.</p>
Absence Type	C	<p>This is a specific absence quota, such as Annual Leave or Sick Leave.</p> <p> Click  (Matchcode) to open the selection list.</p> <p><b>Example:</b> 9003 (Vacation Leave)</p>
Position Number	R	<p>This is a system-assigned number given to a particular position. Each unique position will have its own position number.</p> <p> This is the position entered on the <b>Hourly Rate per Assignment</b> (0554) infotype. (See step 8)</p> <p><b>Example:</b> 71000001</p>
Measuring Unit	R	<p>This is the unit in which an object is measured.</p> <ul style="list-style-type: none"> <li>• Enter <b>HR</b> to select <b>hours</b> as the unit of measure for this <b>Wage type</b>.</li> <li>• Enter <b>H</b> to select hours as the unit of measure for this <b>Absence type</b>.</li> </ul> <p><b>Example:</b> HR (This is example is for entering a Wage Type.)</p>

16. Enter the time worked in this position for the appropriate days.



Wage type 1222 Reg Hours Worked Salaried (or Wage type 1200 Reg Hours Worked Hourly) is not what pays the employee the time worked. It is the wage type (1222 or 1200) in combination with the Position number that tells HRMS to look at **Hourly Rate per Assignment** (0554). Then based on the employee’s planned working time, HRMS will first evaluate the hours worked at this position then evaluate the remaining hours for the period at their primary salary.



When using Wage type 1222 for salaried employees, you must also create a Wage Type 1223 entry to designate the **total** pay period hours.

Time Sheet Edit Goto Extras Environment System Help

**Time Sheet: Data Entry View**

Personnel Number 5000109 SMITH DEMI Cost Ctr 3570000000  
 Data Entry Period 05/01/2010 - 05/15/2010 Week 17.2010

Data Entry Area

LT	A/AType	Wage Type	Position	MU	05/01	05/02	05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12	05/13	05/14	05/15
				H	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0
				H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1222	71000001	HR			8		8					8		8		8	
		1223		HR	80														

17. Click  (Check Entries) to check the information.
18. Click  (Enter) to validate the information.
19. Click  (Save) to save.
20. You have completed this transaction.

**Results**

You have created the *Hourly Rate per Assignment (0554)* infotype for this position and entered hours into CATS.