

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) to validate the information.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000533
 Name KING ERIN
 PersArea 5400 Employment Security Dept EESubgroup 01 Permanent
 PSubarea 00FT Agencywide Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text s...
 Actions ✓
 Organizational Assignment ✓
 Personal Data ✓
 Addresses ✓
 Planned Working Time ✓
 Basic Pay ✓
 Contract Elements ✓
 Date Specifications ✓
 Family/Related Person ✓

Period
 Period
 From To
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
 Choose

Direct selection
 Infotype 2003 STy

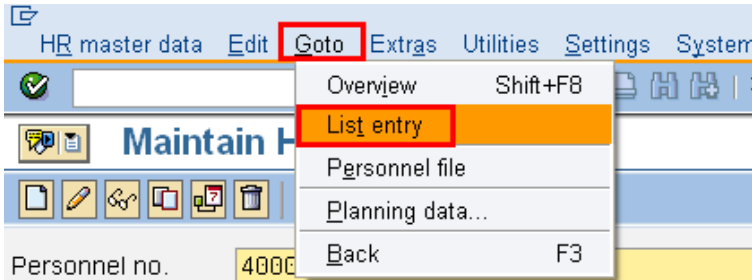
- Click the **Time Recording** tab.



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

Direct selection
 Infotype 2003

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


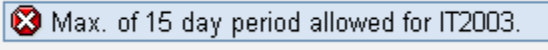



A screenshot of the 'Maintain Substitutions (2003)' window. The window title is 'Maintain Substitutions (2003)'. The menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with icons for 'Choose', 'New page', and other functions. The main area contains a data entry form with the following fields:

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	

Below the form is a table titled 'Substitutions' with the following columns: From, To, Sub, DWS, V, D, Grp, Start, End, Hours, Start, End, C, L. The table contains several rows, with the first row highlighted in yellow. The 'Grp' column contains the value '10' for all rows.

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:  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 avaiambe work schedules. Example: D001

Maintain Substitutions (2003)



Choose [Copy] [Delete] [Print] New page

Personnel No Name Status

EE group Civil Service Exem... Personnel ar Office of Financial Mgmt

WS rule 5-8s: M-F... SSN

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.