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
	Example : Solution 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.
	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

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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.



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4. Click the Time Recording tab.

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

Direct selection		
Infotype	2003	e



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

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R=Requir	red 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
То	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

7. Complete the following fields:



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11/01/2012	11/15/2012	04	D001		10						
02/28/2013	02/28/2013	04	OFF	9	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.

