



The purpose of this Business Process Procedure is to explain how to change the working week hours on a position in the Integrated HR-Payroll System.

**Trigger:** There is a need to change the working week hours on a position.

## **Business Process Procedure Overview:**

This action is used to change the number of hours per week of a <u>part-time</u> position (less than 40 hours per week) which <u>does not change</u> the appointment type (Employee Group field) or the FSLA rules for the position (Employee Subgroup field).

**Access Transaction:** 

Via Menu Path: None

Via Transaction Code: ZOMA069

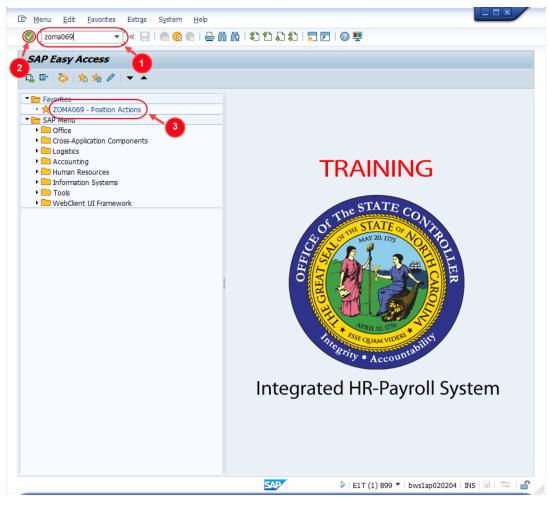
## Tips and Tricks:

See the OM Tips and Tricks Job Aid for a full listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website <u>https://www.osc.nc.gov/training/training\_help\_documents</u>.

- **Copy** is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- **Change** is to be used only if you make a spelling or other simple error and want to change the record. There is no history tracked on what the record used to be if you use the change functionality.

## Procedure

Type ZOMA069 in the command field (1). Hit enter on your keyboard or click the Enter Subtrom (2). Also, you can double click it from your favorites folder if you've previously saved it there (3). See the information block below the screen shot for a quick tutorial on adding the transaction.



 $(\mathbf{i})$ You may want to enter this transaction code in your Favorites folder. From the menu at the top of the screen, choose **Favorites > Insert** Information Transaction. Type in **ZOMA069**. • Click Enter. • To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen: Choose Extras > Settings. • • Place a check next to Display Technical Names. Click Enter. • Review the Favorites Folder training document for more tips and features!

Use action code 115 to complete a Position Hours Change action. It may be typed directly into the Action field, or you can use the Matchcode button to select it from a list of all available actions.

Position Actio	on
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Position	
Action	
	Type of Action (2) 14 Entries found
	Restrictions
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1	▰◙;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;
l l	Act. Action text
ľ	100 Create New Position
	102 Re-Establish Position
	103 Reallocate Position Up
	104 Reallocate Position Down
	105 Reallocate Position Horizontal
	106 Position Adjustment from Auth
	107 Reallocate Position Differential
	108 Remove Position Differential
	113 Position Transfer
	115 Position Hours Change
	116 Position Employee Group/ Subgroup Change 118 Position Competency Level Change
	122 Position County Change
	124 Change Supervisor of Position
L	
	14 Entries found

3. Click the **Enter** button rear the top of the window. You will be able to verify that you've chosen the correct action, and two new editable fields will be available.

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	Position					
	Action			115		
-	Action			115		

 Input the position number that needs the county changed. This document will use 60083934 from the OSC training environment. <u>Access client 899</u> to follow along in a "live" system. Next, input the effective date of the proposed change.

Position Actio	n
🗅 🥒 &	
Position	
Action	115 Position Hours Change
Position	60083934
Valid from	9/1/22 to 12/31/9999

5. Click the **Enter** button 🔮 and verify the position displayed is the one you need to change.

Alert! Be vigilant on this step. Once you complete the next step, the Action type and Valid from date are locked in. They can only be changed by starting over.

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Positio	on Act	ion										
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Position												
Action		11	15	Position	Hours	s Change	е					
Position		60	083934	Pr	rocess	sing Assis	stant III					
Valid from	ı	09	9/01/202	22 to	1	12/31/9	999					
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6. Click the **Create** D button.



7. In the **New Value** column, enter the new **Weekly Working Hours**. Remember – The new value <u>must</u> be less than 40 so that the position remains in a part time EE Subgroup.

**NOTE**: The data used in this example is provided for sample purposes only. The data will change depending on the Agency and specific position being changed.

If the affected position has a **Holder**, it will be displayed in the Position Header section, as will the name of their **Supervisor** if that is an occupied position. These fields can be used to verify that the correct position number has been selected.

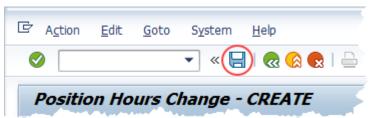
Action Edit	<u>G</u> oto S <u>y</u> stem <u>H</u> elp					
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Position Ho	urs Change - CREAT	E				
Initiate Work Flow						
Position Header						
Position	60083934 Processing	Assistant III	Org Unit	20010309	CR CDS NC SYMPHONY Ticketing	
PCR Number			Reports To	60083938	Administrative Assistant I	
Valid from	09/01/2022 to 12/31/	9999	Supervisor	80000024	James Matthews	
Holder	80000114 Vernon Runy	an	WF Status			
Personnel area	4601 Natural and	Cultural Resources				
1						
	CURRENT VAL	UE		NEW VALUE	1	
Weekly Work Ho	ours 30.00			35.00		
Time						
Overtime Compen	cotion(0005)		Holiday Bron	nium Rate(9010)		
Overcine compen	CURRENT VALUE	NEW VALUE	Holiday Fren	num Kace(9010)	CURRENT VALUE NEW VALUE	
Immediate Payo		NEW VALUE	Holiday Pren	nium Pata	50 %	
Inmediate Payor		OR	Holiday Pren	num Rate	30 8	
Comp Aging Limi		Davs		Delimit 9010		
Comp Aging Limi	L	Davs		Delimic 9010		

8. The Position Hours Change action also allows for a change in the time settings for the position, though it is not required to do so. If new values are not entered, the current values will remain in place. There are ten fields which may be changed, and the scroll bar must be used to access them all.

	CURRENT VALU		NEW VALUE
Weekly Work Hours	30.00		35.00
Time			
Overtime Compensation(90	005)		Holiday Premium Rate(9010)
Immediate Payout	CURRENT VALUE	NEW VALUE	CURRENT VALUE NEW VALUE Holiday Premium Rate 50 %
Comp Aging Limit	365 Days	Days	Delimit 9010
Delimit 9005			On-Call(9011)
Holiday Payout Period(900	5)		CURRENT VALUE NEW VALUE
Immediate Payout	CURRENT VALUE	NEW VALUE	On-Call Comp Accrued

**NOTE:** Information about each of these settings can be found at the <u>OSHR Policies</u> web page.

9. Click the **Save** 🔚 button.



 Record the pertinent data in your OM Transaction log. OSC Training recommends recording the PCR Number, Position, Valid From date, Action Type and date of initiation at a minimum. This data can be used to track your request through the Workflow process.

A sample transaction log is on the last page of the OM210 student guide which may be found on the OSC Training System Courses web page.

Initiate Work Flow		Change - CREATE				
Position Header						
Position	60083934	🗇 rocessing Assistant III	Org Unit	20010309	CR CDS NC SYMPHONY Ticketing	
PCR Number	5000002122		Reports To	60083938	Administrative Assistant I	
Valid from	09/01/2022	to 12/31/9999	Supervisor	80000024	James Matthews	
Holder	80000114	Vernon Runyan	WF Status	D	Created	
Personnel area	4601	Natural and Cultural Resour	rces			
		CURRENT VALUE		NEW VALU	E	
Weekly Work He	ours	30.00		35.00		
Time						
				in the second		

 Add a note. This is a required step and is not optional. Access the <u>OM Action Notes Template</u> help doc to utilize the template for a Position Hours Change action. Copy this template into your clipboard. (Highlight the needed cells then press Ctrl-C *or* Right click and choose *Copy*)

56	Position Hours Change
57	PCR Initiator Name/PRNR:
58	PCR Creation Date:
59	PCR Effective Date:
60	PCR #:
61	Hours From/To:
<mark>6</mark> 2	

12. Return to your SAP window and click the right side of the **Services for Object** button to access the dropdown menu. Hover over **Create** and then click on **Create Note**.

	Position Hours	Cha	ange - CREATE	
Ini	<u>C</u> reate	►	Create Attachment	
	<u>A</u> ttachment list		Create note	
Pos	<u>P</u> rivate Note		<u>Create external document (URL)</u>	
Pos	<u>S</u> end	-	Store business document	Init
PCF	<u>R</u> elationships		<u>E</u> nter Bar Code	rts To
Vali	<u>W</u> orkflow	►	12/31/9999	Supervisor
Hol	My Objects	►	rnon Runyan	WF Status
Per	Help for object services	_	tural and Cultural Resources	

13. Give your note a title and then click into the bottom area of the pop-up screen. Paste the template (Ctrl-V or Right click and choose *Insert*) and then complete the required data.

🔄 Create note		X
Title of note	Position Hours Change - 60083934	
Position Hours Change PCR Initiator Name/PRNR: J. PCR Creation Date: 8/26/22 PCR Effective Date: 9/1/22 PCR #: 5000002122 Hours From/To: 30 to 35		
		×

14. Click the **Copy** button to save your note. You will receive a message that your note was successfully created.



15. Click the Initiate Work Flow Initiate Work Flow button.

**NOTE:** Clicking the **Initiate Workflow** button will lock in your data and no changes can be made unless the PCR is rejected and sent back to you. Prior to clicking this button, you can make changes to your proposed data by using the Change button within the ZOMA069 transaction.

📃 Posi	tion Hours Cha	nge - CREATE
Initiate Work Fl	ow	
Position Header		
Position	60083934	। rocessing Assistant गा

16. You will receive a message that your Workflow has been submitted.

Position Action	
🗋 🥒 &r	
Position	
Action	115 D Position Hours Change
Position	60083934 Processing Assistant III
Valid from	09/01/2022 to 12/31/9999
and the second	and the second sec
Workflow submitted for	Position: 60083934 PCR ID: 5000002122

17. You can use the PCR number and position ID to track your request through the Workflow process. The <u>OM Workflow Report</u> help document demonstrates how to do so.

The system task is complete.

## **Change Record**

- 9/19/13 New format and screen captures
- 11/17/21 Updated format and assigned reference number Claire Ennis
- 9/23/22 Re-written for accessibility, clarity, and updated screen shots. Doug Genzlinger