

WORK SCHEDULE RULE FINDER



JOB AID TM-41 | PA30

The purpose of this job aid is to explain the Work Schedule Rule finder search tool to find work schedules on IT0007 via the WSR Finder button.

WSR Finder (IT0007)

To change a work schedule rule on an individual, process the change via the PA30 transaction code. Always use **COPY** to keep a record of the historical work schedules. This process is used only if an action isn't required for the change.

1. In PA30, go to Infotype 0007 (Planned Working Times) and click the Copy 🛄 button.

Basic Personal Data	Payroll Benefits	Time Addtl. F	Personal Data	Pl	< ▶ !≣	
Infotype text Actions	<u>s</u>	Period Period				
Organizational Assignment Personal Data	nt 🗸 🖣	From O Today	To O Curr.	week		
Planned Working Time Basic Pay	✓ ✓	 From curr.date To Current Date 	⊖ Curre ⊖ Last e ⊖ Last	O Last week		
Family Member/Depende	ents 🖌	Current Period	O Curre	ent Year		
Direct selection	✓ ▼					
Infotype Plan	ned Working Time	STy				

2. Enter the Start date.

Copy Planned Working Time (0007)										
🐻 🗟 🧟 🛅 Work schee	dule									
Personnel No	Ν	lame	9666	186-19-1916	1881					
EEGroup A SPA Emp	loyees	PersA	1401	State Contro	oller					
EESubgroup A1 FT N-FLS	AOT Perm	Statu	Active	9						
Start 3/1/2014	To 1	2/31/9999								
Work schedule rule										
Work schedule rule	D01N08GN	MTWHF-8,5	WSR Finder							
Time Mgmt status	11 - Positi	1 1 - Positive Time Recording								
Working Period	07 Wk - Su	ē								
Part-time employee										
Working time										
Employment percent	100.00									
Daily working hours	8.00									
Weekly working hours	40.00									
Monthly working hrs	173.33									
Annual working hours	2080.00									
Weekly workdays										

3. Click the **WSR Finder** button to access the WSR Finder tab.

Work schedule rule		
Work schedule rule	D01N08GN MTWHF-8,SaS-O	WSR Finder
Time Mgmt status	1 1 - Positive Time Recording	Ē
Working Period	07 Wk - Sun (mdnt) - Sat	Ē
Part-time employee		

The WSR Finder tab is a tool for use in searching for a user specific work schedule rule.

4. Search by applying the designated hours on the expected day in the **Planned working hrs** column.

Copy Planned Working Time (0007)											
🗟 🗟 🌋 🛅 Work schedule											
Personnel No 🗁 Work Schedule Rule Finder											
EEGroup A	up A 예미 정 숲 A Add Week Remove Week Set Values TReset										
Start 3.	Filter Criteria for Search										
		Expand/Collapse	Week 1	weeкday	Work Start	Start +/-	End of work	Ena +/-	Planned working hrs		
Work schedule ru Work schedule ru				Monday							
Time Mgmt statu				Wednesday							
Working Period				Thursday Friday							
Part-time emp				Saturday							
Working time				Sunday						ļ	
Employment per											
Daily working hou Weekly working											
Monthly working											
Annual working F											

NOTE: The only usable searchable field is <u>Planned working hrs</u>.

Information

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SCENARIO: THE EMPLOYEE IS EXPECTED TO WORK 5.5 HOURS ON TUESDAY.

1. Apply **5.5 hours** on Tuesday in the Planned working hrs field and click the **Execute Search** button.

Copy Plann	ed	Working Til	me (00	07)								
6 6 🧟 🛅	Work	c schedule										
Personnel No	Ē۷	/ork Schedule Rul	e Finder									
EEGroup A				(aalt	anua Mia ak		-luce Bree					
EESubgroup A1				reek i ken	nove vveek	Set v	alues 🛄 Kes	et				
Start 3		Filter Criteria for S	search									
	₽	Expand/Collapse	Week 1	weekday	Work Start	Start +/-	End of work	End +/-	Planned working hrs			
Work schedule ru	H		110011	Monday								
Work schedule ru	H			Tuesday					5.50			
Time Mgmt statu			١	Wednesday								
Working Period				Thursday								
Part-time emp				Friday								
	H			Sunday								
Working time	P			Sunday								
Employment per												
Daily working hou												
Weekly working												
Monthly working												
Annual working I												
Weekly workday:												
	L									Ð	Đ	kecute Search
	0		u se	i 🛲 e						`		
		ru Work schodu		t Deried M/S	14/lc bro	Mildy days	Ctart Date I	Tod Data	7			
	D38	MT-10,25.W	ule rule (e) /-5.5,H-5.F	D38A	40.00	0.00	01/01/1 1	12/31/9				
	DD	9N. MW10.25,T	TH5.5,F8.5	5 DD9D	40.00	0.00	01/01/1 1	12/31/9				

After the search is executed, the work schedule rules containing the searched daily hours are displayed in list form.

WS ru	Work schedule rule text	Period WS	Wk.hrs.	Wkly.days	Start Date	End Date				
D38N	MT-10.25,W-5.5,H-5,F	D38A	40.00	0.00	01/01/1	12/31/9				
DD9N	MW10.25,TTH5.5,F8.5	DD9D	40.00	0.00	01/01/1	12/31/9				

- 2. Choose the appropriate work schedule.
- 3. Review the Time Mgmt status, Working week and Weekly working hours for correctness.

Access the PA job aid <u>Change Work Schedule Rules</u> for full work schedule rule change directions. The job aid is located on the OSC Training > HELP Documents website.