



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.

2. Enter the **Start** date.

- 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

Working Period: 07 Wk - Sun (mdnt) - Sat

Part-time employee

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

- 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

EESubgroup: A1

Start: 3

Filter Criteria for Search

Expand/Collapse	Week	Weekday	Work Start	Start +/-	End of work	End +/-	Planned working hrs
	Week 1	Monday					
		Tuesday					
		Wednesday					
		Thursday					
		Friday					
		Saturday					
		Sunday					

Working time

Employment per

Daily working ho

Weekly working

Monthly working

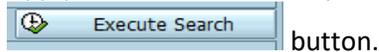
Annual working t

Information

NOTE: The only usable searchable field is Planned working hrs.

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**



Copy Planned Working Time (0007)

Work schedule

Personnel No: [] Work Schedule Rule Finder

EEGroup: A
EESubgroup: A1
Start: 3

Buttons: Add Week, Remove Week, Set Values, Reset

Filter Criteria for Search

Expand/Collapse	Week	Weekday	Work Start	Start +/-	End of work	End +/-	Planned working hrs
	Week 1	Monday					
		Tuesday					5.50
		Wednesday					
		Thursday					
		Friday					
		Saturday					
		Sunday					

Execute Search

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,TT5.5,F8.5	DD9D	40.00	0.00	01/01/1...	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,TT5.5,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 [Change Work Schedule Rules](#) for full work schedule rule change directions. The job aid is located on the OSC Training > HELP Documents website.