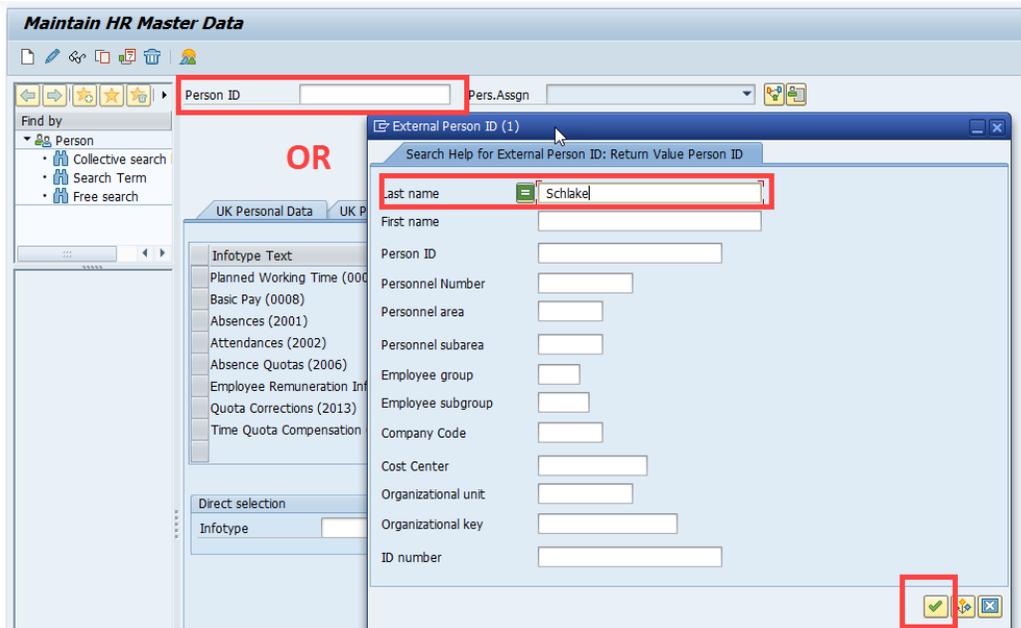


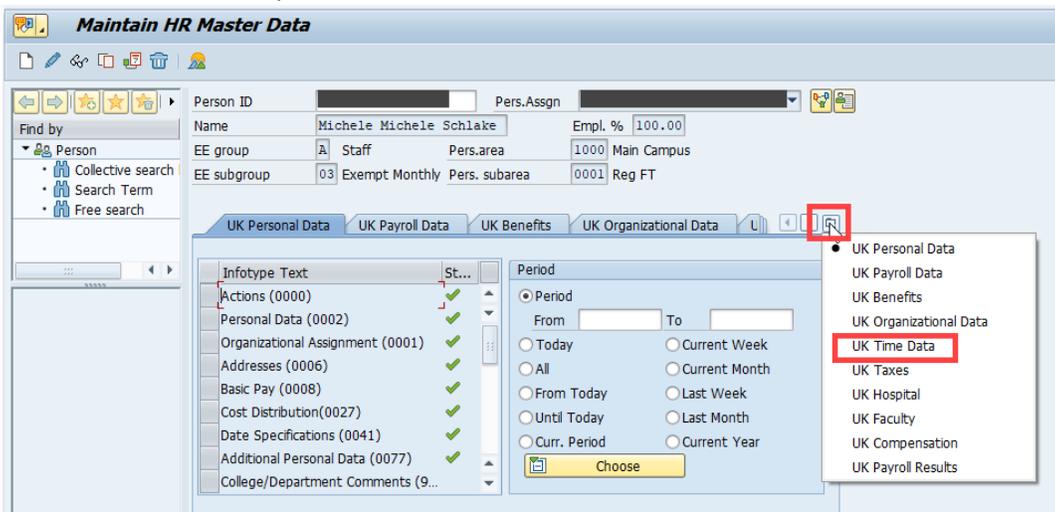
How to Change Planned Working Time

For employees who have schedules that are not five 8 hour days per week, you must change their Planned Working Time in SAP to allow for accurate leave entries. This is only for alternate full time schedules, such as four 10 hour days. This should not be used for someone who is working less than 100% FTE.

1. Go to PA30.
2. Enter the Person ID or use the search option to find the employee by their name.



3. Navigate to the UK Time Data tab by clicking on the folder icon shown below. Then click on UK Time Data from the drop down list.



How to Change Planned Working Time

- Click on the gray square beside Planned Working Time. Then, click on the double paper icon to copy the current record.

Maintain HR Master Data

Person ID [redacted] Pers.Assgn [redacted]

Name Michele Michele Schlake Empl. % 100.00

EE group A Staff Pers.area 1000 Main Campus

EE subgroup 03 Exempt Monthly Pers. subarea 0001 Reg FT

UK Benefits UK Organizational Data UK Time Data UK Taxes UK H...

Infotype Text St...

Planned Working Time (0007) ✓

Basic Pay (0008) ✓

Period

From To

- Change the Start field to the date when the new schedule will begin. You can also include an end date, if there is one. Otherwise, you can leave the end date as 12/31/9999.

Copy Planned Working Time (0007)

Work schedule

Person ID [redacted] Pers.Assgn [redacted]

Name Michele Michele Schlake Empl. % 100.00

EE group A Staff Pers.area 1000 Main Campus

EE subgroup 03 Exempt Monthly Pers. subarea 0001 Reg FT

Start 07/01/2023 To 12/31/9999

- Click on the field for Work schedule rule to view the drop down for available options.

Copy Planned Working Time (0007)

Work schedule

Person ID [redacted] Pers.Assgn [redacted]

Name Michele Michele Schlake Empl. % 100.00

EE group A Staff Pers.area 1000 Main Campus

EE subgroup 03 Exempt Monthly Pers. subarea 0001 Reg FT

Start 07/01/2023 To 12/31/9999

Work schedule rule

Work schedule rule FILC /d 40 h/w M-F

How to Change Planned Working Time

7. Choose the appropriate option from the drop down menu by double clicking.

Work schedule rule

Work schedule rule: FI1C 8 h Restrict Value Range (1) 11 Entries found

Time Mgmt status: 9 9 - Time evalu

Working week: 01 Working We

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: 5.00

Additional fields

Seasonal / Less than three month assignment

Restrictions

ES grouping: 2
Holiday Calendar ID: UN
PS grouping: 01

WS rule*	Work schedule rule text	PWS	Start Date	End Date
FI1C	8 h/d 40 h/w M-F	FIX1	01/01/1950	12/31/9999
FI1N	8 h/d 40 h/w M-F	FIX1	01/01/1950	12/31/9999
FL1C	8 h/d 40 h/w S-S	FLX1	01/01/1950	12/31/9999
FL1N	8 h/d 40 h/w S-S	FLX1	01/01/1950	12/31/9999
FL3C	10 h/d 40 h/w S-S	FLX3	01/01/1950	12/31/9999
FL3N	10 h/d 40 h/w S-S	FLX3	01/01/1950	12/31/9999
FL4C	12 h/d 40 h/w S-S	FLX4	01/01/1950	12/31/9999
FL4N	12 h/d 40 h/w S-S	FLX4	01/01/1950	12/31/9999
FL6C	24X7 flex	FLX6	01/01/1950	12/31/9999
FL6N	24X7 flex	FLX6	01/01/1950	12/31/9999
ZERO	No time eval	ZERO	01/01/1950	12/31/9999

- You will want to choose an option with C at the end to indicate Campus.
- 8 h/d 40 h/w M-F means that they can enter up to 8 hours of nonproductive time (vacation, TDL, holiday) on weekdays only.
- 8 h/d 40 h/w S-S means that they can enter up to 8 hours of nonproductive time (vacation, TDL, holiday) on any day of the week.
- 10 h/d 40 h/w S-S means that they can enter up to 10 hours of nonproductive time (vacation, TDL, holiday) on any day of the week.
- 12 h/d 40 h/w S-S means they can enter up to 10 hours of nonproductive time (vacation, TDL, holiday) on any day of the week.
- 24x7 flex means they can enter leave up to 24 hours per day any day of the week. I do NOT recommend using this option. Students default to this option, but they are not eligible for leave, so it doesn't create any issues.
- Do NOT use No time eval.

How to Change Planned Working Time

- DO NOT use this process to change the Employment percent.

Copy Planned Working Time (0007)

Work schedule

Person ID [redacted] Pers.Assgn [redacted]

Name Michele Michele Schlake Empl. % 100.00

EE group A Staff Pers.area 1000 Main Campus

EE subgroup 03 Exempt Monthly Pers. subarea 0001 Reg FT

Start 07/01/2023 To 12/31/9999

Work schedule rule

Work schedule rule FI1C 8 h/d 40 h/w M-F

Time Mgmt status 9 9 - Time evaluation of planned times

Working week 01 Working Week Sunday - Saturday

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	5.00

DO NOT CHANGE THESE ITEMS USING THIS ACTION.

Additional fields

Seasonal / Less than three month assignment

- Click the Save icon at the top of the screen.

Copy Planned Working Time (0007)

Work schedule

Person ID [redacted] Pers.Assgn [redacted]

Name Michele Michele Schlake Empl. % 100.00

EE group A Staff Pers.area 1000 Main Campus

EE subgroup 03 Exempt Monthly Pers. subarea 0001 Reg FT

Start 07/01/2023 To 12/31/9999

Work schedule rule

Work schedule rule FI1C 8 h/d 40 h/w M-F

Time Mgmt status 9 9 - Time evaluation of planned times

Working week 01 Working Week Sunday - Saturday

Part-time employee



How to Change Planned Working Time

10. If you get a yellow message at the bottom of the screen, continue to press Enter until you get the green check Record created message.

Infotype Edit Goto Extras System Help

Copy Planned Working Time (0007)

Work schedule

Person ID [redacted] Pers.Assgn [redacted]

Name Michele Michele Schlake Empl. % 100.00

EE group A Staff Pers.area 1000 Main Campus

EE subgroup 03 Exempt Monthly Pers. subarea 0001 Reg FT

Start 07/01/2023 To 12/31/9999

This entry deletes a record

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Person ID [redacted] Pers.Assgn [redacted]

Name Michele Michele Schlake Empl. % 100.00

EE group A Staff Pers.area 1000 Main Campus

EE subgroup 03 Exempt Monthly Pers. subarea 0001 Reg FT

Record created