



CHANGE EVENING SHIFT PREMIUM BUSINESS PROCESS PROCEDURE OM-30 | TRANSACTION PO13

OM

The purpose of this Business Process Procedure is to explain how to change the Evening shift Premium for a position in the Integrated HR-Payroll System.



Trigger: Evening Shift Premium needs to be changed on a position.

Business Process Procedure Overview:

Evening Shift Premium (IT 9008) - Stores settings related to Evening Shift Premium eligibility and Payouts. If OSHR has approved a rate other than the default of 10%, the rate must be entered as a percentage in the "Rate" field.

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 https://www.osc.nc.gov/training/training_help_documents.

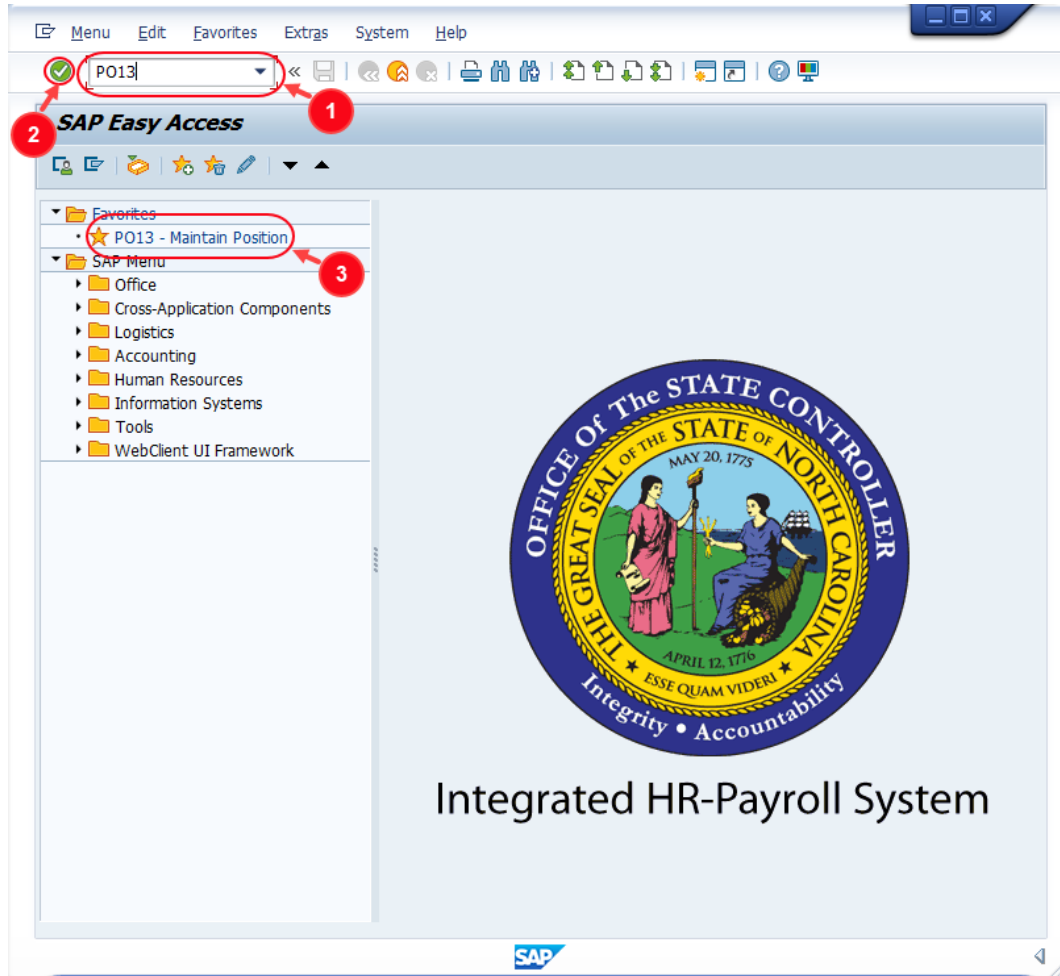
- **Copy**  is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- **Change**  is to be used only if you make a spelling or other simple error and want to change the record. There is no history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

OSHR Policy:

<https://oshr.nc.gov/policies/salary-administration/shift-premium-pay>

Procedure

1. Type PO13 in the command field (1). Hit enter on your keyboard or click the **Enter** ✓ button (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.



Information

You may want to enter this transaction code in your Favorites folder.

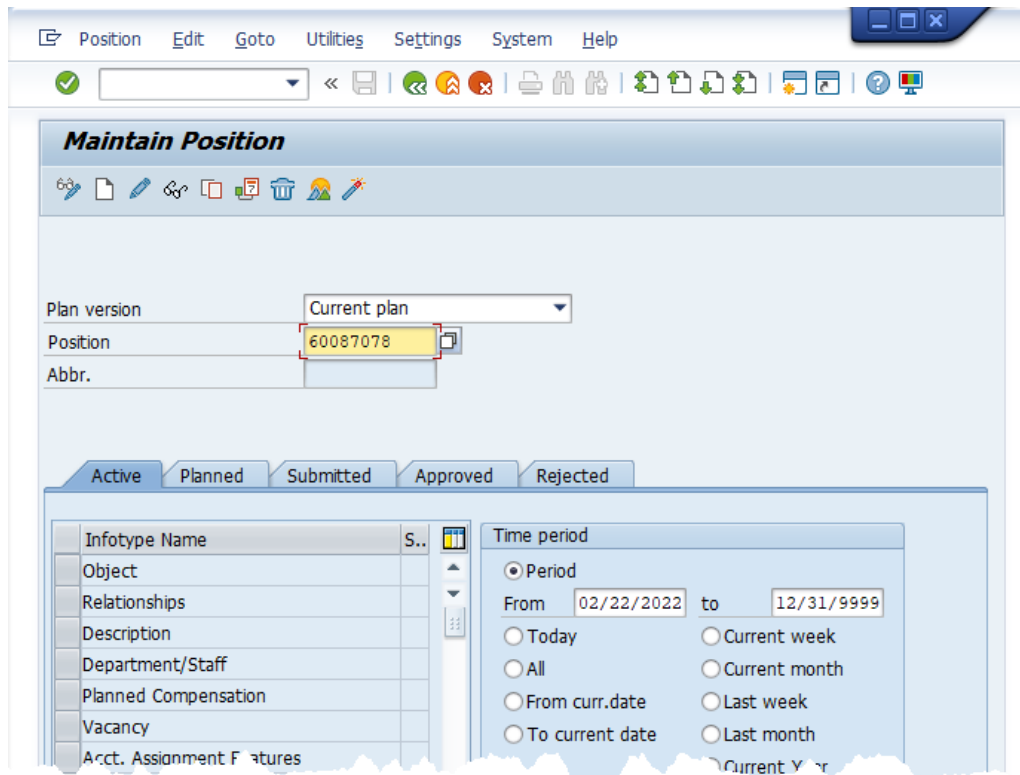
- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **PO13**.
- Click **Enter**.

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**.

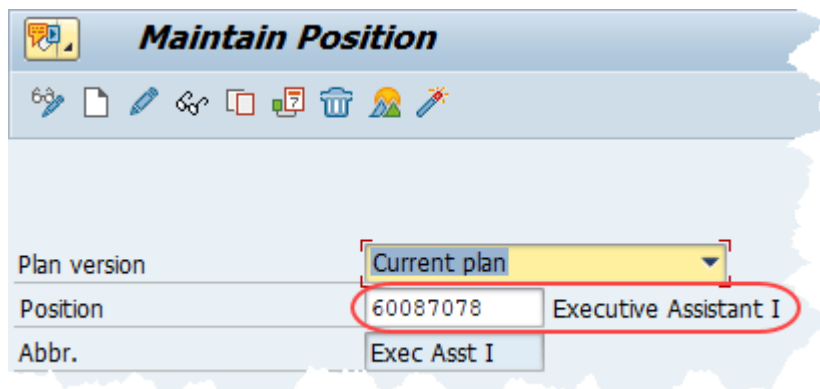
Review the [Favorites Folder](#) training document for more tips and features!

- Input the position number that needs updating. This document will use 60087078 from the OSC training environment. [Access client 899](#) to follow along in a “live” system.




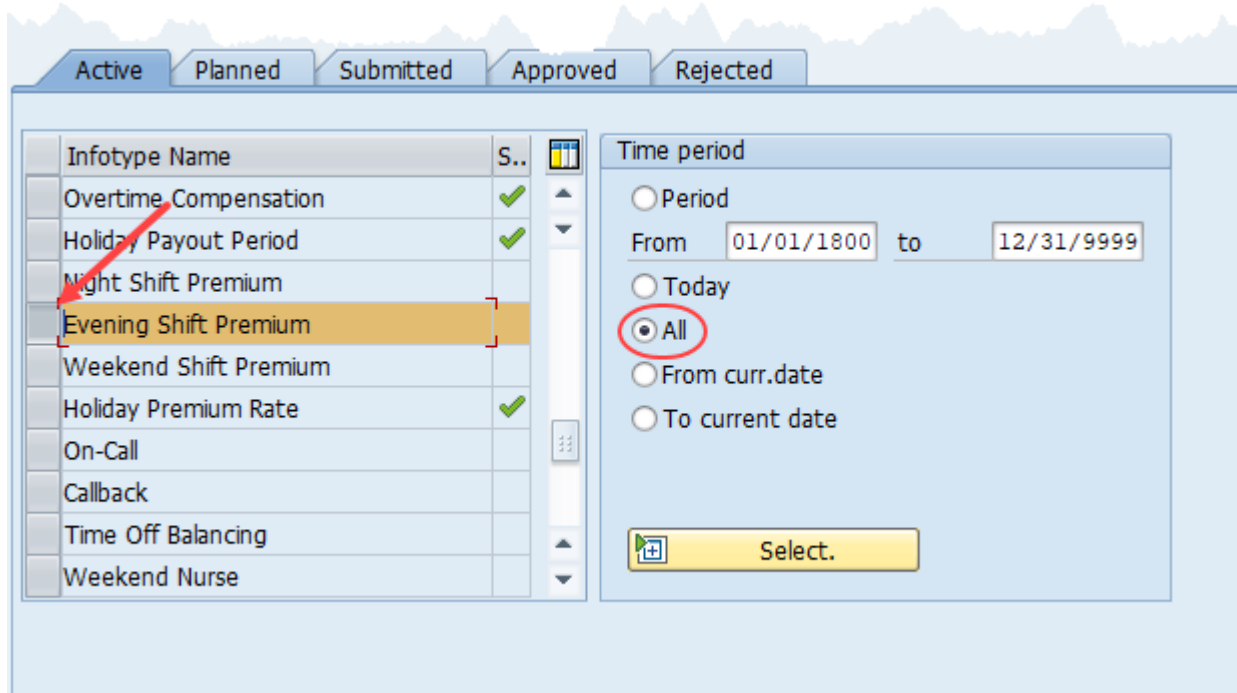
- Click the **Enter** button and verify the position displayed is the one you need to change.

Alert! Be vigilant on this step. A position number may be present already when you access the transaction, so be sure to review the position number and name to ensure they are correct.



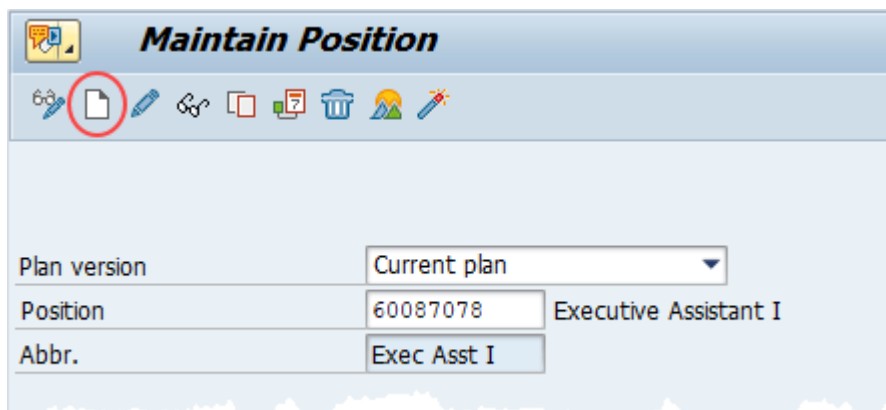
4. Within the Active tab:

- Scroll down the list of position infotypes and click the square in front of the **Evening Shift Premium** row. There may or may not be a green check already present.
- In the Time Period area click into the **All** radio button and then click **Select**  **Select.**



ATTENTION! If a new eligibility needs to be created or a rate adjusted, continue to step 5. If a current eligibility needs to be ended, skip to step 8.

5. Click the **Create** button .



NOTE: Using the create button will work even if a record already exists.

- Enter the start date of the new record and update the **Evening Shift Prem Rate** field as applicable.

Create Evening Shift Premium (9008)

Position: Exec Asst I Executive Assistant I

Planning Status: Active

Validity: 3/1/22 to 12/31/9999 Display change infor

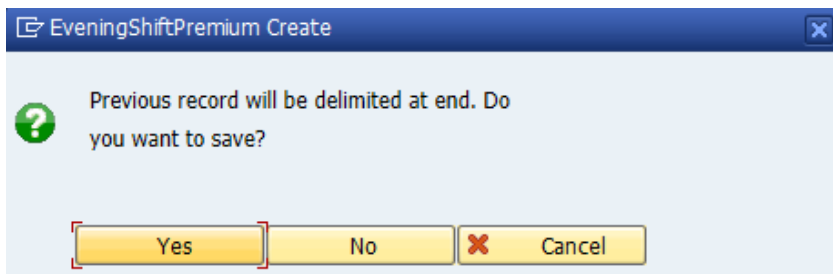
Evening Shift Premium 01 S 60087078 1

Evening Shift Prem Elig

Evening Shift Prem Rate 10%

NOTE: OSHR must approve any rates other than the default of 10%

- Click the **Save** button . If updating a record, click **Yes** to delimit the previous record. No pop-up will appear if there was no previous record.



Proceed to step 11

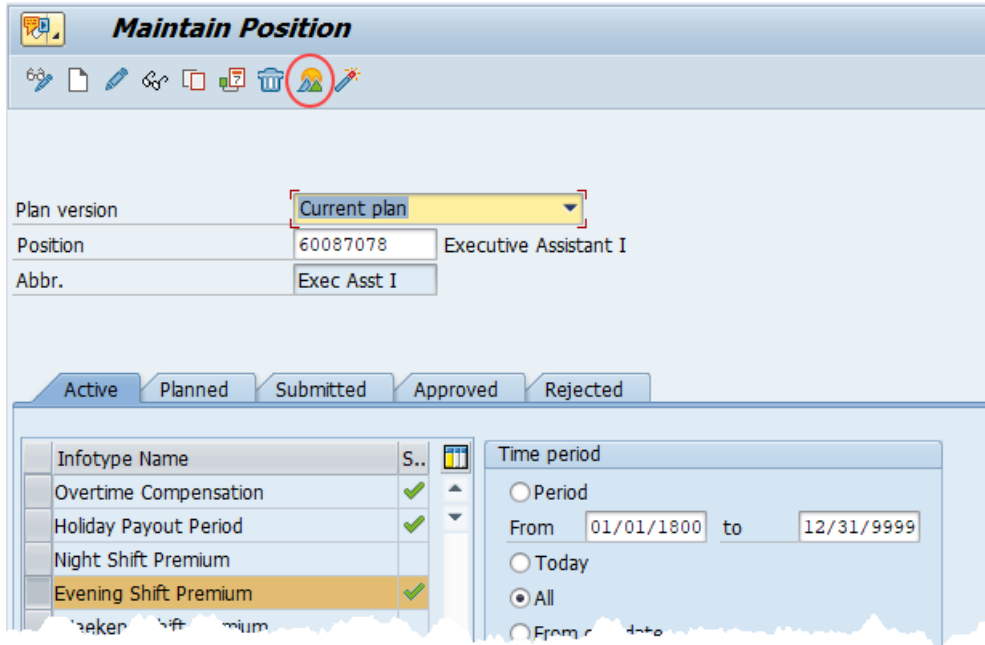
8. (Begin at this step to end the premium pay eligibility for a position.)

Click the **Delimit** button .


9. In the **To** field, enter the last day in which the position was eligible for the shift premium. For example, if a position is no longer eligible for a shift premium as of March 1st, 2022, then the date entered in the **To** field would be 02/28/22.

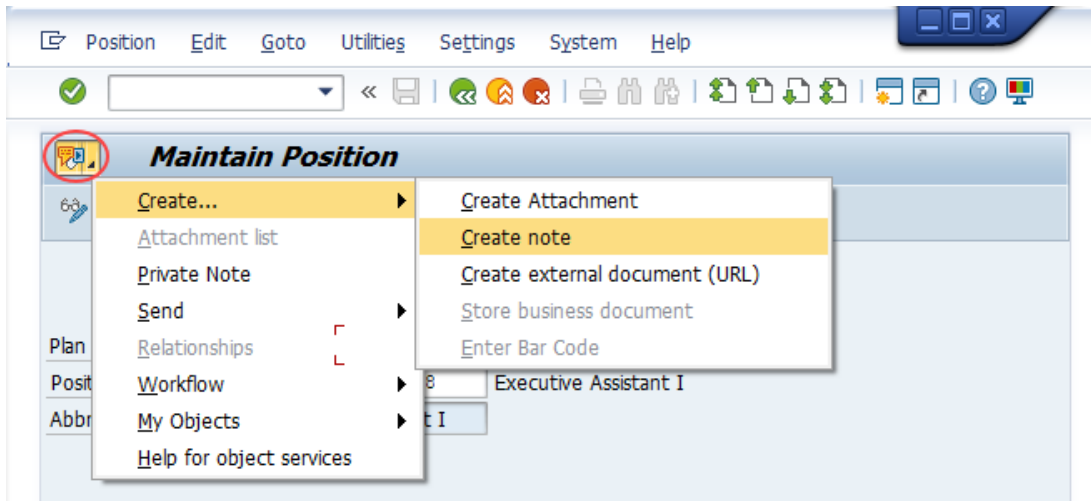
10. Click the **Delimit** button .

- Review your work by ensuring that the **Evening Shift Premium** infotype is selected and click the **Overview** button .



A list of all **Evening Shift Premium** Infotypes for the Position will be displayed, including the Validity Dates, eligibility for the premium, and the premium rate.

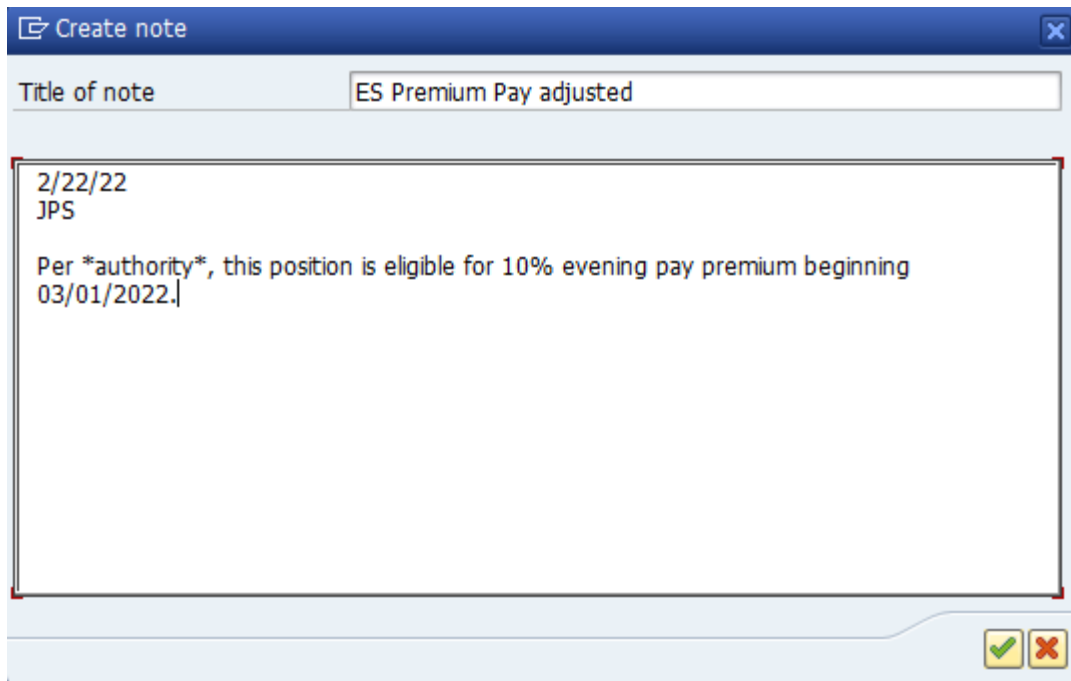
- Optional step:** Include a note. Click on the right side of the **Services for Object**  button. In the resulting drop-down menu, hover over the **Create** option and then choose **Create Note**.



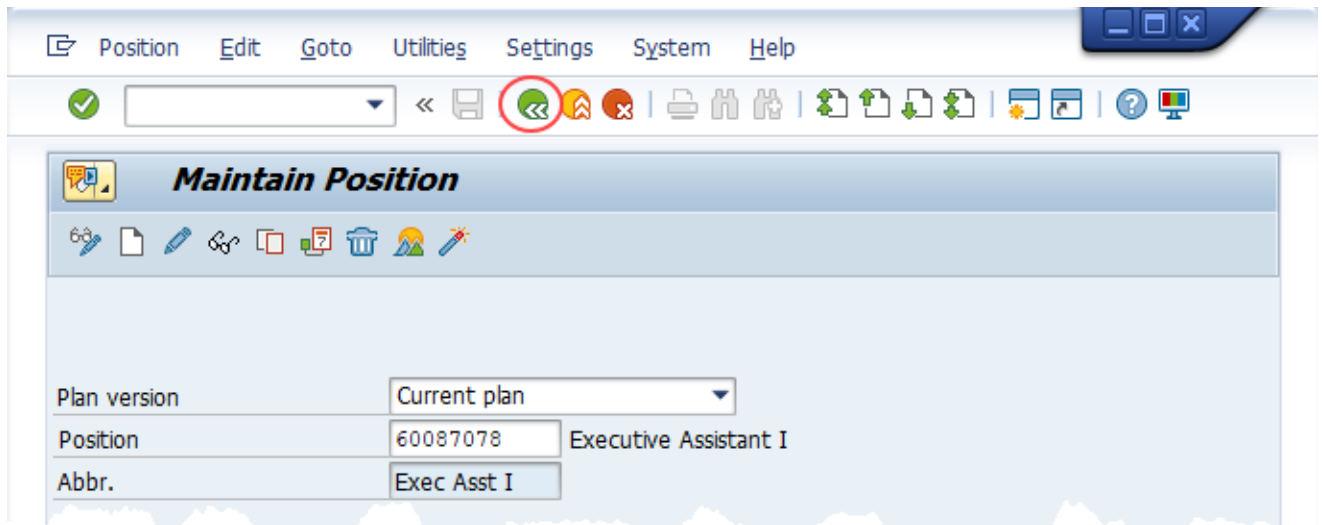
Note: Although a note is not required when updating a position’s Premium Pay eligibility, OSC staff recommends that one be created, nonetheless.

Enter in today’s date and your name (or initials) and a brief note with information used to justify the change.

Click the **Green check**  to save your note.



13. Click the **Back** button .



The system task is complete.

Change Record

- 12/4/15 – Moved change log to end of document; updated format, screenshots, language, and layout – David Lassiter
- 11/4/21 – Updated format and assigned reference number – Claire Ennis
- 4/22/22 – Re-written for accessibility, clarity, and updated screen shots. – Doug Genzlinger