



CHANGE POSITION EXTENDED DUTY RATE BUSINESS PROCESS PROCEDURE OM-39 | TRANSACTION PO13

OM

The purpose of this Business Process Procedure is to explain how to change position extended duty rate in the Integrated HR-Payroll System.

Trigger: There is a need to change the extended duty rate for a position.



Business Process Procedure Overview:

Extended Duty (IT9016) - Positions that are eligible for extended duty compensation should have this Infotype created to indicate that eligibility. OSHR policy provides for special compensation under "extended duty" situations for certain medical classes.

Attendance Type 9510 (Additional Hours) Should be used on the time sheet to indicate applicable hours.

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.

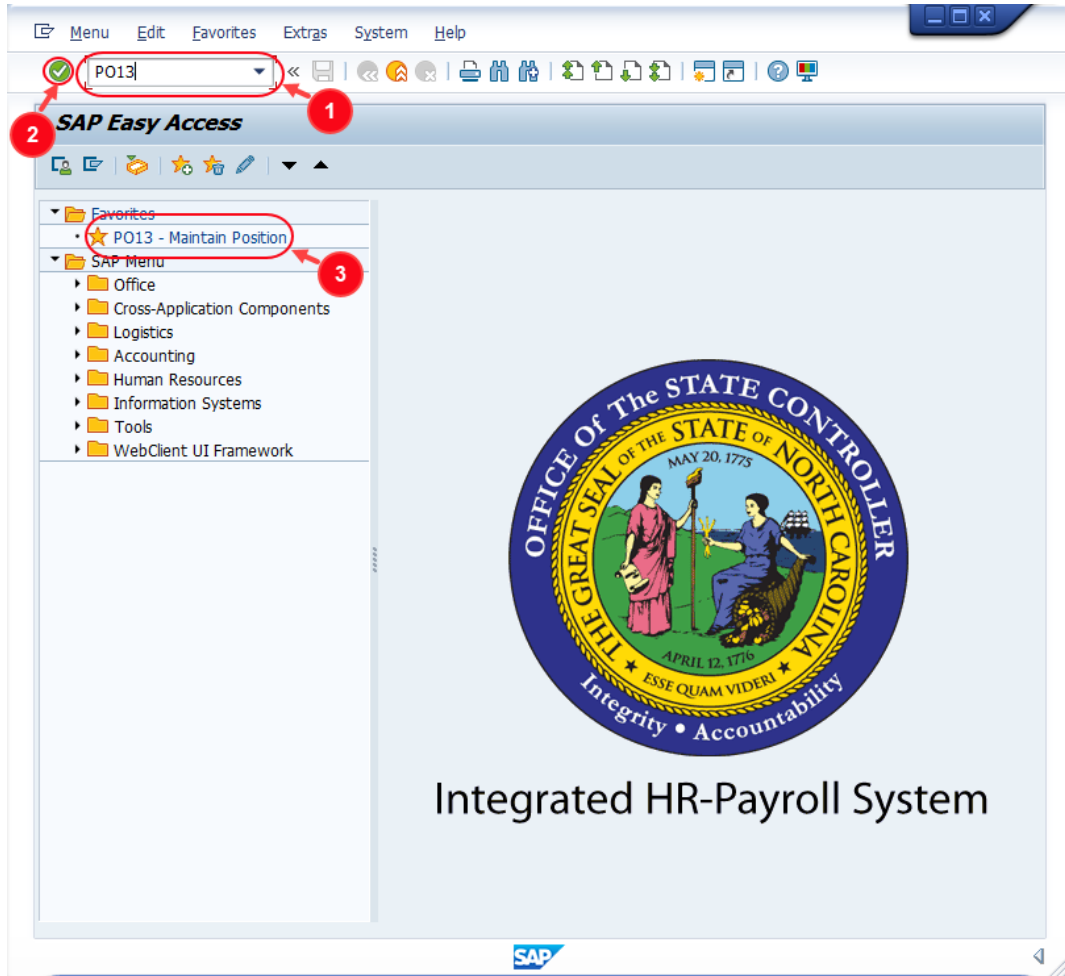
- **Copy**  is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- **Change**  is to be used only if you make a spelling or other simple error and want to change the record. There is no history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

OSHR Policy:

<https://oshr.nc.gov/policies/salary-administration/extended-duty-medical-personnel>

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.

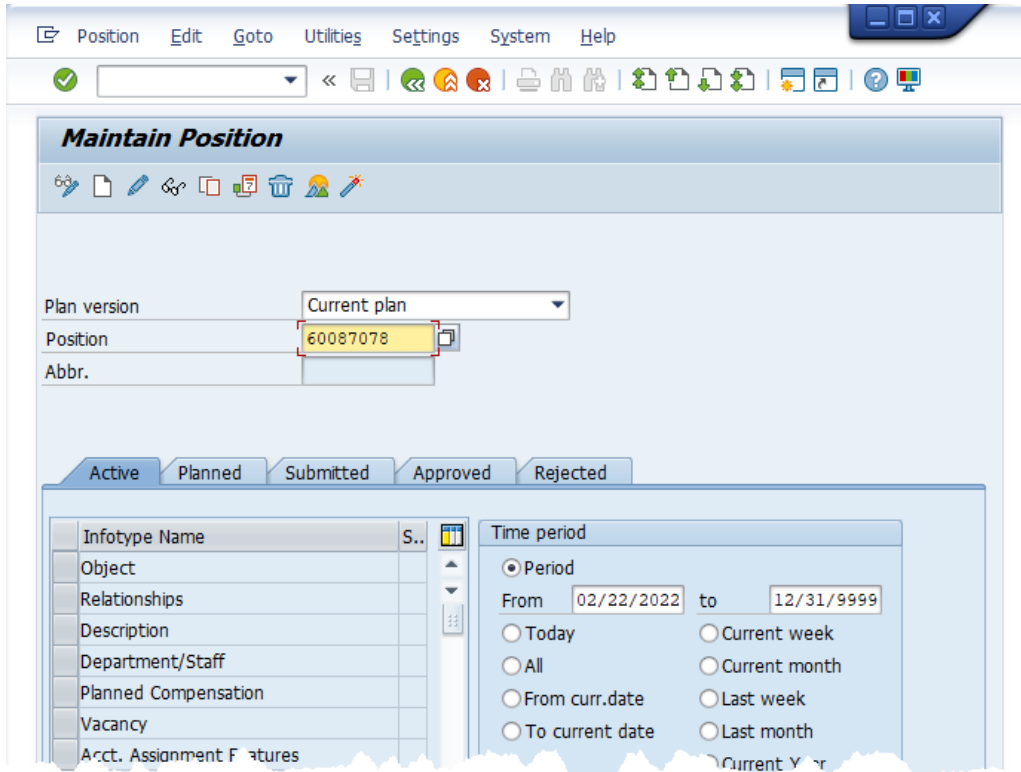
- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **PO13**.
- Click **Enter**.


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**.

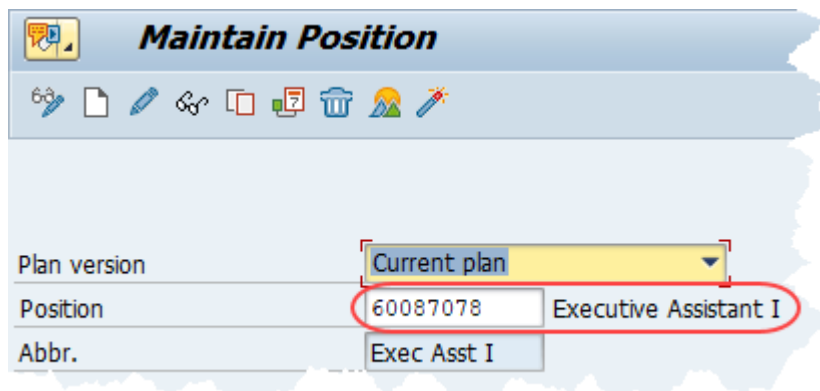
Review the [Favorites Folder](#) training document for more tips and features!

- 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.




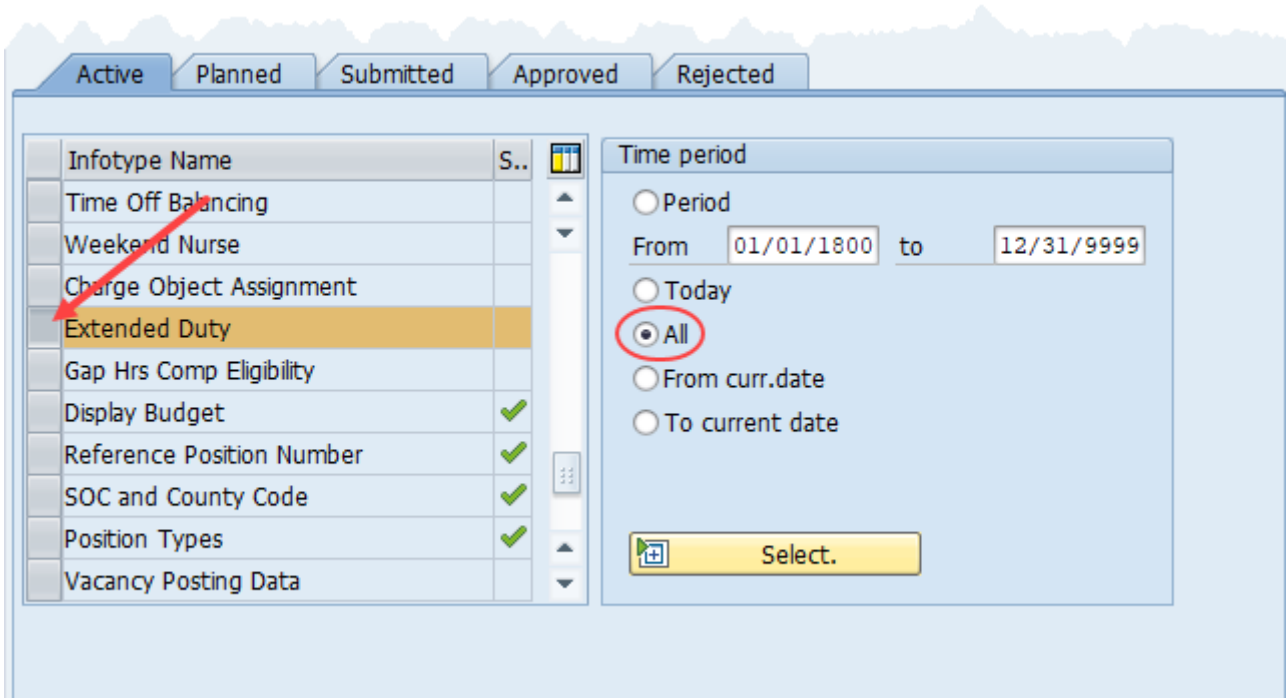
- Click the **Enter** button  and verify the position displayed is the one you need to change.

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



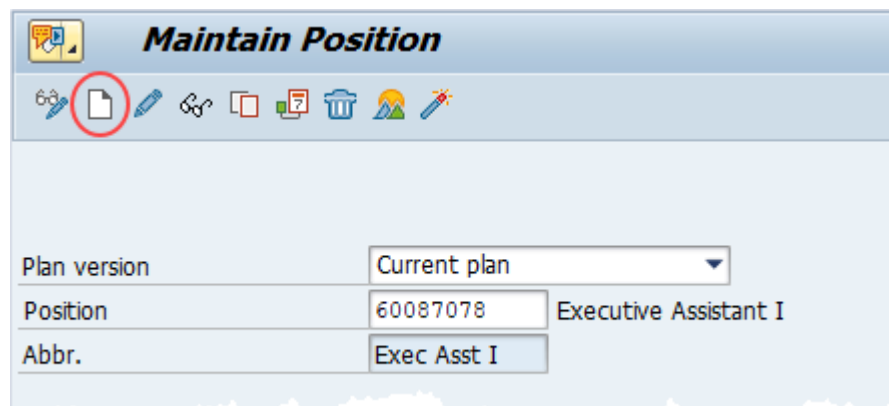
4. Within the Active tab:

- Scroll down the list of position infotypes and click the square in front of the **Extended Duty** 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 **Extended Duty Rate** field with the appropriate salary.

Create Extended Duty (9016)

Position: Exec Asst I Executive Assistant I

Planning Status: Active

Validity: 08/01/2022 to 12/31/9999 Display change infor

Extended Duty: 01 S 60087078 1

Extended Duty Elig:

Extended Duty Rate: 17.50

- 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.

ExtendedDuty Create

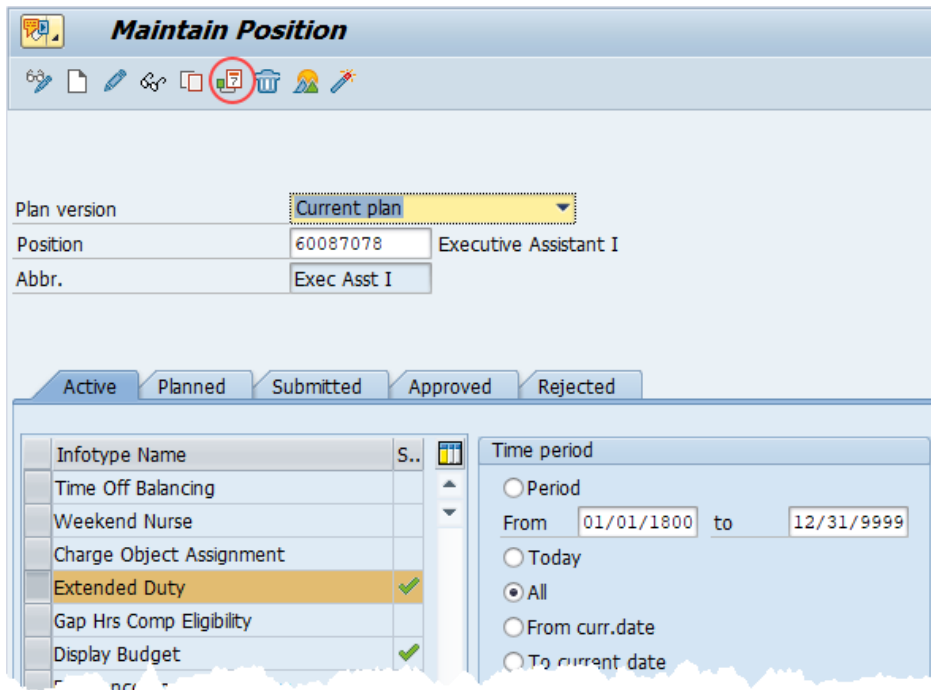
Previous record will be delimited at end. Do you want to save?

Yes No Cancel

Proceed to step 11

8. (Begin at this step to end the **Extended Duty** for a position.)

Click the **Delimit** button .



Maintain Position

Plan version: Current plan

Position: 60087078 Executive Assistant I

Abbr.: Exec Asst I

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S..	
Time Off Balancing		
Weekend Nurse		
Charge Object Assignment		
Extended Duty		✓
Gap Hrs Comp Eligibility		
Display Budget		✓

Time period

Period

From: 01/01/1800 to: 12/31/9999

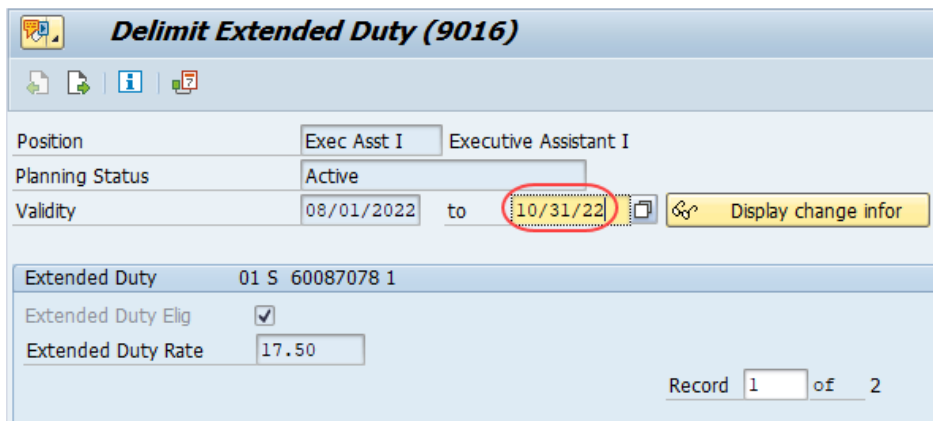
Today

All

From curr.date

To current date


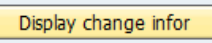
9. In the **To** field, enter the last day in which the position was eligible for the **Extended Duty Rate**. For example, if a position is no longer eligible for Extended Duty as of November 1st, 2022, then the date entered in the **To** field would be 10/31/22.



Delimit Extended Duty (9016)

Position: Exec Asst I Executive Assistant I

Planning Status: Active

Validity: 08/01/2022 to 10/31/22  

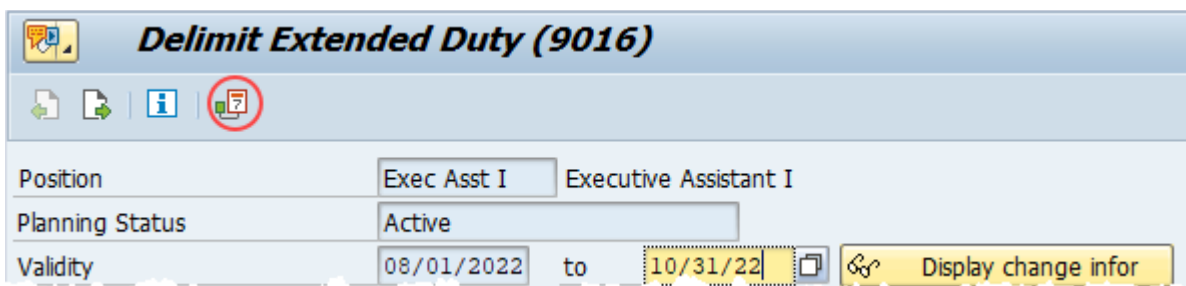
Extended Duty: 01 S 60087078 1

Extended Duty Elig:

Extended Duty Rate: 17.50

Record 1 of 2


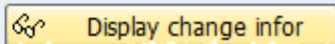
10. Click the **Delimit** button .




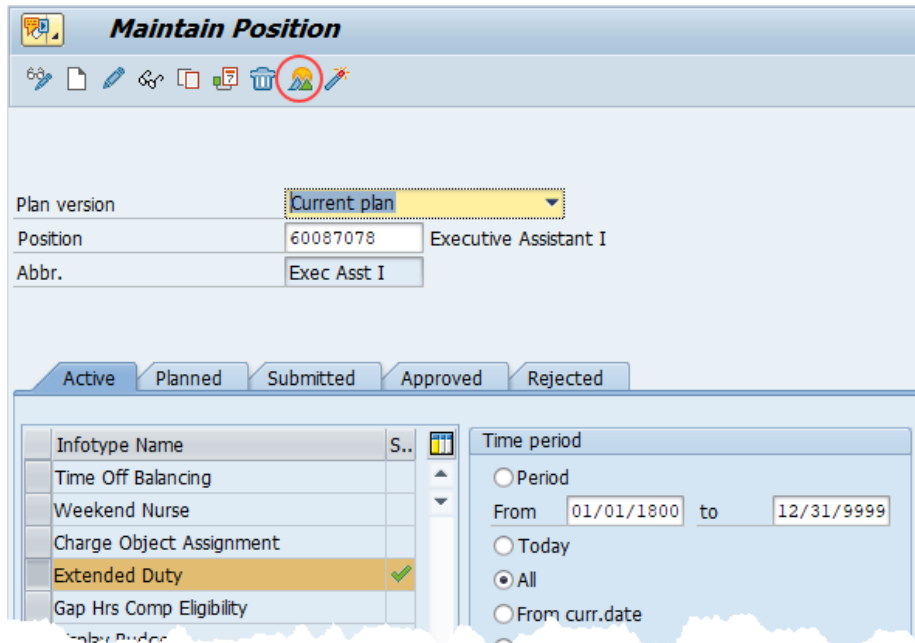
Delimit Extended Duty (9016)

Position: Exec Asst I Executive Assistant I


Planning Status: Active

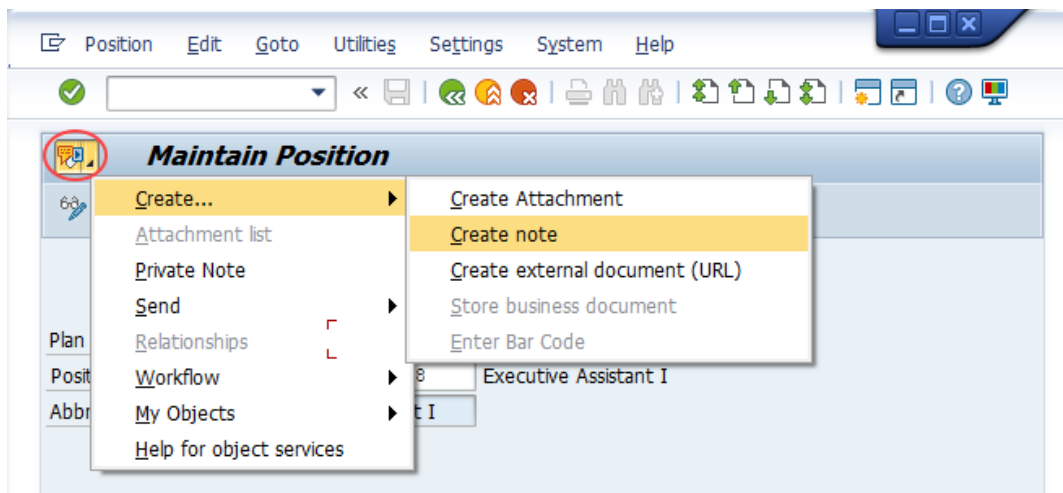
Validity: 08/01/2022 to 10/31/22  

11. Review your work by ensuring that the **Callback** infotype is selected and click the **Overview** button .



A list of all **Extended Duty** Infotypes for the Position will be displayed, including the Validity Dates, eligibility, and the extended duty rate.

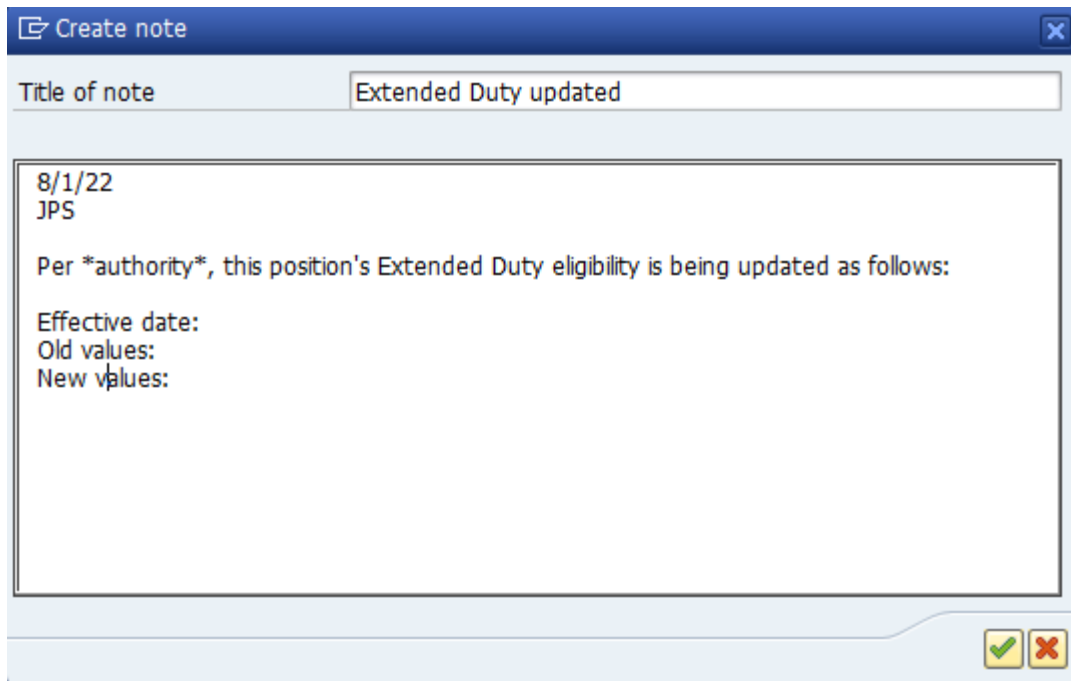
12. **Optional step:** Include a note. Click on the right side of the **Services for Object**  button. In the resulting drop-down menu, hover over the **Create** option and then choose **Create Note**.



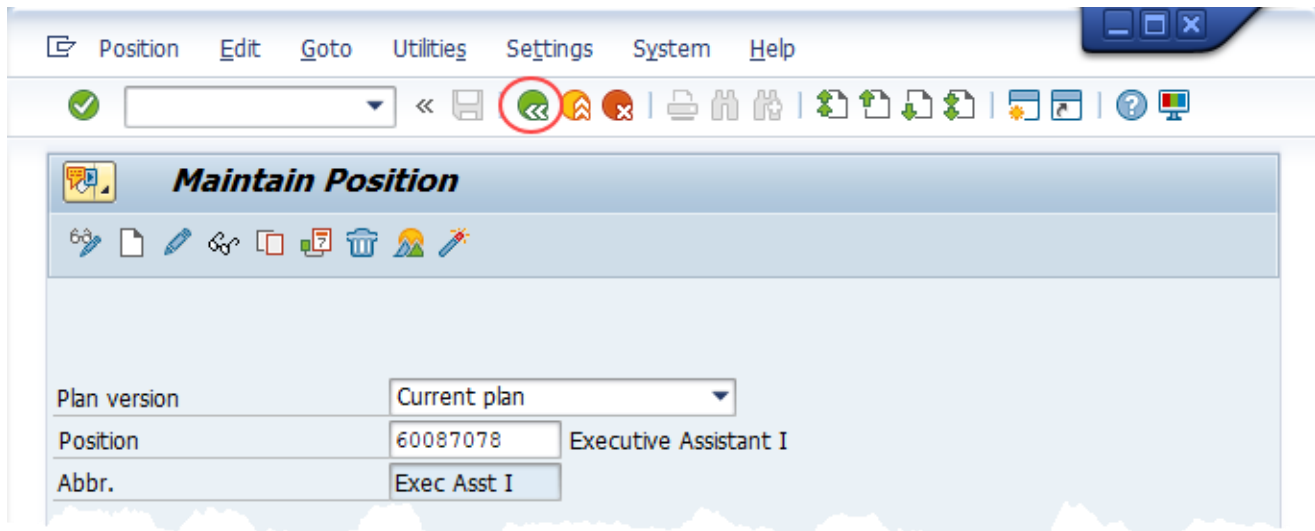
Note: Although a note is not required when updating a position’s Overtime Compensation settings, OSC staff recommends that one be created, nonetheless.

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

- 1/11/16 – Updated format, screenshots, language, and layout – David Lassiter
- 11/16/21 – Updated format and assigned reference number – Claire Ennis
- 8/1/22 – Re-written for accessibility, clarity and updated screen shots – Doug Genzlinger