



MANAGING GAP HOURS COMP ELIGIBILITY

JOB AID OM-4 | POSITION SETTINGS



The purpose of this job aid is to explain how to manage Gap hours for comp time eligibility.

Introduction

Following the establishment of the Gap Hours policy in 2009, agencies have the choice to provide compensatory time for Gap Hours for their Subject-FLSA employees instead of retaining the immediate pay behavior. Infotype 9017 – Gap Hours Comp Eligibility, a record on the Position, holds the setting that triggers the comping of Gap Hours and how long the comped hours will be held before paying out, if unused. HR Master Data Maintainers and OM Position Maintainers will be able to perform the steps of adding Gap Hours eligibility to a Position or ending the eligibility if necessary.

Steps to add gap hours comp eligibility to a position

1. Start transaction **PO13**.

Maintain Position

Object manager scenario: SZENPP01

Plan version: Current plan

Position: []

Abbr.: []

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E	...
Object		
Relationships		
Description		
Department/Staff		
Planned Compensation		
Vacancy		
Acct. Assignment Features		
Authorities/Resources		
Full Time Equivalent		
Employee Group/Subgroup		

Time period

Period

From: 10/05/2009 to: 12/31/9999

Today Current week

All Current month

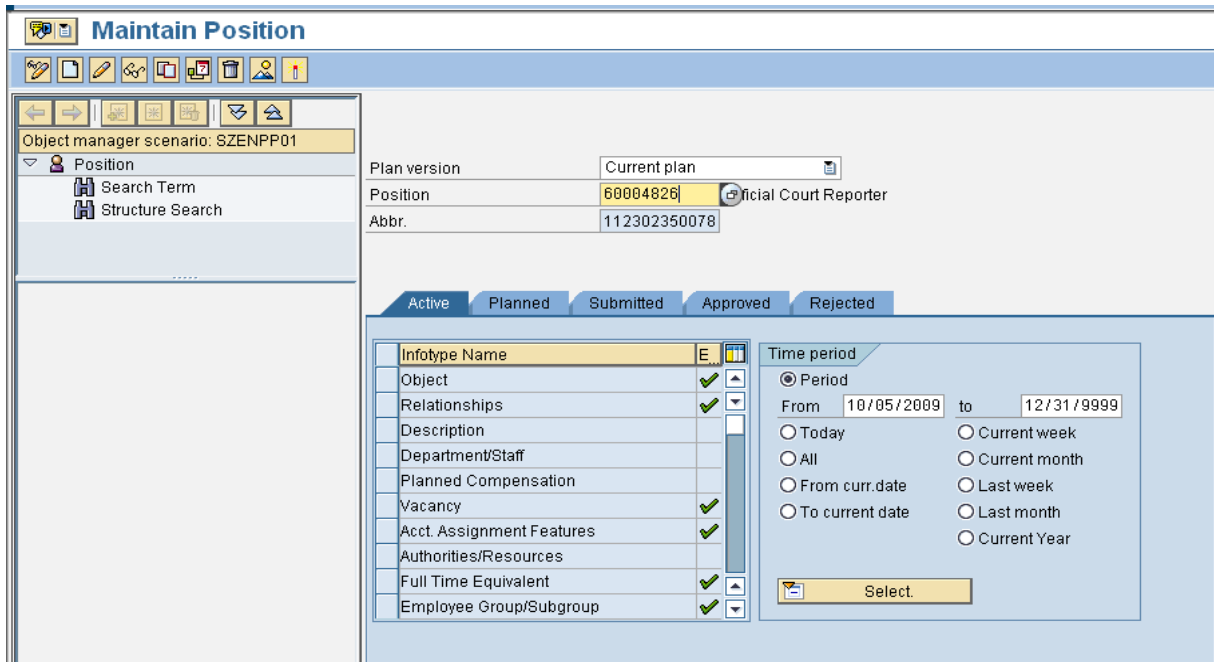
From curr.date Last week

To current date Last month

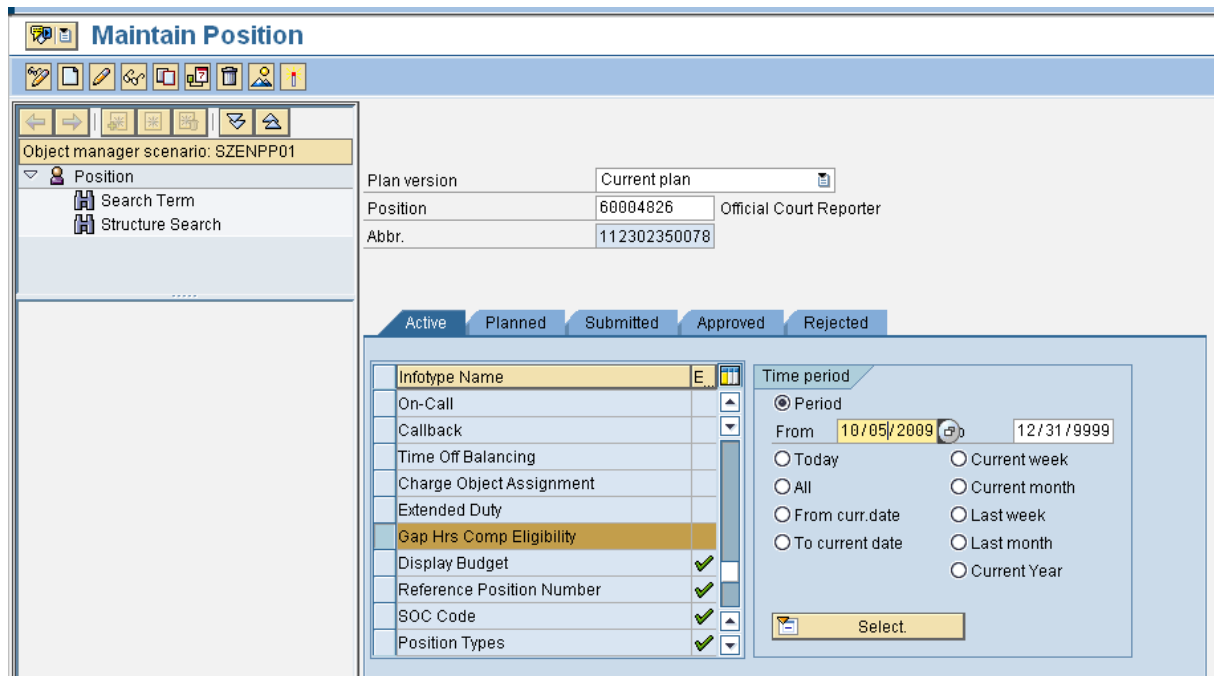
Current Year

Select.

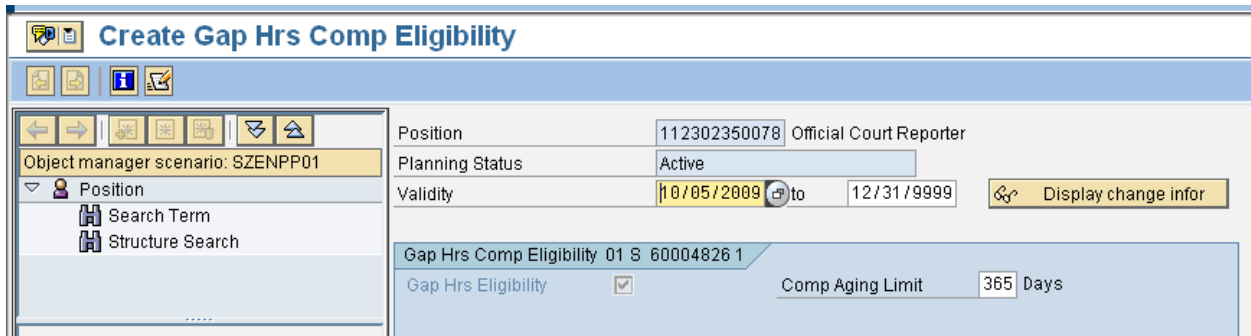
2. Enter a **position number** and press or click **Enter**.



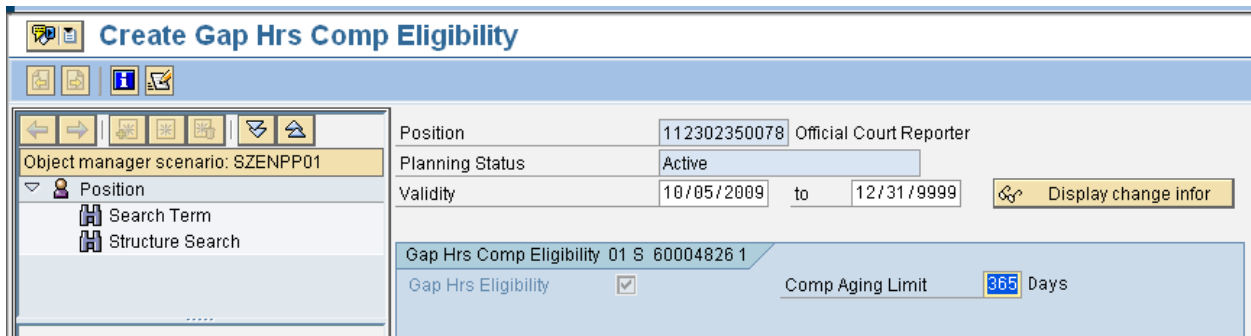
3. Scroll down in the list of infotypes until you find **Gap Hrs Comp Eligibility**.



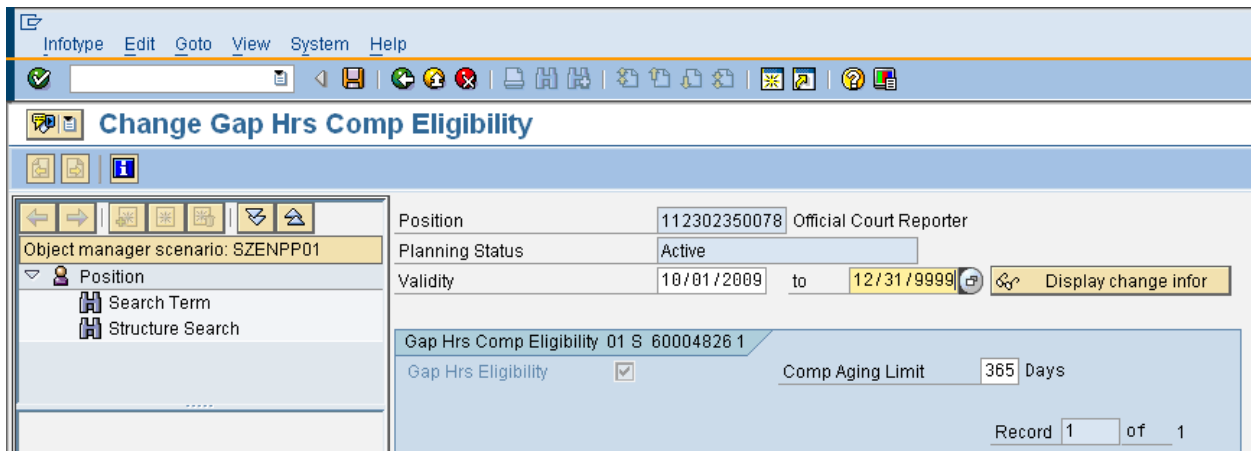
- Select that row and click the **Create** button  on the menu bar.



- Change the **Validity date** to the effective date of the comping behavior for Gap hours. The **to** date can be left at the default value of 12/31/9999.



- Change the **Comp Aging Limit value** from 365 to a lesser value, if appropriate.



- Click the **Save** button  to save the record.

Steps to End Gap Hours Comp Eligibility for a Position

1. Start transaction **PO13**.

Maintain Position

Object manager scenario: SZENPP01

Plan version: Current plan

Position:

Abbr.:

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E	
Object		
Relationships		
Description		
Department/Staff		
Planned Compensation		
Vacancy		
Act. Assignment Features		
Authorities/Resources		
Full Time Equivalent		
Employee Group/Subgroup		

Time period

Period

From 10/05/2009 to 12/31/9999

Today Current week
 All Current month
 From curr.date Last week
 To current date Last month
 Current Year

Select.

2. Enter a position number and press or click **Enter**.

Maintain Position

Object manager scenario: SZENPP01

Plan version: Current plan

Position: 60004826 Official Court Reporter

Abbr.: 112302350078

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E	
Object	✓	
Relationships	✓	
Description		
Department/Staff		
Planned Compensation		
Vacancy	✓	
Act. Assignment Features	✓	
Authorities/Resources		
Full Time Equivalent	✓	
Employee Group/Subgroup	✓	

Time period

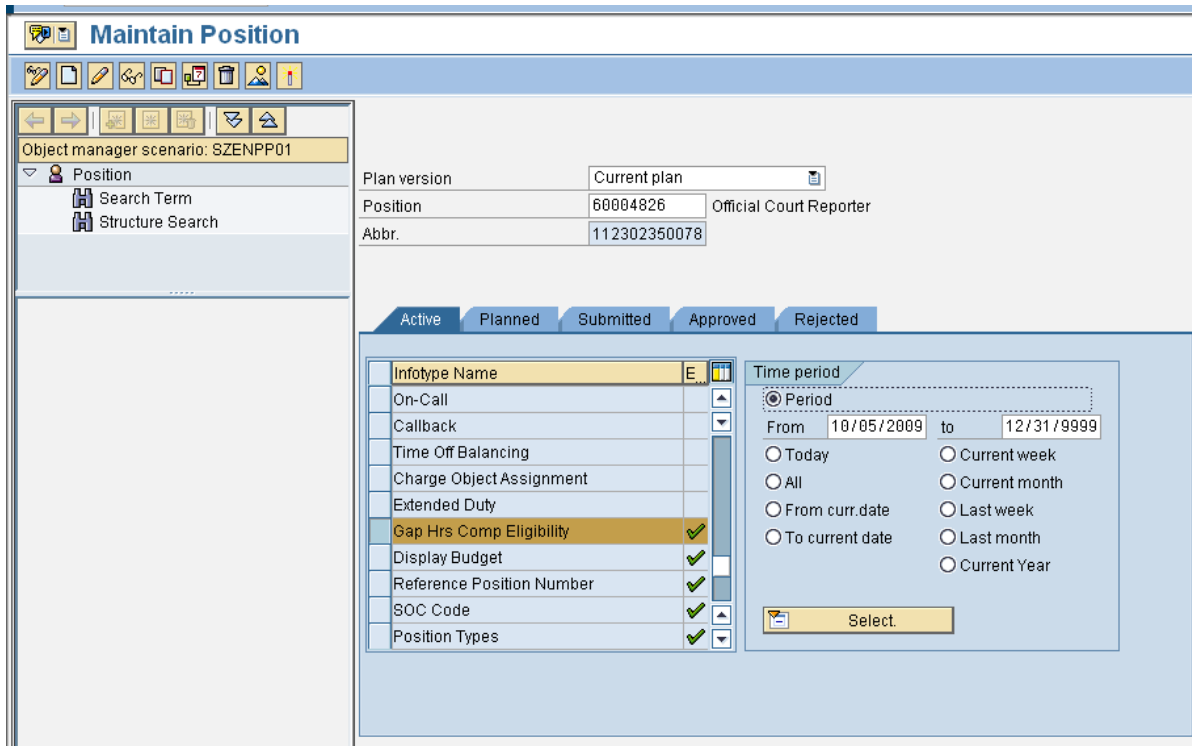
Period

From 10/05/2009 to 12/31/9999

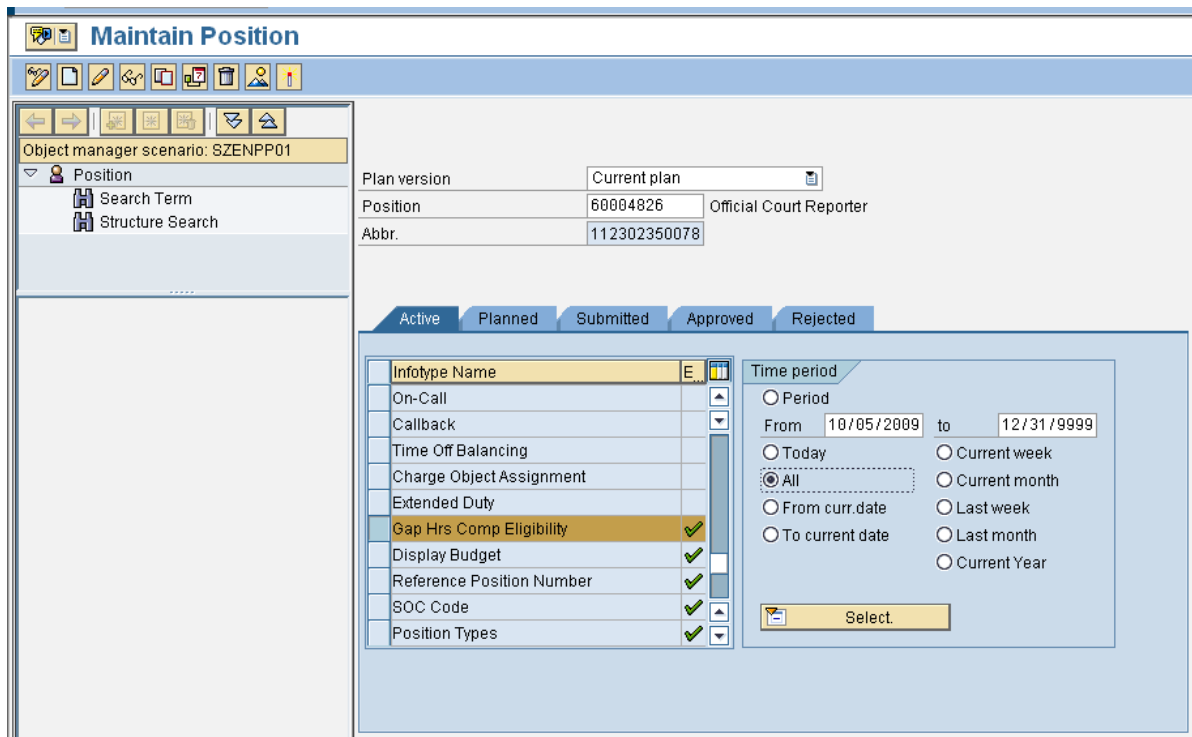
Today Current week
 All Current month
 From curr.date Last week
 To current date Last month
 Current Year


Select.

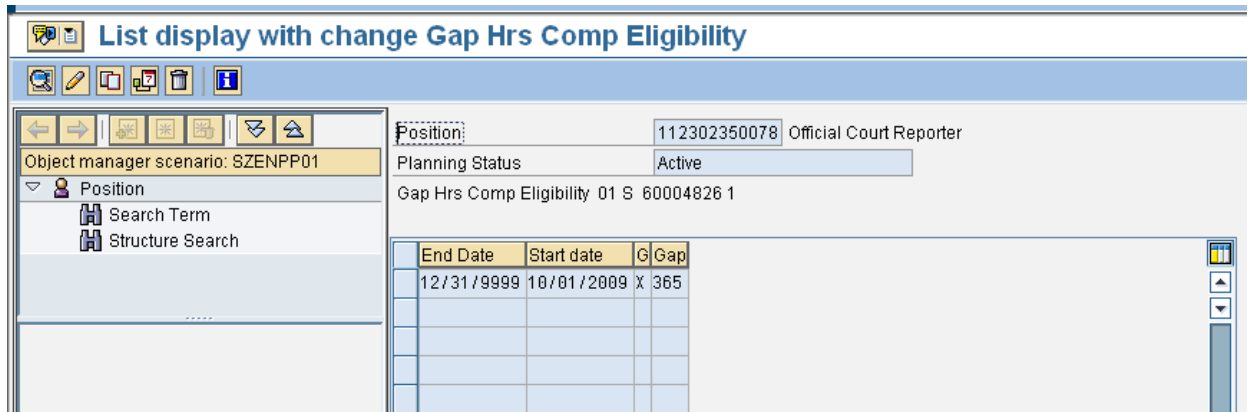
3. Scroll down in the list of infotypes until you find **Gap Hrs Comp Eligibility**.



4. Select that row and click the **All** radio button in the Time Period section.



- Click the **overview button**  to see all 9017 records for the position.



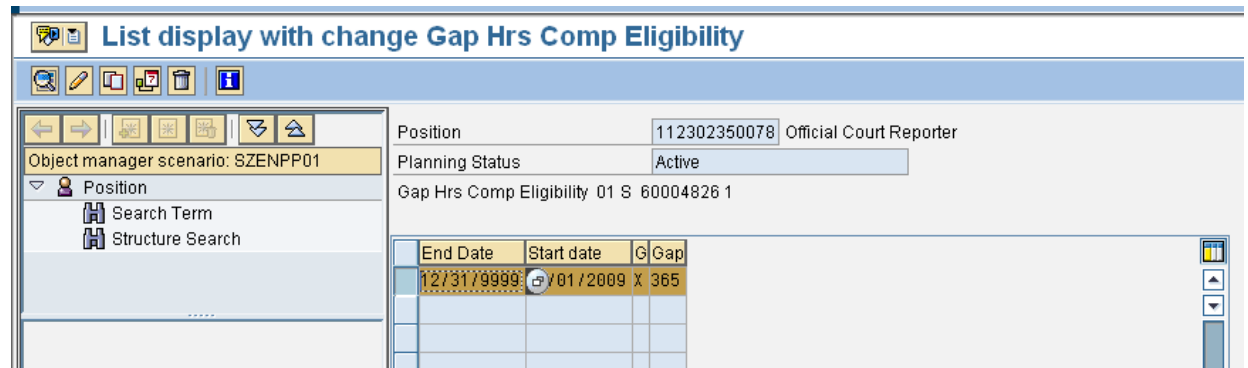
List display with change Gap Hrs Comp Eligibility

Position: 112302350078 Official Court Reporter
 Planning Status: Active
 Gap Hrs Comp Eligibility 01 S 60004826 1

End Date	Start date	G	Gap
12/31/9999	10/01/2009	X	365

- Select the row of the record wanted to delimit (change the end date).


NOTE: Pay attention to the dates on each record listed. Select the record covering the period of time in which the comping behavior should end.

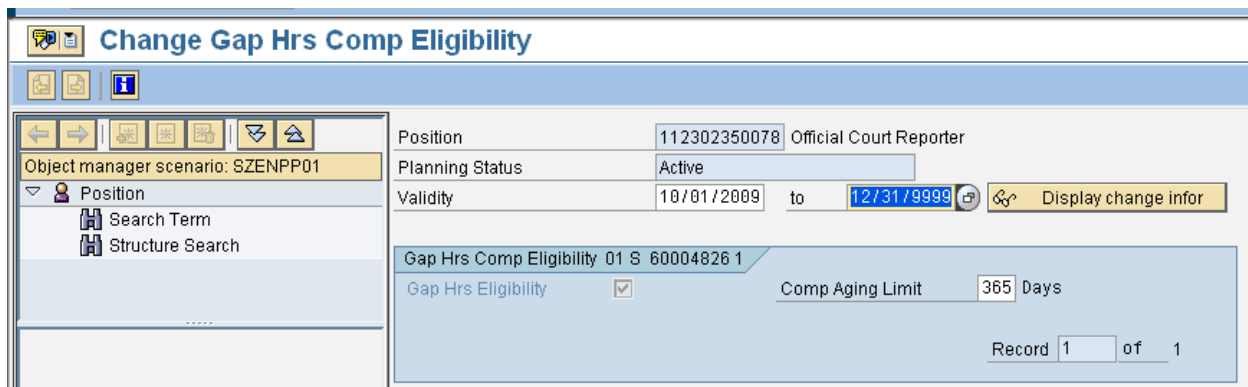


List display with change Gap Hrs Comp Eligibility


Position: 112302350078 Official Court Reporter
 Planning Status: Active
 Gap Hrs Comp Eligibility 01 S 60004826 1

End Date	Start date	G	Gap
12/31/9999	10/01/2009	X	365

- Click the **change infotype** button  on the menu bar.



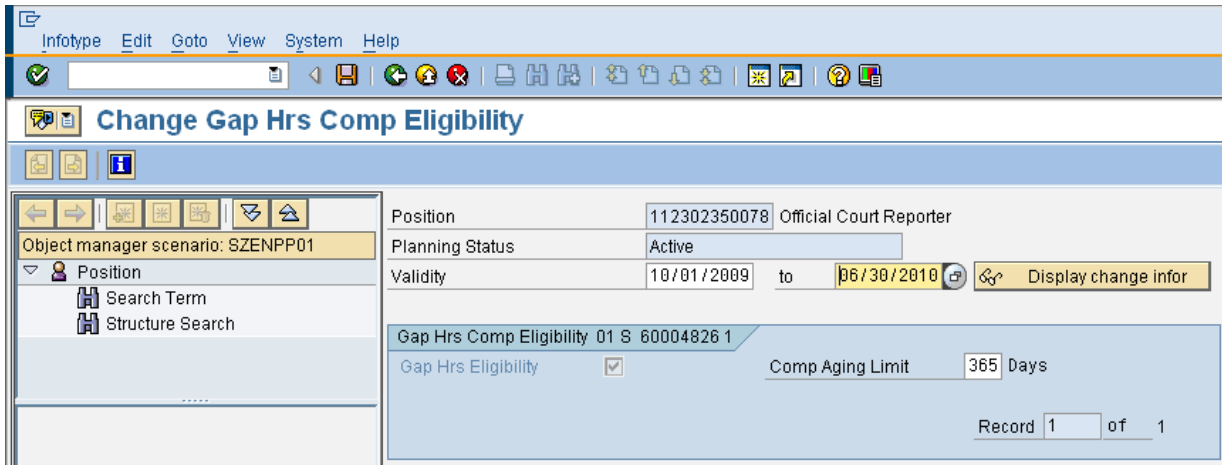
Change Gap Hrs Comp Eligibility


Position: 112302350078 Official Court Reporter
 Planning Status: Active
 Validity: 10/01/2009 to 12/31/9999  **Display change infor**

Gap Hrs Comp Eligibility 01 S 60004826 1
 Gap Hrs Eligibility Comp Aging Limit: 365 Days

Record 1 of 1

8. Change the **to** date to the last date on which the comping behavior should apply to Gap Hours.



9. Click the **Save** button  to save the record. The infotype record will be delimited as of the new end date.