

OM-04 Managing Gap Hours Comp Eligibility

Purpose

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

Introduction

[Gap Hours Policy Link](#)

Infotype 9017 is used to maintain a position's Gap Hours Comp Eligibility. It can be maintained by HR Master Data Maintainers and OM Position Maintainers.

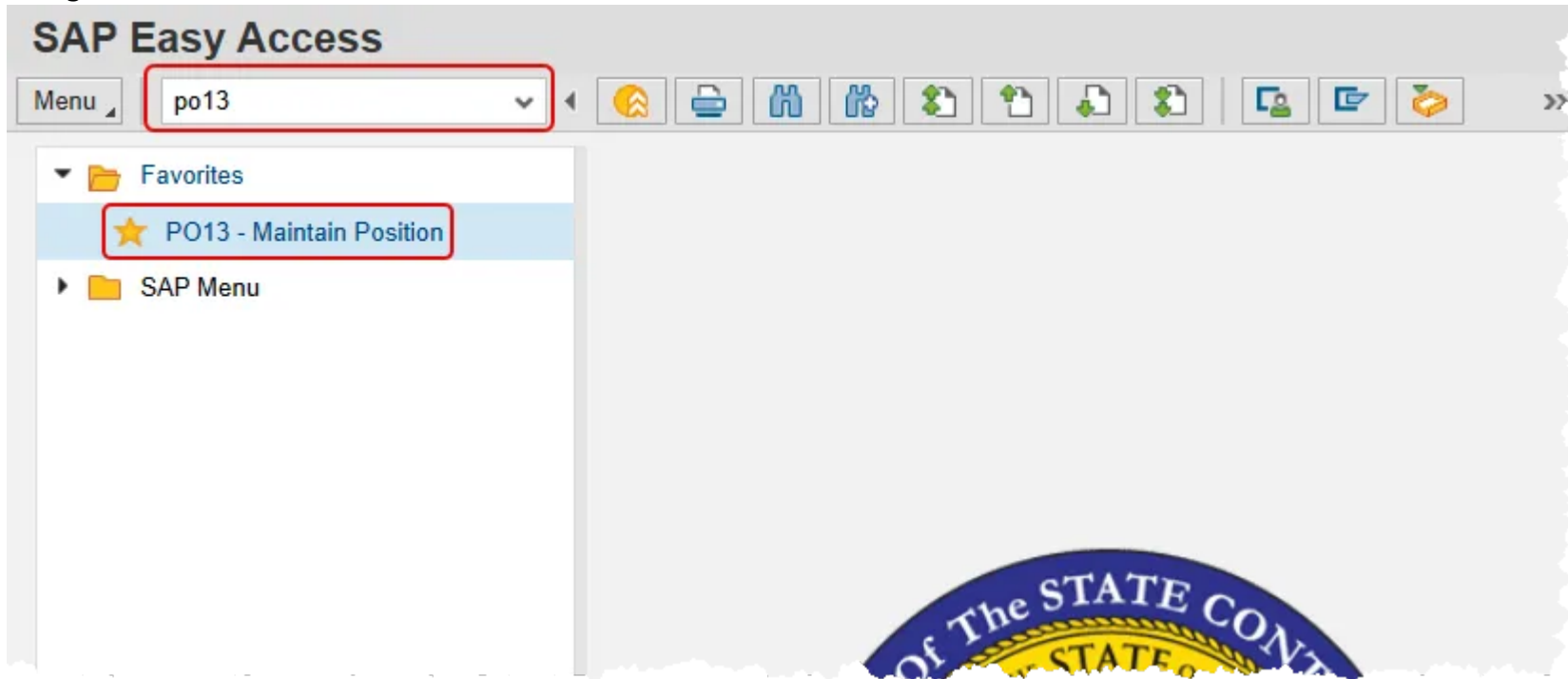
Following the establishment of the Gap Hours policy in 2009, agencies have the choice to provide compensatory time for Gap Hours for their Subject-FLSA employees instead of retaining the immediate pay behavior. Infotype 9017 - Gap Hours Comp Eligibility, a record on the Position, holds the setting that 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

There are 7 steps to complete this process.

Step 1. Enter **po13d** in the command field and press enter, or double click it from your [favorites folder](#) if you've previously saved it there.

Image



Step 2. Enter the **Position** number and press enter on your keyboard. Take a moment to read the position title to help verify that you have the correct position selected. This help document will use position 6004826 from the OSC training database.

Image

Plan version 01 Current plan

Position 60004826 Official Court Repo

Abbr. 112302350078

Active Planned Submitted Approved Rejected

Infotype Name	St..	Time period
Charge Object Assignment		☒ Period
Extended Duty		From
Gap Hrs Comp Eligibility		☐ Today
Display Budget	✓	☐ All
Reference Position Number	✓	☐ From cur
SOC and County Code	✓	☐ To curre
Position Types	✓	
Vacancy Posting Data		
Certified Position		
OM Action History		

Step 4. Click the **Create infotype** button on the menu bar.

Image

Create Gap Hrs Comp Eligibility (9017)

Menu | [Dropdown] | [Icons]

Position: 112302350078 Official Court Reporter

Planning Status: Active

Validity: 01/01/2026 to 12/31/9999 [Display change infor]

Gap Hrs Comp Eligibility 01 S 60004826 1

Gap Hrs Eligibility ☒ Comp Aging Limit 365 Days

SAP | E1T (805) | oschr-t1map01

Step 6. Review the **Comp Aging Limit** default value of 365 days. Change to a lesser value, if appropriate.

Image

Create Gap Hrs Comp Eligibility (9017)

Menu

Position

112302350078

Official Court Reporter

Planning Status

Active

Validity

01/01/2026

to

12/31/9999

Display change infor

Gap Hrs Comp Eligibility 01 S 60004826 1

Gap Hrs Eligibility

☒

Comp Aging Limit

365

Days

SAP

E1T (805)

oschr-t1map01

Step 7. Click the **Save** button to save the record.

Image

Create Gap Hrs Comp Eligibility (9017)

Menu | [Dropdown] | [Save (Ctrl+S)] | [Back] | [Forward] | [Cancel] | [Print] | [Help] | [F4]

Position: 11230 [Dropdown] Official Court Reporter

Planning Status: Active

Validity: 01/01/2026 to 12/31/9999 [Display change info]

Gap Hrs Comp Eligibility 01 S 60004826 1

Gap Hrs Eligibility ☒ Comp Aging Limit 365 Days

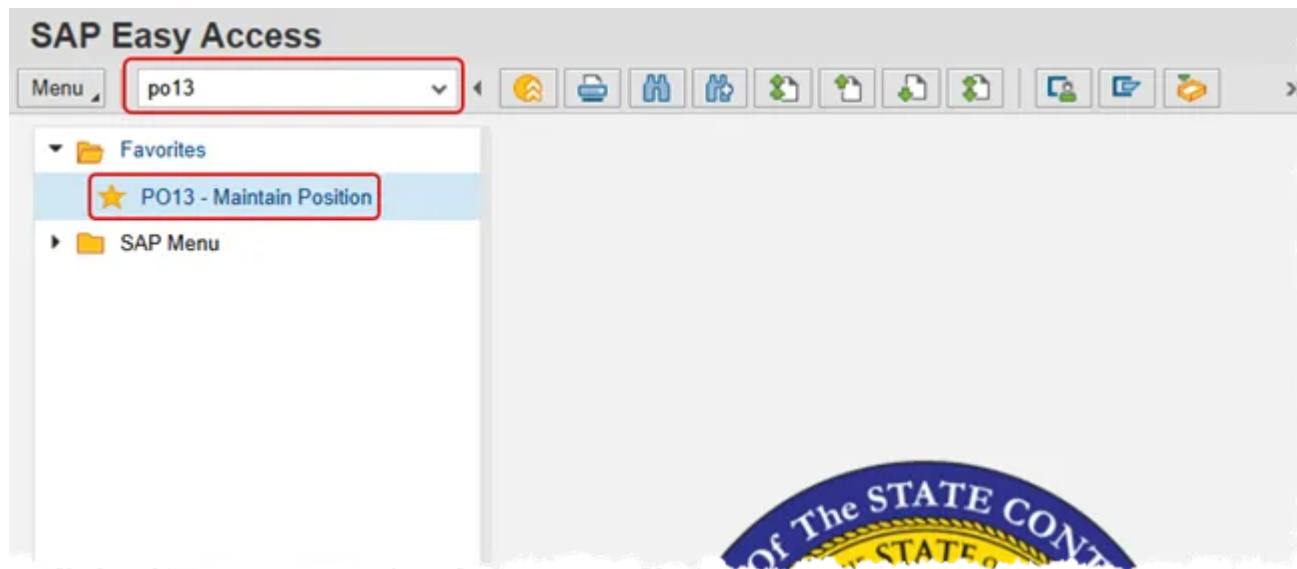
SAP | E1T (805) | oschr-t1map01

Steps to End Gap Hours Comp Eligibility for a Position

There are 9 steps to complete this process.

Step 1. Enter **po13d** in the command field and press enter, or double click it from your [favorites folder](#) if you've previously saved it there.

Image



Step 2. Enter the **Position** number and press enter on your keyboard. Take a moment to read the position title to help verify that you have the correct position selected. This help document will use position 6004936 from the OSC training database.

Image

Maintain Position

Menu | |        |   

Plan version	01 Current plan	
Position	60004936	Procurement Specialist I
Abbr.	711000550707	

Step 3. Select the **All** radio button in the **Time period** section and then click the **Select** button. Doing so allows you to view all historical data for this position.

Image

Procurement Specialist I

0707

Rejected

St.

Time period

☐ Period

From to

☐ Today

☐ Current week

☒ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year

Select.

Step 4. Scroll down in the list of infotypes until you find **Gap Hrs Comp Eligibility**; it will be near the bottom. Select it by clicking the gray box on the left.

Image

Position 60004936 Procurement

Abbr. 711000550707

Active Planned Submitted Approved Rejected

Infotype Name	St.	Time p
Change Object Assignment		☐ Pe
Extended Duty		From
Gap Hrs Comp Eligibility	✓	☐ To
Display Budget	✓	☒ All
Reference Position Number	✓	☐ Fr
SOC and County Code	✓	☐ To
Position Types	✓	
Vacancy Posting Data		
Certified Position		
OM Action History		

Step 5. Click the **Overview** button to see all 9017 records for the position.

Image

Maintain Position

Menu

<<
<
>
>>

Overview (Shift+F8)

Plan version
01 Current plan

Position
60004936 Procurement Specialist I

Abbr.
711000550707

Active
Planned
Submitted
Approved
Rejected

Infotype Name	St.	Time period
Charge Object Assignment		☐ Period From 01/01/1800 to 12/31/9999
Extended Duty		☐ Today ☐ Current week
Gap Hrs Comp Eligibility	✓	☒ All ☐ Current month
Display Budget	✓	

Step 6. Select the row of the record wanted to delimit (change the end date) by clicking the gray box on the left-hand side of the line.

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.

Image

List display with change Gap Hrs Comp Eligibility (9017)

Menu | [Dropdown] | [Icons]

Position: 711000550707 Procurement Specialist I

Planning Status: Active

Gap Hrs Comp Eligibility 01 S 60004936 1

End Date	Start Date	G	Gap
12/31/9999	06/01/2018	x	90

Step 7. Click the **Delimit** button on the menu bar.

Image

List display with change Gap Hrs Comp Eligibility (9017)

Menu | [Dropdown] | [Icons]

Position: 711000550707 Procurement Specialist I

Planning Status: Active

[Delimit (Shift+F1)]

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

Image

Delimit Gap Hrs Comp Eligibility (9017)

Menu

Position

711000550707

Procurement Specialist I

Planning Status

Active

Validity

06/01/2018

to

12/31/2025

Display change infor

Gap Hrs Comp Eligibility 01 S 60004936 1

Gap Hrs Eligibility

☒

Comp Aging Limit

90

Days

Record

1

of

1

SAP

E1T (805)

oschr-t1map01

Step 9. Click the **Delimit** button. The infotype record will be delimited as of the new end date.

Image

