

OM-30 Change Evening Shift Premium (IT9008)

Purpose

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](#).

- 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.

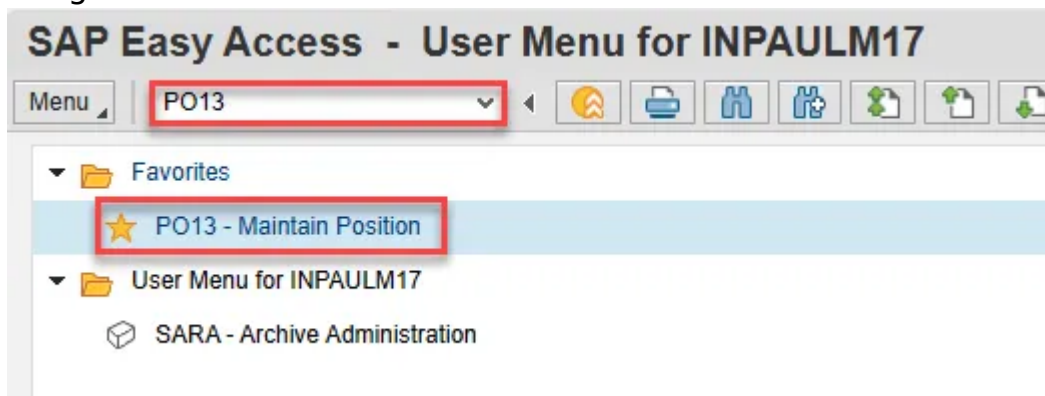
[OSHR Policy](#)

Procedure

There are 13 steps to complete this process.

Step 1. Type **PO13** in the command field (1). Hit enter on your keyboard (2). Also, you can double click it from your favorites folder if you've previously saved it there (3).

Image



Step 2. Input the position number that needs updating. This document will use 60087078 from the OSC training environment.

Image

Maintain Position

Menu

Plan version: 01 Current plan

Position: 60087078 Executive Assistant I

Abbr.: Exec Asst I

Step 3. Click **Enter** 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.

Step 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**.

Image

Maintain Position

Menu



Plan version

01 Current plan

Position

60087078

Executive Assistant I

Abbr.

Exec Asst I

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St..

Single Custody Level Prem

Double Custody Level Prem

Overtime Compensation

Holiday Payout Period

Night Shift Premium

Evening Shift Premium

Weekend Shift Premium

Holiday Premium Rate

On-Call

Callback



Time period

☐ Period

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

☐ Today

☐ Current week

☒ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year



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.

Step 5. Click the **Create** button.

Image

Maintain Position

Menu



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Time period

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☐ Today

☐ Current week

☒ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year



Select.

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

Step 6. Enter the start date of the new record and update the **Evening Shift Prem Rate** field as applicable.

Image

Create Evening Shift Premium (9008)

Menu | [Dropdown] | [Icons]

Position: Exec Asst I Executive Assistant I

Planning Status: Active

Validity: 1/15/26 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%.

Step 7. 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.

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

Click the **Delimit** button.

Image

Maintain Position

Menu



Plan version

01 Current plan

Position

60087078

Executive Assistant I

Abbr.

Exec Asst I

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On-Call

Callback

St...

St...

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St...

St...

Time period

☐ Period

From 01/01/1800

to

12/31/9999

☐ Today

☐ Current week

☒ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year



Select.

Step 9. In the **To** field, enter the last day in which the position was eligible for the shift premium.

Image

Delimit Evening Shift Premium (9008)

Menu

Position Executive Assistant I

Planning Status

Validity to

Evening Shift Premium 01 S 60087078 1

Evening Shift Prem Elig ☒

Evening Shift Prem Rate %

Record of 1

Step 10. Click the **Delimit** button.

Image

Delimit Evening Shift Premium (9008)

Menu
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📱

Position
Exec Asst I
Executive Assistant I

Planning Status
Active

Validity
01/15/2026
to
1/15/26
Display change infor

Evening Shift Premium 01 S 60087078 1

Evening Shift Prem Elig
☒

Evening Shift Prem Rate
10
%

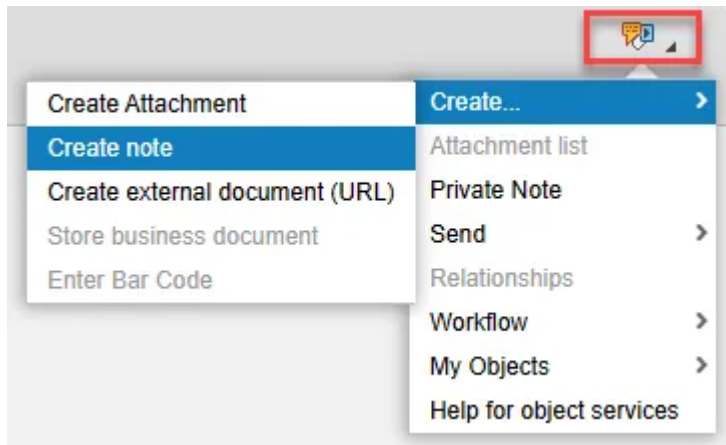
Record 1 of 1

Step 11. 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.

Step 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**.

Image



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.

Step 13. Click the **Back** button.

The system task is complete.

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