OM-31 Change Holiday Payout Period (IT9006)

Purpose

The purpose of this Business Process Procedure is to change the Holiday Payout Period for a position in the Integrated HR-Payroll System.

Trigger

The holiday payout period needs to be changed for a position.

Business Process Procedure Overview

Holiday Payout Period (IT 90076) - Indicates if overtime compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-Subject only) at a point earlier than 12 months from when it was earned. The Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). The default is 365 days. If no record exists, the default value of 365 applies. If it is to be paid out immediately, the Immediate Payout checkbox should be checked.

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.

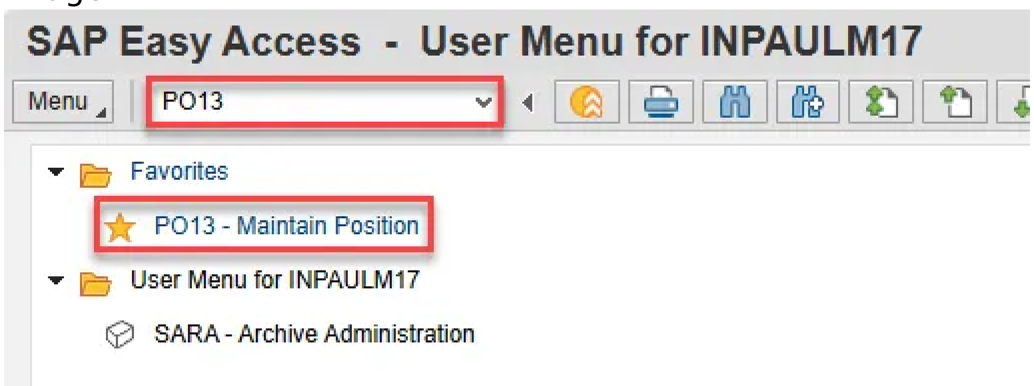
OSHR Policy

Procedure

There are 11 steps to complete this process.

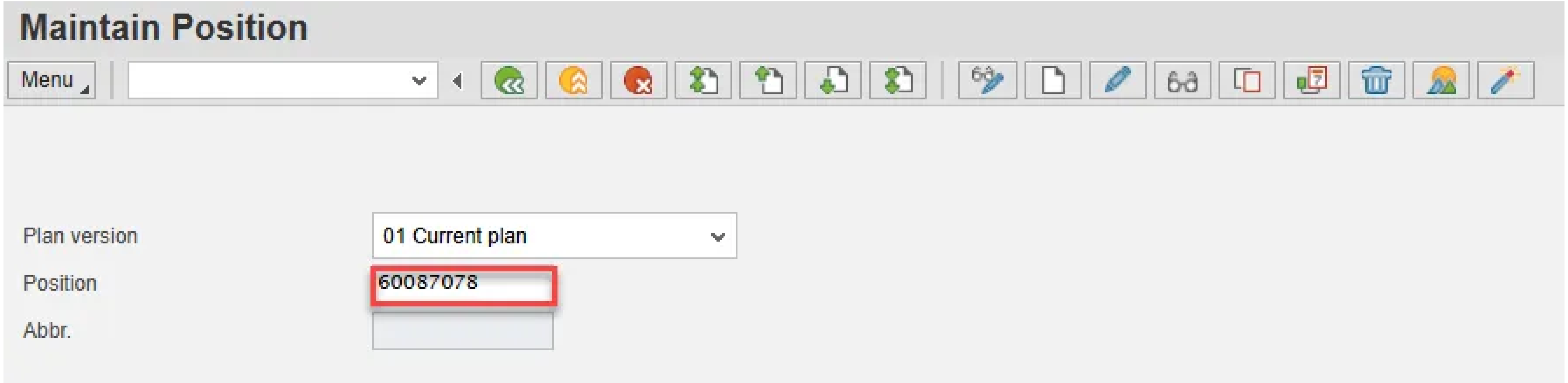
Step 1. Type **PO13** in the command field (1). Hit enter on your keyboard (2). Also, you can double click it from your favorites folder if you've previously saved it there (3).

Image



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

Image



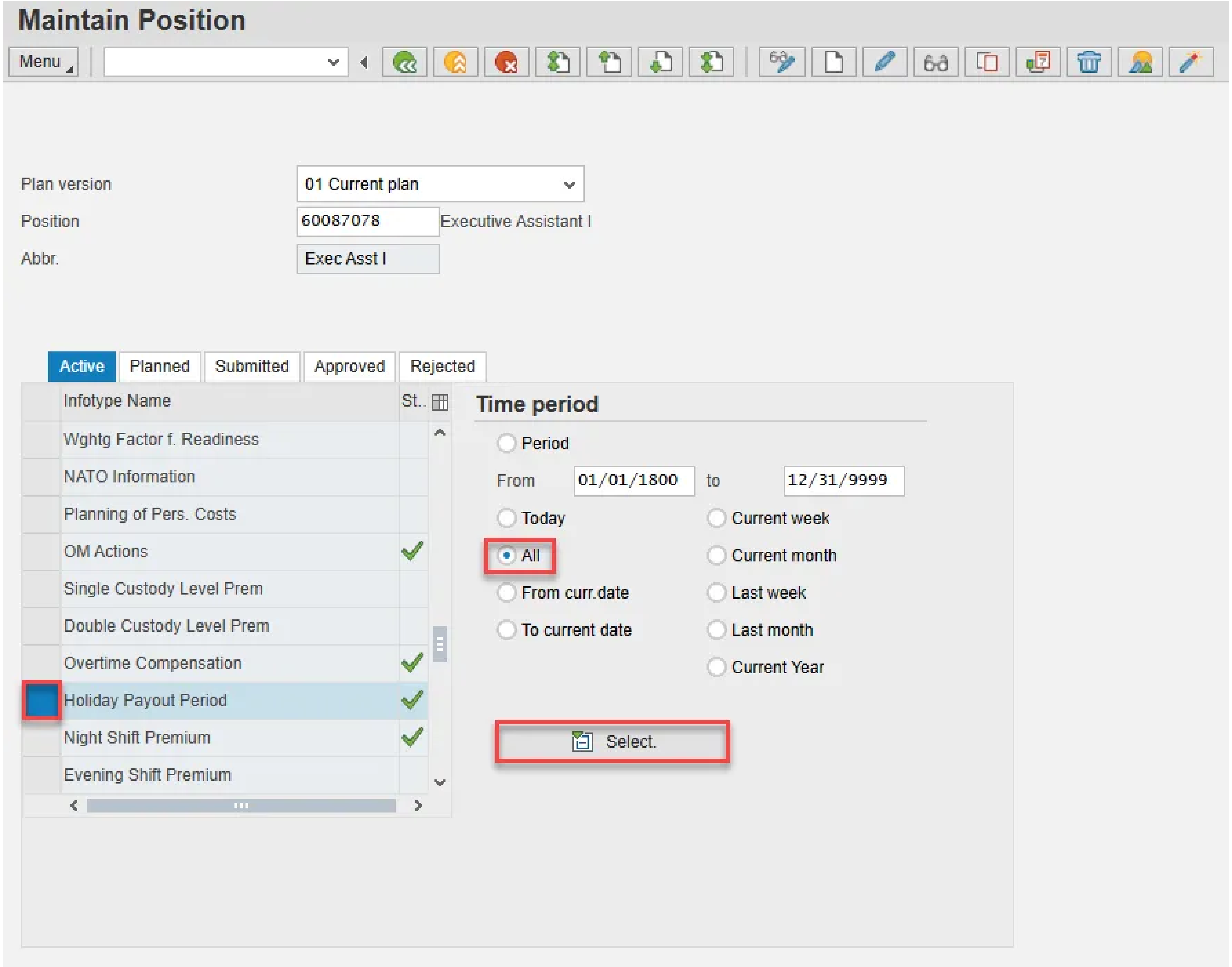
Step 3. Click **Enter** and verify the position displayed is the one you need to change.

Alert! Be vigilant on this step. A position number may already be present 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:

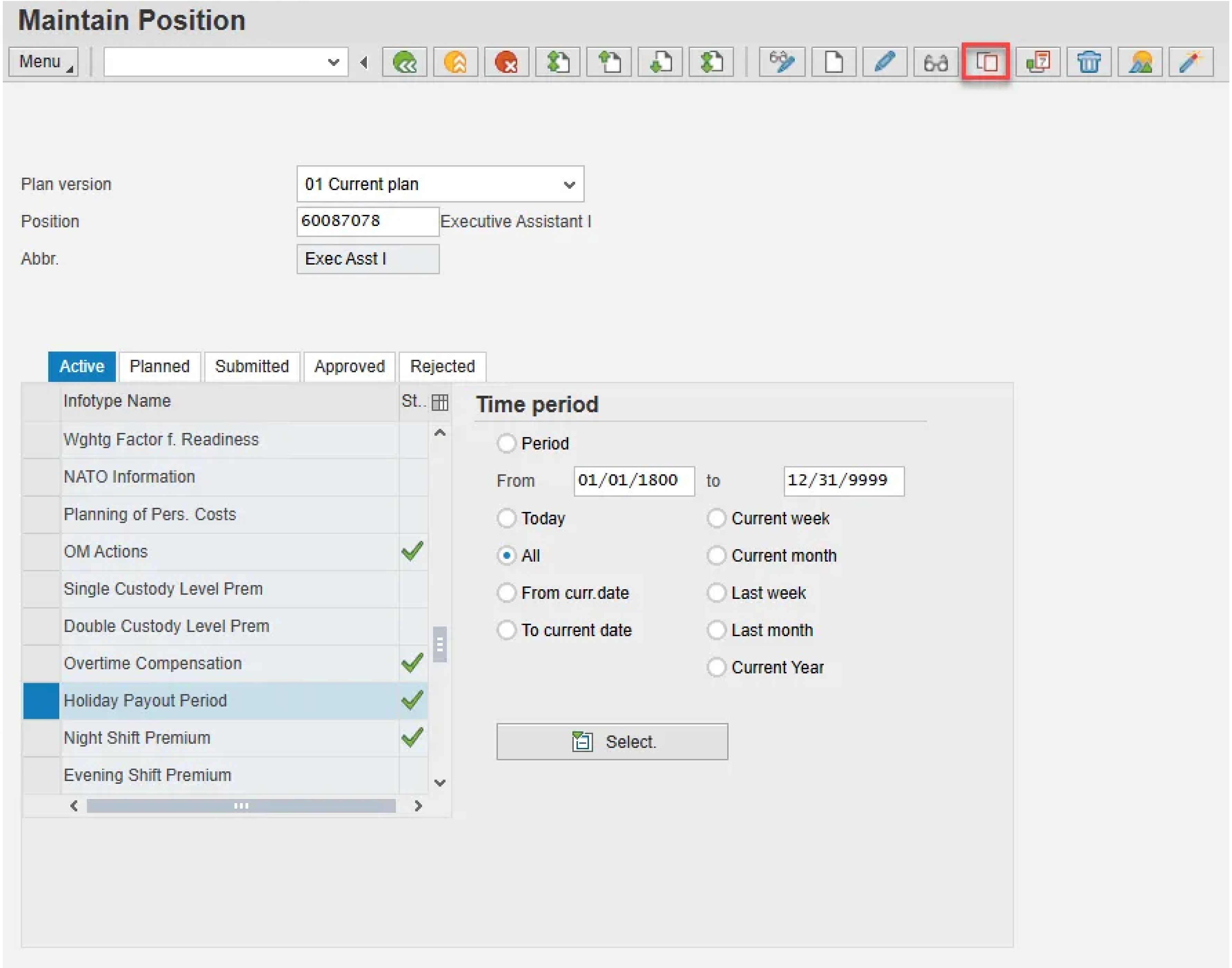
- Scroll down the list of position infotypes and click the square in front of the **Holiday Payout Period** row. There may or may not be a green check already present.
- In the Time Period area click into the **All** radio button and then click **Select**.

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..
Wghtg Factor f. Readiness
NATO Information
Planning of Pers. Costs
OM Actions
Single Custody Level Prem
Double Custody Level Prem
Overtime Compensation
Holiday Payout Period
Night Shift Premium
Evening Shift Premium
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 5. Click the **Copy** button.

Image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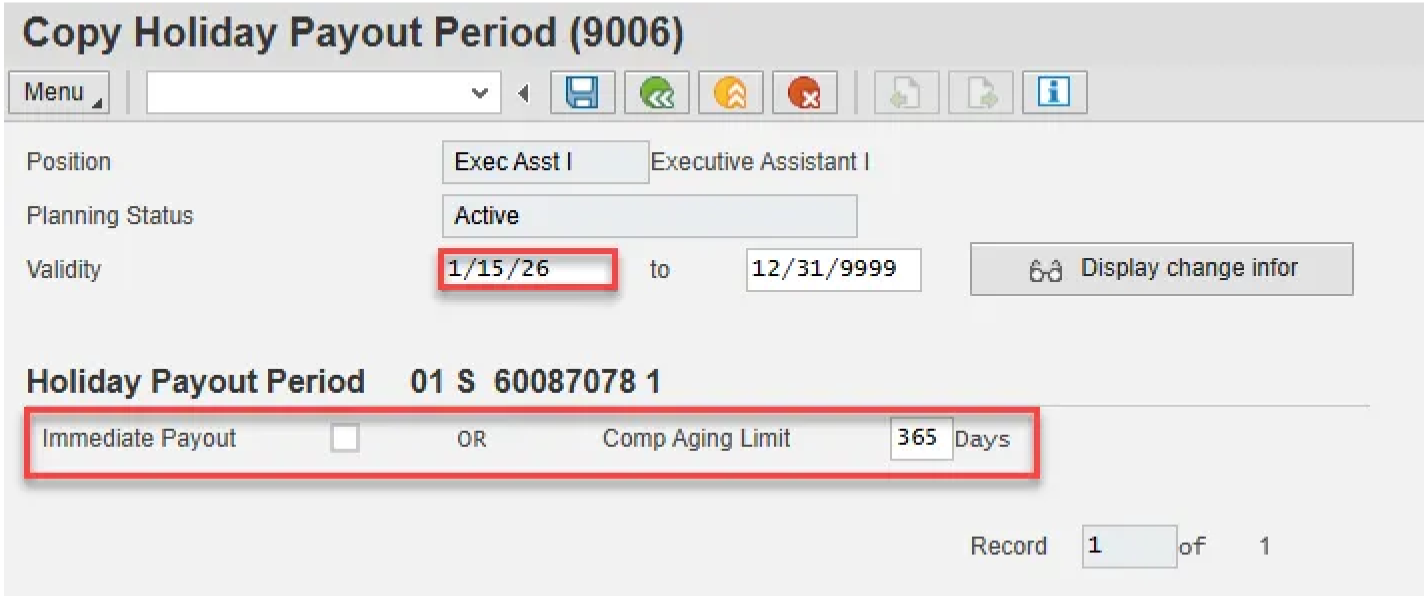
Overtime Compensation
Holiday Payout Period
Night Shift Premium
Evening Shift Premium
Time period
Period
From
01/01/1800
to
12/31/9999
Today
Current week
All
Current month
From curr.date
Last week
To current date
Last month
Current Year
Select.

Step 6. Enter the start date of the new record and update the record as applicable.

Image



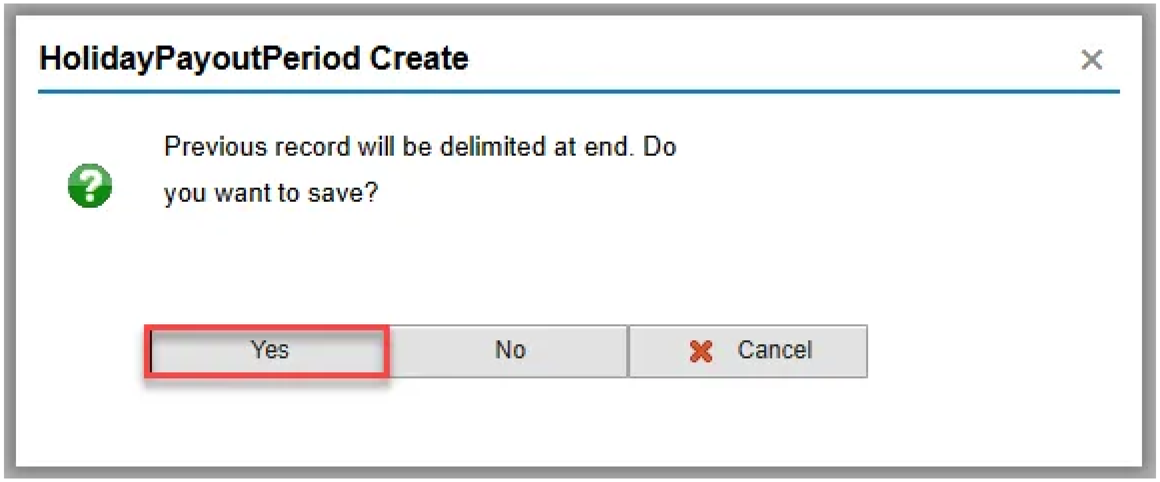
Note: If the ‘Immediate Payout’ check box is checked, no Holiday Comp Time will be accrued, and the employee will be directly paid for work on a holiday.

Note: The default Comp Aging Limit is 365 days. If no record exists, 365 days will be assumed by the Integrated HR-PY System.

Step 7. Click the **Save** button.

Step 8. Click **Yes** to delimit the previous record.

Image

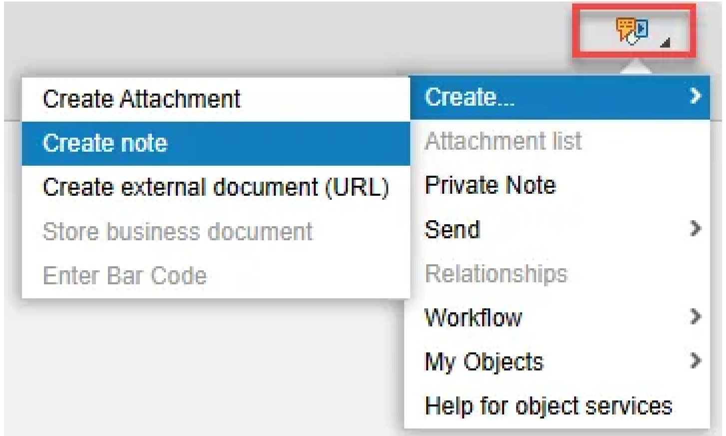


Step 9. Review your work by ensuring that the **Holiday Payout Period** infotype is selected and click the **Overview** button.

A list of all **Holiday Payout Period** Infotypes for the Position will be displayed, including the Validity Dates and either an indicator for immediate payout or a number representing the Comp Aging Limit in days.

Step 10. **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 11. Click the **Back** button.

The system task is complete.

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