

OM-39 Change Position Extended Duty Rate (IT9016)

Purpose

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](#).

- **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.

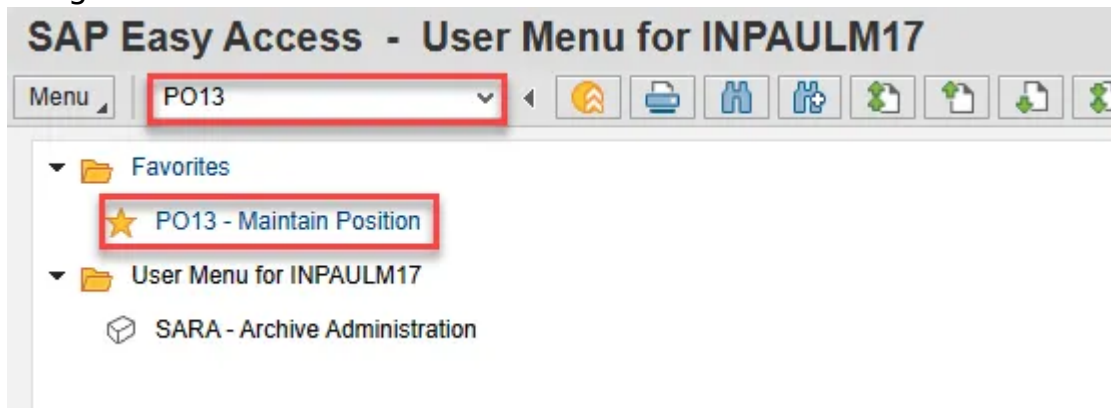
OSHR Policy

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

Abbr.

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St..

Object

Relationships

Description

Department/Staff

Planned Compensation

Vacancy

Acct. Assignment Features

Authorities/Resources

Full Time Equivalent

Employee Group/Subgroup

Time period

☒ Period

From 01/13/2026 to 12/31/9999

☐ Today

☐ Current week

☐ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year



Select.

Step 3. 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.

Step 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**.

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...

Holiday Premium Rate



On-Call

Callback

Time Off Balancing

Weekend Nurse

Charge Object Assignment

Extended Duty

Gap Hrs Comp Eligibility

Display Budget

Reference Position Number



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



Plan version

01 Current plan



Position

60087078

Executive Assistant I

Abbr.

Exec Asst I

Active

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☐ Current month

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☐ 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 **Extended Duty Rate** field with the appropriate salary.

Image

Create Extended Duty (9016)

Menu | [Dropdown] | [Icons]

Position: Exec Asst I | Executive Assistant I

Planning Status: Active

Validity: 1/13/2026 to 12/31/9999 | [Display change infor]

Extended Duty 01 S 60087078 1

Extended Duty Elig: ☒

Extended Duty Rate: 17.50

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 **Extended Duty** 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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Holiday Premium Rate

✓

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✓

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✓

Reference Position Number

✓

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 **Extended Duty Rate**.

Image

Delimit Extended Duty (9016)

Menu

Position

Exec Asst I

Executive Assistant I

Planning Status

Active

Validity

01/13/2026

to

1/13/26

Display change infor

Extended Duty

01 S 60087078 1

Extended Duty Elig

☒

Extended Duty Rate

17.50

Record

1

of

1

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

Image

Delimit Extended Duty (9016)

Menu | [Dropdown] | [Icons]

Position: Executive Assistant I

Planning Status:

Validity: to

Extended Duty **01 S 60087078 1**

Extended Duty Elig: ☒

Extended Duty Rate:

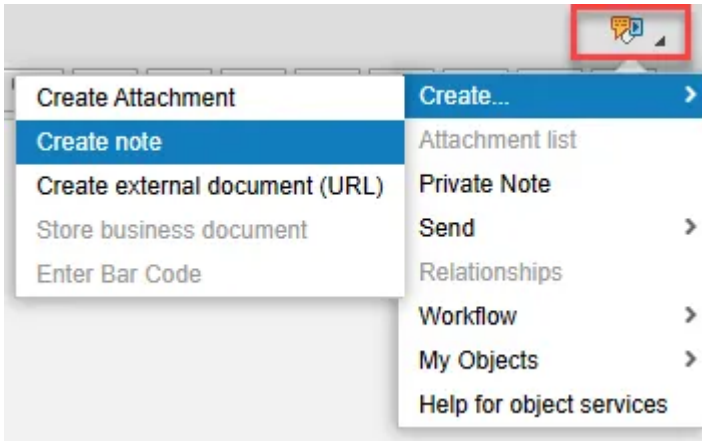
Record of 1

Step 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.

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 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.

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

The system task is complete

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