

OM-41 Change Position On-Call Rate (IT9011)

Purpose

The purpose of this Business Process Procedure is to explain how to change the On-Call rate for a position in the Integrated HR-Payroll System.

Trigger

There is a need to change the On-Call rate for a position in the Integrated HR-Payroll System.

Business Process Procedure Overview

On-Call (IT 9011) - Stores settings for positions that are eligible for On-Call compensation. The accrued box should be checked if the time is to be collected as On-Call comp time. The rate field must be populated with the OSHR approved on-call rate.

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.

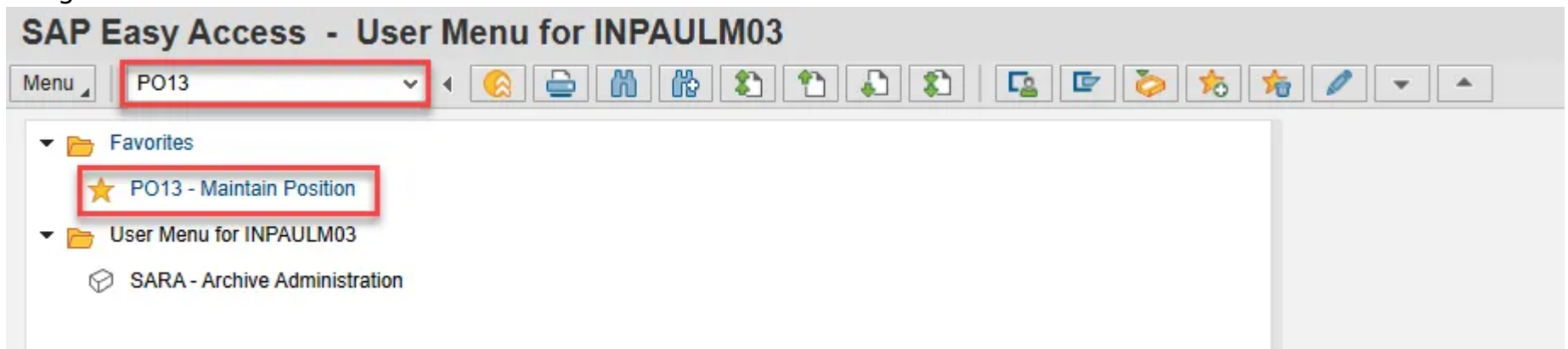
[OSHR Policy](#)

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 01/09/2026 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 **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 **On Call** 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.

Overtime Compensation



Holiday Payout Period



Night Shift Premium

Evening Shift Premium

Weekend Shift Premium



Holiday Premium Rate



On-Call



Callback

Time Off Balancing

Weekend Nurse



Time period

☐ Period

From

01/01/1800

to

12/31/9999

☐ Today

☒ All

☐ From curr.date

☐ To current date



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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01 Current plan

Position

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Executive Assistant I

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Exec Asst I

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Infotype Name

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Overtime Compensation



Holiday Payout Period



Night Shift Premium

Evening Shift Premium

Weekend Shift Premium



Holiday Premium Rate



On-Call



Callback

Time Off Balancing

Weekend Nurse



Time period

☐ Period

From

01/01/1800

to

12/31/9999

☐ Today

☒ All

☐ From curr.date

☐ To current date



Select.

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

Step 6. Enter the start date of the new record then review the **On-Call Comp Accrued** rate and update as applicable. If the position will accrue On-Call Comp, check the **On-Call Comp Accrued** box.

Note: The On-Call rate of \$0.94 will default into that field. It can be changed as stipulated in the [OSHR Policy](#).

Image

Create On-Call (9011)

Menu [dropdown] [icons]

Position: Exec Asst I Executive Assistant I

Planning Status: Active

Validity: 01/09/2026 to 12/31/9999 [Display change infor]

On-Call 01 S 60087078 1

On-Call Eligibility ☒ On-Call Comp Accrued ☐

On-Call Rate \$ 0.94

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 **On-Call** eligibility for a position.)

Click the **Delimit** button.

Image

Maintain Position

Menu



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01 Current plan

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Holiday Premium Rate



On-Call



Callback

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Weekend Nurse



Time period

☐ Period

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

☐ Today

☒ All

☐ From curr.date

☐ To current date



Select.

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

Image

The screenshot shows a web form titled "Delimit On-Call (9011)". At the top, there is a "Menu" button and a dropdown menu. Below this, there are several icons. The form contains the following fields:

- Position:** A dropdown menu with "Exec Asst I" selected, and the text "Executive Assistant I" displayed next to it.
- Planning Status:** A dropdown menu with "Active" selected.
- Validity:** Two date fields. The first field contains "01/09/2026". The second field, labeled "to", contains "01/09/2026" and is highlighted with a red box.
- Buttons:** A button labeled "Display change infor" with a magnifying glass icon.

Below the form fields, there is a section titled "On-Call" with the identifier "01 S 60087078 1". This section contains the following fields:

- On-Call Eligibility:** A checkbox that is checked.
- On-Call Comp Accrued:** A checkbox that is unchecked.
- On-Call Rate:** A field with a dollar sign and the value "0.94".

At the bottom right of the form, there is a "Record" label, a dropdown menu with "1" selected, and the text "of 1".

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

Image

Delimit On-Call (9011)

Menu ▼ ◀ ▶ ⏮ ⏭ ⏹ 📄 📄 👤 📅

Position Exec Asst I Executive Assistant I

Planning Status Active

Validity 01/09/2026 to 01/09/2026 🔍 Display change infor

On-Call **01 S 60087078 1**

On-Call Eligibility ☒ On-Call Comp Accrued ☐

On-Call Rate \$ 0.94

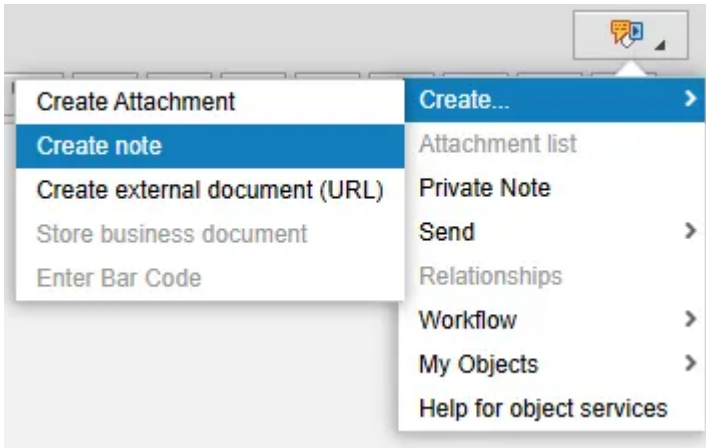
Record 1 of 1

Step 11. Review your work by ensuring that the **On-Call** infotype is selected and click the **Overview** button

A list of all **On-Call** infotypes for the Position will be displayed, including the Validity Dates, eligibility for the compensation, the On-Call rate and whether On-Call Comp will be accrued.

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 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.

13. Click the **Back** button.

The system task is complete

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