

OM-43 Change Working Week Hours (Action 115)

Purpose

The purpose of this Business Process Procedure is to explain how to change the working week hours on a position in the Integrated HR-Payroll System.

Trigger

There is a need to change the working week hours on a position.

Business Process Procedure Overview

This action is used to change the number of hours per week of a part-time position (less than 40 hours per week) which does not change the appointment type (Employee Group field) or the FSLA rules for the position (Employee Subgroup field).

Access Transaction

Via Menu Path: None

Via Transaction Code: ZOMA069

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 Documents](#) page of the OSC website.

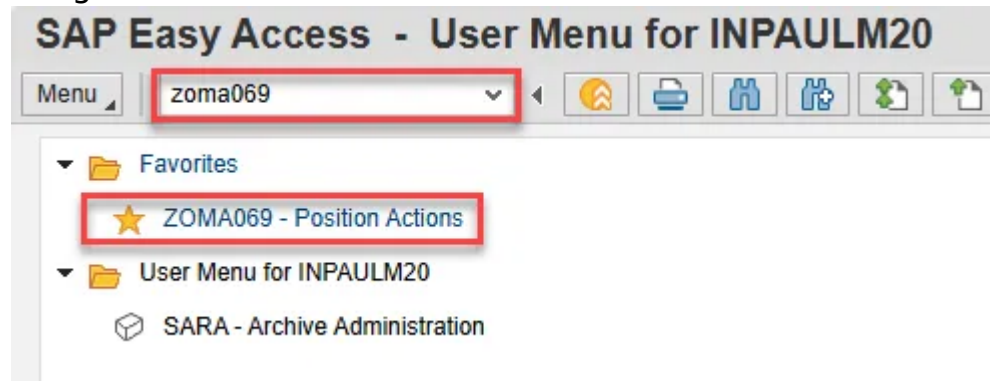
- **Copy** is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- **Change** is to be used only if you make a spelling or other simple error and want to change the record. There is no history tracked on what the record used to be if you use the change functionality.

Procedure

There are 17 steps to complete this process.

Step 1. Type **ZOMA069** 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. Use action code **115** to complete a **Position Hours Change** action. It may be typed directly into the **Action** field, or you can use the **Matchcode** button to select it from a list of all available actions.

Image

The screenshot shows a web interface titled "Position Action". At the top, there is a "Menu" button and a dropdown menu. Below this, there are several icons: a green double arrow, a yellow arrow, a red X, a document icon, a pencil icon, and a "6d" icon. The main section is titled "Position" and contains a table with one row. The first column is labeled "Action" and the second column contains the value "115", which is highlighted by a red rectangular box.

Position	
Action	115

Step 3. Click the **Enter** button. You will be able to verify that you've chosen the correct action, and two new editable fields will be available.

Step 4. Input the position number that needs the county changed. This document will use 60083934 from the OSC training environment. Next, input the effective date of the proposed change.

Image

The screenshot shows the same "Position Action" web interface. Below the "Position" section, there is a "Position Hours Change" section. It contains three rows of data. The first row is "Action" with the value "115". The second row is "Position" with the value "60083934", which is highlighted by a red rectangular box. The third row is "Valid from" with the value "01/09/2026", which is also highlighted by a red rectangular box. To the right of the "Valid from" field, there is a "to" label and a date field containing "12/31/9999".

Position	
Action	115
Position	60083934
Valid from	01/09/2026

Position Hours Change

Processing Assistant III

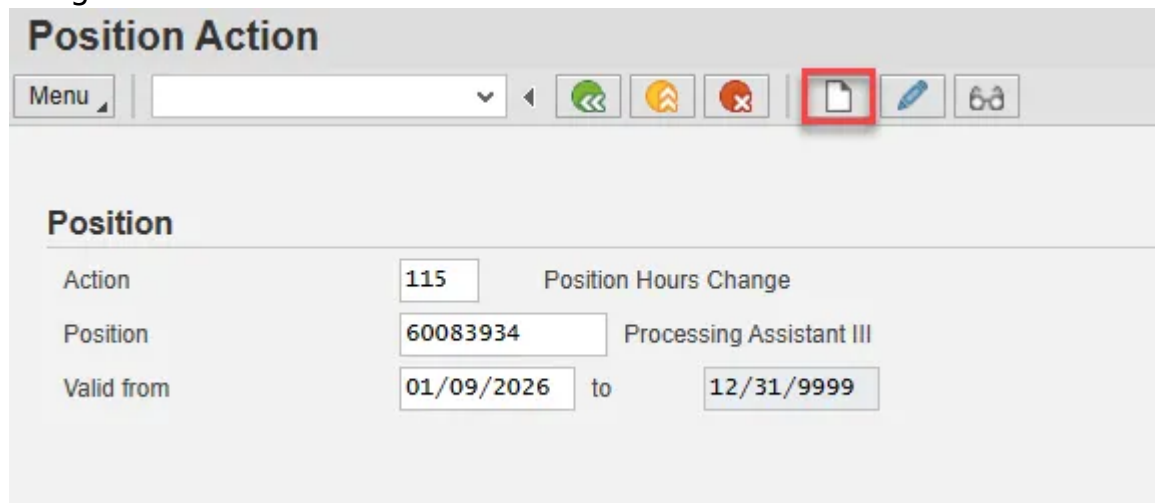
to 12/31/9999

Step 5. Click the **Enter** button and verify the position displayed is the one you need to change.

Alert! Be vigilant on this step. Once you complete the next step, the **Action** type and **Valid from** date are locked in. They can only be changed by starting over.

Step 6. Click the **Create** button.

Image



The screenshot shows a web interface titled "Position Action". At the top, there is a "Menu" button and a dropdown menu. Below these are several icons: a green double arrow, a yellow double arrow, a red X, a blue document icon (highlighted with a red box), a blue pencil, and a "60" icon. The main section is titled "Position" and contains three rows of data:

Position	
Action	115 Position Hours Change
Position	60083934 Processing Assistant III
Valid from	01/09/2026 to 12/31/9999

Step 7. In the **New Value** column, enter the new **Weekly Working Hours**. Remember – The new value must be less than 40 so that the position remains in a part time EE Subgroup.

Note: The data used in this example is provided for sample purposes only. The data will change depending on the Agency and specific position being changed.

If the affected position has a **Holder**, it will be displayed in the Position Header section, as will the name of their **Supervisor** if that is an occupied position. These fields can be used to verify that the correct position number has been selected.

Image

Position Hours Change - CREATE

Menu ▾
▾
◀




Initiate Work Flow

Position Header

Position	60083934	Processing Assistant III	Org Unit	20010309	CR CDS NC SYMPHONY Ticketing
PCR Number			Reports To	60083938	Administrative Assistant I
Valid from	01/09/2026	to	12/31/9999	Supervisor	
Holder			WF Status		
Personnel area	4601	Natural and Cultural Resources			

	CURRENT VALUE		NEW VALUE	
Weekly Work Hours	30.00		35	

Step 8. The Position Hours Change action also allows for a change in the time settings for the position, though it is not required to do so. If new values are not entered, the current values will remain in place. There are ten fields which may be changed, and the scroll bar must be used to access them all.

Image

	CURRENT VALUE	NEW VALUE
Weekly Work Hours	30.00	35

Time

Overtime Compensation(9005)

	CURRENT VALUE	NEW VALUE
Immediate Payout	☐	☐
	OR	OR
Comp Aging Limit	365 Days	Days
Delimit 9005	☐	

Holiday Premium Rate(9010)

	CURRENT VALUE	NEW VALUE
Holiday Premium Rate	50 %	%
Delimit 9010	☐	

Holiday Payout Period(9006)

	CURRENT VALUE	NEW VALUE
Immediate Payout	☐	☐
	OR	OR
Comp Aging Limit	365 Days	Days

On-Call(9011)

	CURRENT VALUE	NEW VALUE
On-Call Comp Accrued	☐	☐
On-Call Rate	\$ 0.00	\$
Delimit 9011	☐	

Note: Information about each of these settings can be found at the [OSHR Policies](#) web page.

Step 9. Click the **Save** button.

Image

Position Hours Change - CREATE

Menu | |     |

Position Header

Position	60083934	Processing Assistant III	Org Unit	20010309	CR CDS NC SYMPHONY Ticketing
PCR Number			Reports To	60083938	Administrative Assistant I
Valid from	01/09/2026	to 12/31/9999	Supervisor		
Holder			WF Status		
Personnel area	4601	Natural and Cultural Resources			

	CURRENT VALUE	NEW VALUE
Weekly Work Hours	30.00	35

Step 10. Record the pertinent data in your OM Transaction log. OSC Training recommends recording the **PCR Number, Position, Valid From date, Action Type**, and **date of initiation** at a minimum. This data can be used to track your request through the Workflow process.

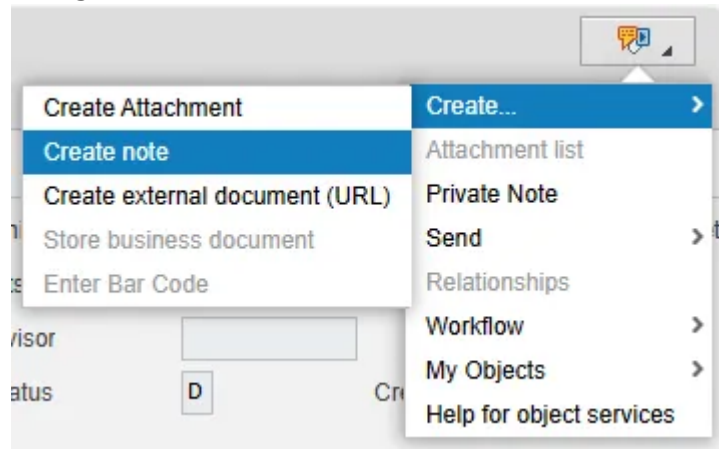
Step 11. Add a note. This is a required step and is not optional. Access the [OM Action Notes Template](#) help doc to utilize the template for a Position Hours Change action. Copy this template into your clipboard. (Highlight the needed cells then press Ctrl-C or Right click and choose Copy).

Image

56	Position Hours Change
57	PCR Initiator Name/PRNR:
58	PCR Creation Date:
59	PCR Effective Date:
60	PCR #:
61	Hours From/To:
62	

Step 12. Return to your SAP window and click the right side of the **Services for Object** button to access the dropdown menu. Hover over **Create** and then click on **Create Note**.

Image



Step 13. Give your note a title and then click into the bottom area of the pop-up screen. Paste the template (Ctrl-V or Right click and choose Insert) and then complete the required data.

Image

Image

Position Hours Change - CREATE

Menu

Initiate Work Flow

Position Header

Position	60083934	Processing Assistant III	Org Unit	20010309	CR CDS NC SYMPHONY Ticketing
PCR Number	5000002369		Reports To	60083938	Administrative Assistant I
Valid from	01/09/2026	to 12/31/9999	Supervisor		
Holder			WF Status	D	Created
Personnel area	4601	Natural and Cultural Resources			

Step 16. You will receive a message that your Workflow has been submitted.

Step 17. You can use the PCR number and position ID to track your request through the Workflow process. The [OM Workflow Report](#) help document demonstrates how to do so.

The system task is complete.

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