

TM-41 Work Schedule Rule Finder

Purpose

The purpose of this job aid is to explain the Work Schedule Rule finder search tool to find work schedules on IT0007 via the WSR Finder button.

WSR Finder (IT0007)

To change a work schedule rule on an individual, process the change via the PA30 transaction code. Always use **COPY** to keep a record of the historical work schedules. This process is used only if an action isn't required for the change.

There are 4 steps in this process.

Step 1. In **PA30**, go to **Infotype 0007** (Planned Working Times) and click the **Copy** button.

Image

Maintain HR Master Data

Menu

Personnel no.

80000449

Name

Tomeka Avans20

EEGroup

A

SPA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

A1

FT N-FLSAOT Perm

CostC

4699999999

CULTURE RESOURCES

Basic Personal Data

Payroll

Benefits

Time

Addtl. Personal Data

Planning Data

Infotype Text

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Family Member/Dependents

I-9 Residence Status

Additional Personal Data

Statu

✓

✓

✓

✓

✓

✓

✓

✓

✓

Period

Period

From

To

Today

Current Week

All

Current Month

From Today

Last Week

Until Today

Last Month

Curr. Period

Current Year

Choose

Direct selection

Infotype

Planned Working Time

STy

Step 2. Enter the **Start** date.

Image

Work schedule rule

Work schedule rule

N01N08GN

MTWHF-8, SaS-O

WSR Finder

Time Mgmt status

1 1 - Positive Time Recording

Working week

07 Wk - Sun (mdnt) - Sat

☐ Part-time employee

The WSR Finder tab is a tool for use in searching for a user specific work schedule rule.

Step 4. Search by applying the designated hours on the expected day in the **Planned working hrs** column.

Image

Work Schedule Rule Finder

Filter Criteria for Search

	Expand/Collapse	Week	Weekday	Work Start	Start +/-	End of work	End +/-	Planned working hrs
		Week 1						
			Monday					
			Tuesday					
			Wednesday					
			Thursday					
			Friday					
			Saturday					
			Sunday					

Note: The only usable searchable field is Planned working hrs.

SCENARIO: THE EMPLOYEE IS EXPECTED TO WORK 5.5 HOURS ON TUESDAY.

There are 3 steps in this scenario.

Step 1. Apply **5.5 hours** on Tuesday in the Planned working hrs field and click the **Execute Search** button. After the search is executed, the work schedule rules containing the searched daily hours are displayed in list form.

Step 2. Choose the appropriate work schedule.

Step 3. Review the Time Mgmt status, Working week and Weekly working hours for correctness.

Access the PA job aid [Change Work Schedule Rules](#) for full work schedule rule change directions.

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