**Transaction:** PO13

**IT9008 Change Evening Shift Premium**

**Trigger:**

Use this document to change the Evening Shift Premium for a Position.

**Business Process Procedure Overview:**

**Evening Shift Premium (IT 9008)**: Stores settings related to Evening Shift Premium eligibility and Payouts. If OSHR has approved a rate other than the default of 10%, the rate must be entered as a percentage in the “Rate” field.

**Procedure**

1. From the SAP Easy Access Screen, type **PO13** into the Command Field.
2. Click **Enter**.

![SAP Easy Access Screen with PO13 entered]
The Maintain Position Screen will be displayed.

3. Enter the position number that you wish to change (i.e. 60087078)

4. Click **Enter**.

The position details will populate.

5. Scroll until you find “Evening Shift Premium.” A Green check indicates that an Evening Shift Premium record currently exists.

6. Click the **button** to the left of “Evening Shift Premium”
7. Click **Copy** (See next page for other options).

You have several options for modifying an Infotype:

- **Create**
  
  Creates a New record where. Use when creating an IT which has not existed before

- **Copy**
  
  Delimits the existing Infotype and creates a new, current IT. This method is HIGHLY recommended, as it preserves historical data.

- **Change**
  
  Changes an existing Infotype without creating a new record. This method is NOT recommended as it overwrites historical record.

![Copy Evening Shift Premium Screen](image)

The Copy Evening Shift Premium screen will be displayed.

8. Change the start date of the record to the effective date of the change. (i.e. 01/01/2016)

9. Change the “Evening Shift Premium Rate.” (i.e. 10%)

10. Click **Save**.

![Save Confirmation Screen](image)

If you are Copying and Infotype, you will receive a message reminding you that the previous record will be delimited.

11. Click **Yes**.
You should receive a message that the Record was created.

To view and confirm the change:

12. Click the button to the left of “Evening Shift Premium”.

13. Click Overview.

A list of all Evening Shift Premium Infotypes for the Position will be displayed, including the Validity Dates, whether the Position is eligible for Night Shift Premium, and the premium rate.
If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area): (919) 707-0707  
Phone (Toll Free): (866) 622-3784  
Email: BEST@osc.nc.gov

Training HELP website:
http://www.osc.nc.gov/training/osctd/help/

Other Job Aids:
- OM Tips and Tricks Job Aid
  Under Organizational Management > Job Aids
- PO13 Create Position Infotypes
  Under Organizational Management > BPPs

**Change Record**

<table>
<thead>
<tr>
<th>Change Date: 12/4/2015</th>
<th>Changed by: David Lassiter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes:</td>
<td>Changed by: David Lassiter</td>
</tr>
<tr>
<td>Moved Change log to the end of the document.</td>
<td></td>
</tr>
<tr>
<td>Updated Format, Screenshots, language and layout.</td>
<td></td>
</tr>
<tr>
<td>Added “Additional Resources” Section</td>
<td></td>
</tr>
<tr>
<td>Moved Tips and Tricks to “Additional Resources” Section.</td>
<td></td>
</tr>
</tbody>
</table>