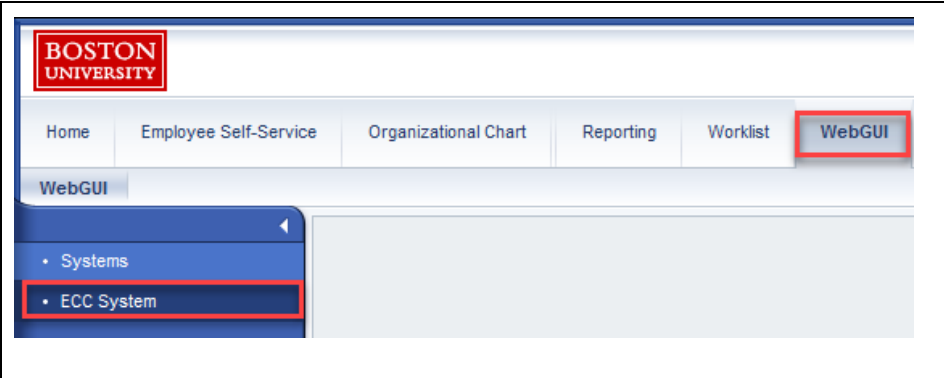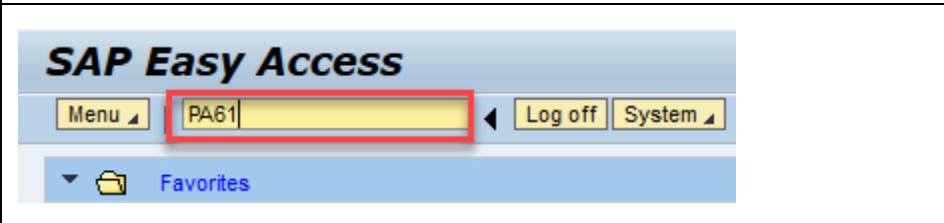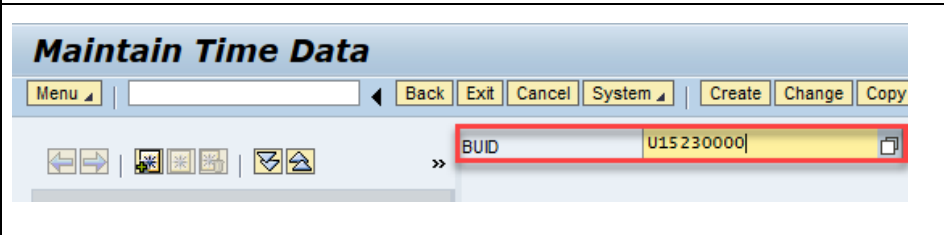# Processing an Employee Shift Substitution–Quick Reference Guide

Perform this procedure to execute a substitution transaction for an employee's planned working time for the following reasons:

1. An employee's shift needs to be changed for a *short period of time* or
2. If the employee is to work on a scheduled day off instead of a planned work day

	1. Log on to **BUworks Central** https://ppo.buw.bu.edu 2. Click on **WebGUI** 3. Click on **ECC System**
	4. Type **PA61** in the transaction command window and press the **Enter** key. The **Maintain Time Data** screen launches in a new window
	5. Enter **employee's BUID** and press **Enter**. (You can also search for an employee by name/pernr by clicking on match code provided in the BUID box)

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6. The employee's details such as name, pernr, Org. unit, Enterprise structure details such as personnel area/subarea, Employee group/subgroup are displayed automatically

7. Click on **Substitutions**

8. Click on **Create**

9. Enter dates in **From** (lower limit of the range) and **To** (Upper limit of the range)

10. Enter 01 for the **substitution type** which is used to designate that the change is for a shift change

11. Enter the **daily work schedule** for the employee, which includes the number of hours in the day and the shift worked

Example: D08B. The four digit DWS value always begins with a "D" to designate it as a daily schedule, followed by the scheduled hours in a day, for example, 07 = 7 hours, 08= 8 hours, 85 = 8.5 hours, etc.

The last digit represents the shift:
A= day shift, B = evening shift, C = night shift

12. Click on **Save** to save the substitution record. The system displays the message **Record Created.** The transaction is complete!