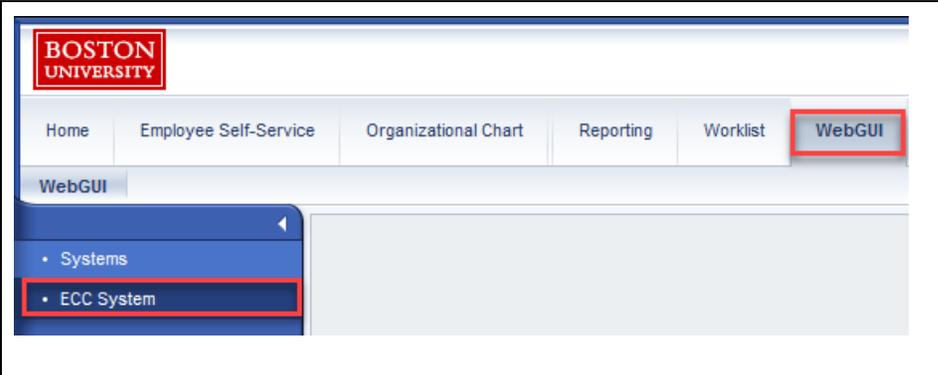
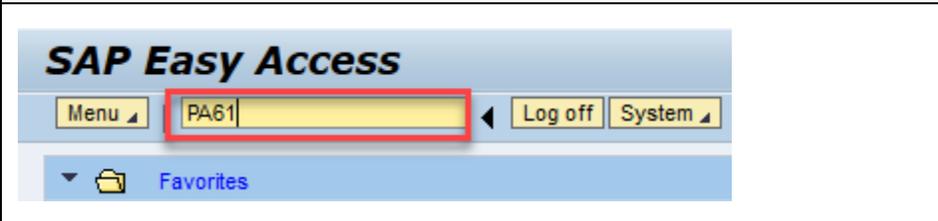
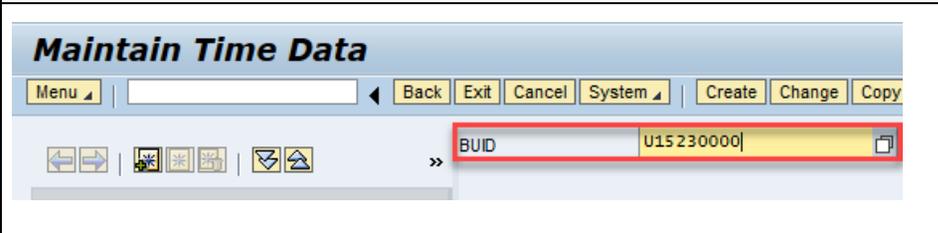


# Processing an Employee Shift Substitution–Quick Reference Guide

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

	<ol style="list-style-type: none"> <li>1. Log on to <b>BUworks Central</b> <a href="https://ppo.buw.bu.edu">https://ppo.buw.bu.edu</a></li> <li>2. Click on <b>WebGUI</b></li> <li>3. Click on <b>ECC System</b></li> </ol>
	<ol style="list-style-type: none"> <li>4. Type <b>PA61</b> in the transaction command window and press the <b>Enter</b> key. The <b>Maintain Time Data</b> screen launches in a new window</li> </ol>
	<ol style="list-style-type: none"> <li>5. Enter <b>employee's BUID</b> and press <b>Enter</b>. (You can also search for an employee by name/pernr by clicking on match code provided in the BUID box)</li> </ol>

# Processing an Employee Shift Substitution–Quick Reference Guide

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

## Processing an Employee Shift Substitution–Quick Reference Guide

The screenshot shows the 'Create Substitutions (2003)' application window. The title bar reads 'Create Substitutions (2003)'. The menu bar includes 'Menu', 'Save', 'Back', 'Exit', 'Cancel', 'System', 'Previous record', 'Next record', 'Info type overview', and 'Options'. The 'Save' button is highlighted with a red box. The main form area contains the following fields:

Person ID		Person Assign	50000043 Active
Personnel No		Name	
EE group	8	Staff-NonExempt FT Personnel ar	1000 Charles River Campus
WS rate	F07HD1N1	7 hour 5 day	Status Active
From	09/21/2011	To	09/21/2011
Subst type	ST	Shift substitution	
Daily work schedule	<input type="checkbox"/>		

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