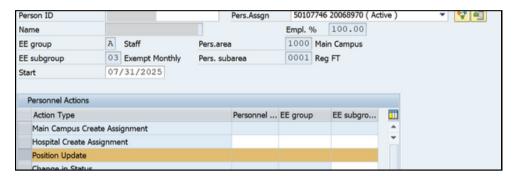


Return from Reduced Seasonal Hours

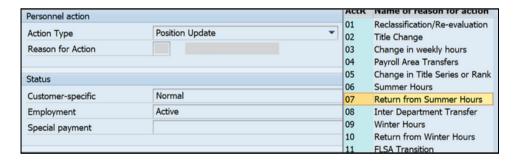
To return the employee to the regular schedule (at the end of Seasonal Hours), carry out the Position Update Action:

- 1. Enter PA40 in the command field of the SAP Easy Access screen.
- **2.** Enter the employee's **Person ID** and enter the start date of the return from the Seasonal Hours schedule. Select Position Update in the Actions list and execute.

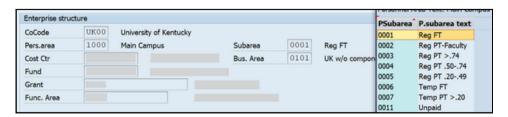


3. Record the Reason for Action and save.

Note: If you are processing any type of Reduced seasonal hours, you will still select the code 06 Summer Hours.



4. The **Personnel Subarea** should default back to Regular Full Time on Organizational Assignment (0001). Verify that it came in correctly and **save**.





5. the **FTE** should default back to 100% on Planned Working Time (0007). Verify that it came in correctly and **save**.



6. On **Basic Pay** (0008), verify (and change if necessary) the period amount to be paid. **Note:** For salaried employees, change the rate of pay *back to the full-time amount*. For example, this employee had been working at 80% FTE during the summer at a monthly salary of \$4,800. Upon her return to 100% FTE, her monthly rate of pay would be increased to \$6,000.

For hourly employees, the hourly rate would remain the same.



- 7. Remember to save.
- **8.** Save back up documentation as a PDF. Back up documentation for Return from Reduced Seasonal Hours will be the same Supervisor's approval email you initially attached for the Reduction. Ensure this email includes the start and end date of reduction.
- **9.** Go to your workflow where you will attach the appropriate back up documentation and proceed workflow to next approver.
- **10.** Review workflow status to ensure unlocked prior to payroll deadline.