

HRMS Coding Reference Guide Part-Time Employees

Guidelines for coding part-time employees in HRMS. Refer to HRMS Data Definitions Resource Guide for HRMS definitions, additional notes, and examples.

HR Master Data	Salaried, Part-time Employees	Hourly, Part-time Employees	Daily Employees
Organizational Assignment (0001)			
Employee Subgroup	M-OT Elig>Daily Sche (04) M-OT Elig>40hrs/wk (06) M-OT Elig Law En>160 (10) M-OT Elig Law En>171 (12) M-OT Elig Nrs>80h/2w (16) M-OT Elig>WSP Shift (18) M-OT Elig>Sched WSF (20) Monthly(M) OT Exempt (01)	H-OT Elig>Daily Sche (03) H-OT Elig>40hrs/wk (05) H-OT Elig Law En>160 (09) H-OT Elig Law En>171 (11) H-OT Elig Nrs>80h/2w (15) H-OT Elig>WSP Shift (17) H-OT Elig>Sched WSF (19) *Hourly (H) OT Exempt (00)	Daily OT Exempt (02)
Planned Working Time (0007)			
Time Management Status	9 - Time evaluation of planned times	1 - time evaluation of actual times	1 - time evaluation of actual times
Part-time employee	Part-time employee box should be checked for all part-time employees.		
Employment Percent	Enter the percentage of time the employee is scheduled to work. If the employee's scheduled hours will vary, enter an approximation. May remain at 100% if reducing the percentage would reduce the employee's daily work schedule beyond their maximum daily hours worked.		
Basic Pay (0008)			
Capacity Utilization Level (Cap.util.lvl)	The percentage of time the employee is scheduled to work (should be the same percentage of a full-time salary; see Wage Type Amount below)	This field must be set to 100% if the hourly employee receives additional pay on their basic pay infotype, such as assignment pay.	This field may be set to 100%.
Working Hours per Payroll Period (WkHrs/period)	This field should align with the Capacity Utilization Level, based on 2,088 full-time working hours in a calendar year. Example 1: If Capacity Utilization Level = 100.00, then Working Hours per Payroll Period = 87.00. Example 2: If Capacity Utilization Level = 80.00, then Working Hours per Payroll Period = 69.60 (87.00 x 80% = 69.60)		
**Wage Type	1003 - Pay Period Salary	1001 - Base Rate / Hourly Wage	1006 - Base Rate / Daily Wage
**Wage Type Amount	Semi-monthly salary amount. When Capacity Utilization Level is less than 100%, the Wage Type Amount should reflect that percentage of the full-time salary.	Hourly rate	Daily / stipend rate
Annual Salary (Ann.salary)	The annualized amount of wages, including most additional pay wage type amounts. If no additional pay, then semi-monthly salary x 24.	The annualized amount of wages, including most additional pay wage type amounts. If no additional pay, then hourly rate x 2,088 x Cap.util.lvl percentage.	\$0.00
CAT (CAT2) or shadow system			
Time Sheet	Employees will be paid based on their work schedule and semi-monthly salary. Time sheet entries are necessary for overrides or adjustments.	Employees will not be paid unless time sheet entries are keyed.	Employees will not be paid unless time sheet entries are keyed.

*Before using Hourly (H) OT Exempt (00) Employee Subgroup, ensure that paying the employee hourly will not jeopardize their exempt status under FLSA or other applicable law.

**Wage types listed are for base pay only. Additional wage types can be added when an employee is given additional pay for reasons including, but not limited to, temporary higher level duties, assignment pay, speciality pay, education incentive pay, and shift differential.