

Weekend Option Nurse

OM Process:

As you see illustrated in the screen shots below, BEST has activated the Weekend Nurse position eligibility setting on the positions of the nurses identified in the attached spreadsheet who are transitioning from the Baylor schedule to the Weekend Option schedule effective 08/03/11. The Personnel Subarea has also been changed to AC01 on the Account Assignment Feature tab (for those positions that weren't already AC01). These positions remain full-time positions.

The screenshot displays the SAP 'Maintain Position' dialog box. The 'Active' tab is selected, and the 'Weekend Nurse' checkbox is checked. The 'Time period' section shows the date range from 01/01/1800 to 12/31/9999, with 'All' selected as the time period option. The 'Personnel Subarea' is set to AC01.

Plan version: Current plan
Position: 60053315 Professional Nurse
Abbr.: 900000075091

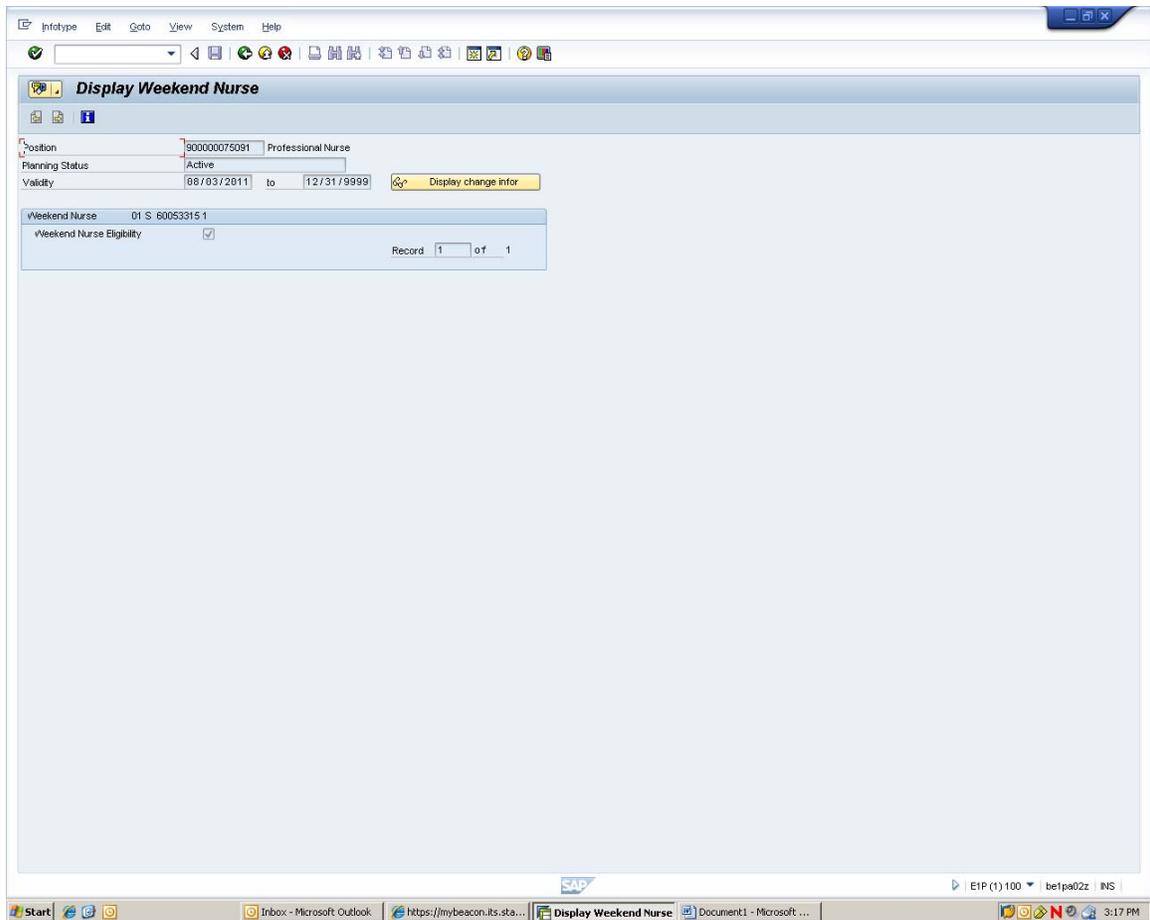
Active | Planned | Submitted | Approved | Rejected

Infotype Name	S.
Weekend Shift Premium	✓
Holiday Premium Rate	✓
On-Call	
Callback	
Time Off Balancing	
Weekend Nurse	✓
Charge Object Assignment	✓
Extended Duty	
Gap Hrs Comp Eligibility	
Display Budget	✓

Time period
 Period
From 01/01/1800 to 12/31/9999
 Today
 All
 From curr. date
 To current date
 Current week
 Current month
 Last week
 Last month
 Current Year
Select

SAP | EIP (1) 100 | be1pa02z | INS

Start | Inbox - Microsoft Outlook | https://mybeacon.its.sta... | Maintain Position | 3:16 PM



OM Maintenance:

- *The Weekend Nurse position eligibility setting should be delimited if/when the position is no longer utilized as a weekend option schedule.*
- *The Personnel Subarea should be changed from AC01 (if applicable).*
- *You will be responsible for activating the Weekend Nurse eligibility setting in the future when nurses move from a regular schedule to the Weekend Option schedule.*
- *Reminder: OM should always be completed prior to PA or a retro time evaluation will be required.*

PA Process:

The next step is to process the PA action on each employee listed on the attached spreadsheet. Please follow the instructions below for processing the PA actions on the employees listed for your facility:

- *Action/Reason:* Appointment Change / Full-Time to Part-Time
- *Effective Date:* August 3, 2011 (First day of work week)
- *Employee Subgroup:* PT S-FLSAOT Perm (or PT S-FLSAOT Prob)
- *Personnel Subarea:* AC01
- *Work Schedule Rule:* D12W1201 (Day shift – FSaS-12,MTWTh-0 = 36 hrs/wk)
N12W1201 (Night shift – FSaS-12,MTWTh-0 = 36 hrs/wk)
- *Work Week:* Wednesday – Tuesday
- *Part-Time Employee box:* this box must be checked
- *Weekly Working Hours:* 36
- *IT2012(Baylor contract begin/end dates):* should be delimited
- *Annual salary:* remains the same

Don't forget the notes on the PCR and the action.