When a regular, full-time employee is approved for Seasonal Hours Work Week (reduced schedule), a Position Update Action is required on PA40.

To carry out the Position Action for Seasonal Hours:

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 Seasonal Hours schedule.

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. When Organizational Assignment (0001) is displayed, change the **Personnel Subarea** to: 0003 - Reg PT > .74 and **save**. 💾

5. On Planned Working Time (0007), change the **FTE** to the appropriate level (must be between 75% and 99.99%) and **save**. 💾

Working time					
Employment percent	75.00	☑ Dyn. daily work schedule			
Daily working hours	5.63	Min.	0.00	Max.	0.00
Weekly working hours	28.13	Min.	0.00	Max.	0.00
Monthly working hrs	121.88	Min.	0.00	Max.	0.00
Annual working hours	1462.50	Min.	0.00	Max.	0.00
Weekly workdays	5.00				

6. On **Basic Pay** (0008), verify (and change, if necessary) the period amount to be paid. For salaried employees, prorate the full salary by the new FTE. For example, if this employee was previously earning $6,000 per month and is reducing their schedule to 80% FTE for the season, enter $4800 as the new monthly amount ($6,000 X .80+ $4,800).

For hourly employees, the hourly rate would remain the same. Hourly employees will reduce their work schedule and thus, the number of hours worked. Their rate of pay will remain unchanged.

Wa...	Wage Type Long Text	O..	Amount	Curre...	I...	A...	Number/Unit	Unit	
1010	Monthly Salary		4,800.00	USD		☑	0.00		

7. Remember to **save**. 💾

8. Save back up documentation as a PDF. Back up documentation for Reduced Seasonal Hours will be the Supervisor's approval email with 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 it is unlocked prior to payroll deadline.

Tip: Ensure that the employee is aware that leave accruals, pay, etc will be prorated based on FTE.