# **Group A**

It is the first week of September (09/2/17 to 9/8/17) and September 4th of the week is Labor Day holiday. You are normally scheduled off on the holiday, but were called into work and ended up working the 8 hours on the holiday towards preventative work order XXXXXXXXXX. You have discussed your options with your supervisor and have been approved for overtime for the week. During your normal work schedule you worked forty hours towards preventative work order XXXXXXXXXX. Use the following information as a guide to complete the exercise.

1. Use the following information to log into SAP and go to navigate to the correct week.

**Personnel Number**: XXXXXXXX

**Password**: XXXXXXXX

**Navigate to Week**: 09/2/17 to 9/08/17

1. Use the following email from your supervisor to enter the preventative work order for the holiday

Chris,

Thanks for working the holiday. Please enter you time to work order XXXXXXXXXX Activity (Name of activity not the number) and Work center XXXXXXXX. To answer your question about the A/A Type, here is a table with some definitions. Oh and by the way, don’t forget you can search by selecting the cell and clicking the matchcode in case you need something.

|  |  |
| --- | --- |
| Regular Work Time | Hours worked during your normal work schedule or hours worked outside of your work schedule that are not eligible for premium “special” pay |
| Overtime | Time worked in excess of 40 hours outside the established work schedule, and to be paid as additional compensation |
| Comp Time | Time worked outside of the established work schedule, and over 40 hours of work in a week and taken off at a later date. |
| Additional Regular Time | Additional bay pay for hours that exceed 40 compensated, but under 40 hours worked |
| Alternate Holiday Worked | Time worked on a holiday in order to take additional time off at a later date |

Thanks again for working,

Bob

1. Use the following email from your supervisor to enter the preventative work order for the remained of the week.

Chris,

Please enter you time to work order XXXXXXXXXX Activity XXXXXXXX and the work center for (Name of Work center) for your normally scheduled hours. Please see my previous email if you have any issues.

Bob