Electronic Change Working Time PCR
(UPD or other departments whose employees’ work schedules vary from week to week)

Purpose
Use this procedure to change an employee's work schedule when working different shifts is required.

Trigger
Perform this procedure when an employee has a work schedule change.

Procedure
1. Enter the web address for the MSS via Portal: https://ibis.sap.txstate.edu:50001/irj/portal

2. Input user ID and password.

3. Click Logon button.

4. Click Manager Self-Service tab

5. Click on the name of the employee you are creating the PCR for

6. Click To Form Selection.

7. Click Change of Working Time located below the employee’s data.

8. Click to enlarge the PCR screen.

9. Enter effective date and Click Update.

10. Click in the Work Schedule Rules field to select a new work schedule for the employee.

11. Click to enter an explanation for the change in the work schedule.

12. Click Check.
Change Working Time

The system displays the message, "Success Message."

13. Click Submit.

Change Working Time (Confirmation)

The system displays the message, "Your request was created under the following number 000600000049." The PCR is routed through electronic workflow to the Human Resources office for processing.

14. Click Close Window.

15. You have completed this transaction.

Result

You have submitted a change in work schedule for an employee to the Human Resources Office for processing.