

PA30 Create Company Instructions



Process: Use PA30 is used to enter documentation that a new employee has received, signed, or completed one of UK's required forms, handbooks, or training and the receipt or training needs to be documented in IRIS for this employee. Instruction types include: Employee Handbook, HIPAA Training, Drug Free Workforce, New Employee Orientation.

Role: Authorized Personnel

Frequency: When Needed


BEGINNING

Enter the transaction code

PA30

MAINTAIN HR MASTER DATA

Person ID

Enter the employee's Person ID or use the Possible Entries icon  to search

Press Enter to populate the fields

UK ORGANIZATIONAL DATA TAB

Select **Company Instructions (0035)** by clicking on the selection button on the left of the action.



Click on the Create icon



COMPANY INSTRUCTIONS (0035)

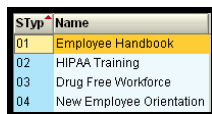
Start Date

Enter the date the instruction or training was received by the employee

To Date

Enter the date the instruction or training was finished

Instruction Type



Enter the two-digit instruction type number or use the Possible Entries icon to search

Received on

Enter the date the employee received the instruction

Comments, (optional)

Enter any necessary information for this instruction type

Click on the Save icon



The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>