PA30 Create Corporate Function

IRIS Integrated Resource Information System

Process: Use PA30 is used to create records documenting an employee's appointment or designation to a corporate function: e.g., University committee chair or member.	
Role: Department PAR officers	**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 **Corporate Function (0034)** by clicking on the selection button on the left of the action.	Corporate Function (0034)
Click on the Create icon	
CREATE CORPORATE FUNCTION (0034)	
Start Date	Enter the date the employee begins this function
To Date	Enter the date employee will end this function
Corporate Function	STyp / Name — 0001 Committee Chair, 0002 Committee Member. Enter the Corporate Function or use the Possible Entries icon
Acquired On	Enter the date the employee was appointed to this function
Comments	Enter any relevant data, such as the name of the committee
Click on the Save icon	