IRIS
Integrated Resource
Information System

Process: Use transaction PA40 to process an Additional Assignment (non-exempt employee) or Overload Assignment (exempt employee) Action for an employee. Be sure to contact any other departments in which the employee works to discuss which assignment will be Main and discuss employee work hours/overtime, if needed.

**Before processing this Action for an Overload Assignment, verify that the Staff Overload Form (http://www.uky.edu/HR/comp/intover.pdf) or Faculty Overload Form (http://www.uky.edu/eForms/alphaindex.php?startswith=F) has been completed and approved!

Role: Authorized Users	**Frequency:** When Needed

Additional Notes

The **Payroll Area** (Biweekly (B1) or Monthly (M1)) for all Additional/Overload Assignments **must match the Payroll Area of the employee's Main assignment**. Thus, prior to processing this transaction, it is recommended that you contact the employee's Main assignment department or the HR Compensation Office to obtain this information.

It is possible that you will have to change the **Payroll Area** field value when you get to the *Create Organizational Assignment (0001)* infotype during the Action if you receive this Error Message: Payroll area does not match other active assignmen . So, if the default **Payroll Area** field value for the position is B1 (Biweekly) and you receive the Error Message, then simply change the field value to M1 (Monthly), press the **Enter** key to validate the information, then click on the **Save** icon.

The **validity dates of an Overload Assignment must cover entire months**, regardless of the actual dates worked. Thus, the **Start** date for creating and ending an Overload Assignment will always be day 1 of the month. For example: Sally will be working an Overload Assignment from April 4th through June 20th. The **Start** date when creating the assignment will be April 1st, and the **Start** date for the End of Additional Assignment Action will be July 1st (the 1st of the next month after the last day worked in the assignment).

Do not change the End Date when processing this Action. To end an Additional/Overload Assignment, you will use the End of Additional Assignment Action. This Action may be entered immediately after entering the Additional/Overload Assignment if the end date is known.

A Hospital Additional/Overload Assignment Action will also contain the following infotypes during the Action:

- *Hospital Salary (9002)* – Leave the **As of date** field blank, select the appropriate **Education** degree (for nurses only), and click on the **Save** icon .

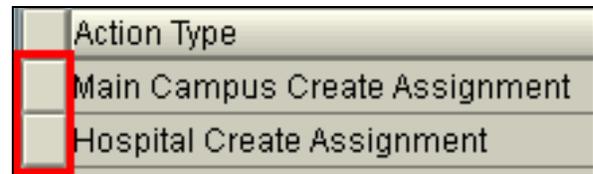- *Person: Change Profile* – Click on the **Back** icon to continue.

Beginning

Enter the transaction code	PA40

Personnel Actions

Person ID	Leave this field blank for this Action!
Start	For Additional Assignments, enter the first day of the pay period in which the employee begins working in this assignment; for Overload Assignments, enter the first day of the month in which the employee begins work
Click on the **Select** button to the left of the appropriate **Create Assignment** Action Type (**Main Campus** or **Hospital**)	
Click on the **Execute** icon	

Employee Recognition Window

Enter the employee's **Last Name** and **First Name**, then click on the **Continue** icon	

| **Employees with Identical Data Window**	
Double-click on the employee's name	Name — Personnel assignment Heidi Kipling — 50111014 00013371 (Active)
New Work Relationship Window	
Choose **New Personnel Assignment for Employee**	⦿ New Personnel Assignment for Employee
Press **Enter** or click on the **Continue** icon	✔
Create Actions (0000)	
Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the appropriate **Additional Assignment** reason **Note:** Only use either **10-Main Campus** or **20-Hospital Additional Assignment**!	Ac... — Name of reason for action 01 Campus Promotion (DO NOT USE) 02 Campus Demotion (DO NOT USE) 03 Campus Lateral (DO NOT USE) 04 Camp Reduce Hours (DO NOT USE) 05 Hosp Promotion (DO NOT USE) 06 Hosp Demotion (DO NOT USE) 07 Hosp Lateral (DO NOT USE) 08 Hosp Reduce Hours (DO NOT USE) 10 Main Campus Additional Assign 20 Hospital Additional Assignment
Enter the 8-digit **Position** number	Position — 50116834
Press **Enter**	
Information Window	
When the **Information** window appears, click on the **Continue** icon Many of the position's attributes will be brought into the employee's master data record, and you will see this information displayed on various infotypes as you go through this Action.	Information ⓘ Default values are used by the position ✔ ?
Create Actions (0000)	
Click on the **Save** icon	💾
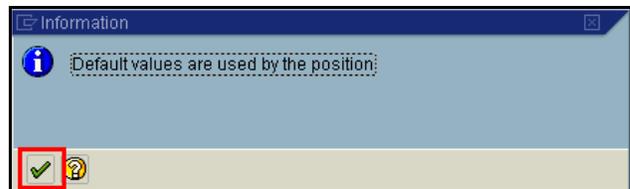
Create Organizational Assignment (0001)

Press **Enter** – The system populates the fields in this infotype.

Note: If you receive the Error Message regarding the Payroll Area not matching other active assignments, change the **Payroll Area** field value to the opposite of what is displayed (see the Additional Notes section for more information).

If you have changed the **Payroll Area** field value, press **Enter** to revalidate the information

Click on the **Save** icon

Copy Addresses (0006) – Permanent Residence

Verify the information – If correct, click on the **Next Record** icon to advance to the next infotype; If incorrect, make the necessary changes and click on the **Save** icon.

Create Addresses (0006) – Work Address

Enter the employee's work address, if known: street **Address**, **City**, **State**, **zip code**, and **Telephone Number**

If the address is not known, click on the **Next record** icon to skip this infotype.

Note: Do not enter a **county**.

Address	
Address type	7 Work Address
Care Of	
Address line 1	204 McVey Hall
Address line 2	
City/county	Lexington
State/zip code	KY Kentucky 40506
Country Key	US United States
Telephone Number	859 257-1111

Click on the **Save** icon

Create Planned Working Time (0007)

Press **Enter** to populate the fields – The system will also validate that the **Employment percent** and **Personnel Subarea** fields are in sync. Always check the message in the Status Bar (lower-left corner of the window). It will indicate if the **Employment percent** is fine or if it must be changed!

For example, if the position has a **Personnel Subarea** of **Reg FT**, then the 100.00 **Employment percent** is fine. If the position has a **Personnel Subarea** of **Temp PT <.20**, then you must change the **Employment percent** to a number less than 20.00.

If you changed the **Employment percent**, press **Enter**, read the system message, and press **Enter** again to accept – For example: ⚠ Employment percentage < 100 % (part-time work/dyn.work schedule?)	
Click on the **Save** icon	💾

Create Basic Pay (0008)

Enter the appropriate pay rate for the employee in the **Amount** field	Wa... Wage Type Long Text O. Amount Curr... 1005 Hourly Rate 17.00 USD USD
Press **Enter**, which will populate the **Annual Salary** field	
Click on the **Save** icon	💾

Personnel Actions

The system should now return you to the initial **Personnel Actions** window; the Action is completed. Now use transaction **ZHR_PAR** to generate and print the required Payroll Authorization Record (PAR). Refer to the **ZHR_PAR Generating a PAR** QRC on the IRIS myHelp web site for the complete instructions: http://myhelp.uky.edu/rwd/HTML/HR/QRC_ZHR_PAR_Generating_a_PAR.pdf.