PA40 Campus Additional Assignment

IRIS Integrated Resource Information System

Process: Use PA40 to enter an additional assignment or overload for an University 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.

Role: Personnel Administrators	**Frequency:** When Needed

BEGINNING	
Is the employee already in IRIS?	Yes
What is the Payroll Area for the Main Assignment?	Contact the employee's other department to determine whether the Main assignment is Biweekly or Monthly; both assignments **MUST USE** the **SAME** payroll area
Enter the transaction code	PA40

PERSONNEL ACTIONS SCREEN	
Start	Enter the first day the employee works; for overloads, enter the first day of the month in which the employee works
Select the **Main Campus Create Assignment** action	Main Campus Create Assignment
Click on the Execute icon	

EMPLOYEE RECOGNITION	
Last Name	Enter the employee's last name
First Name	Enter the employee's first name
Date of Birth	Enter the employee's date of birth
SSN (Social Security Number)	Enter the employee's social security number
Press Enter or click on the Continue icon	

EMPLOYEES WITH IDENTICAL DATA	
Double-click on the employee's name	Name — Personnel assignment: Alan E Yarrow 50121935 00000332 (Active)

NEW WORK RELATIONSHIP	
Choose New Personnel Assignment for Employee	⦿ New Personnel Assignment for Employee
Press Enter or click on the Continue icon	✓

ACTIONS (0000)	
Reason for Action 10 Main Campus Additional Assign	Enter the Reason for Action code or use the Possible Entries icon
Position Organizational assignment Position 50106231	Enter the eight-digit Position number or use the Possible Entries icon to search
Press Enter to let IRIS complete the rest of the information	
Click the Continue icon on the Default Value Pop-up Box, if it appears	Information ⓘ Default values are used by the position ✓ ⊗
Click on the Save icon	💾
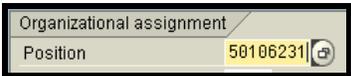
ORGANIZATIONAL ASSIGNMENT (0001)	
Payroll Area	Verify that the Payroll Area is the same Payroll Area used in the Main assignment; change this field, if needed to match the Main assignment
Press Enter to populate needed fields	
Click on the Save icon	💾

ADDRESSES (0006)	
Verify the Address information	
Click on the Save icon 💾 , if changes were made. If no changes, click the Next Record icon 🗋	

RESIDENCE TAX AREA (0207) – May or May Not Appear	
Verify the Residence Tax Area. Make changes if needed.	Default is either KY5I Fayette County or KY State of Kentucky

Click on the Save icon 💾 , if changes were made. If no changes, click the Next Record icon 📄	
PLANNED WORKING TIME (0007)	
Employment Percent (Remember that the employment percent must relate to the Personnel Subarea!)	Enter the FTE as a percentage; for example, if the FTE is 20%, enter 20.0 in the field
Press Enter to fill in the Daily Working Hours	Working time Employment percent 20.00 Daily working hours 1.50 Weekly working hours 7.50 Monthly working hrs 32.50 Annual working hours 390.00 Weekly workdays 5.00
Click on the Save icon	💾
BASIC PAY (0008)	
Amount	Enter either the Hourly rate, Biweekly salary, or Monthly salary
Press Enter to populate the Annual Salary and the True Annual Salary fields	
Click on the Save icon	💾
CREATE ADDITIONAL PERSONAL DATA (0077)	
Verify the data entry. Make changes if needed.	
Click on the Save icon 💾 , if changes were made. If no changes, click the Next Record icon 📄	
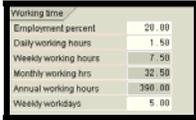
DOCUMENTS TO BE SENT TO COMPENSATION

- Use Z_PAR to create the PAR and obtain signatures
- Complete any necessary departmental required forms