PA40 Change in Base Pay

IRIS
Integrated Resource
Information System

Process: Use transaction PA40 to process a base pay change for an employee in IRIS. The employee will stay in the same position. The only change is the pay rate. ****Prior to processing this transaction, ensure all necessary authorizations/approvals for this change in pay for the employee have been obtained.**	

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

Beginning	
Enter the transaction code	PA40

Personnel Actions	
Person ID	Enter the employee's Person ID or use the **Possible Entries** icon 🗗 to select
Press **Enter** to populate the employee's information at the top of the screen	
Start	Enter the date in which the new pay rate will take effect
Click on the **Select** button to the left of the **Change in Base Pay** Action Type	Change in Base Pay
Click on the Execute icon	🕐

Copy Actions (0000)	
Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the appropriate reason for the change in base pay	**Ac...** **Name of reason for acti...** 01 Reclassification 02 Equity Adjustment 03 Market Adjustment 04 Mid-Year Adjustment 05 Sal-Pro Override 06 Fiscal Year Increase 07 Acting 08 End Acting 09 To KY Minimum Wage
Leave the **Position** number in place	
Press **Enter**	

Read the delimit message and press **Enter** to accept – For example: ⚠ Record valid from 11/27/2005 to 12/31/9999 delimited at end	
Click on the **Save** icon	Infotype Edit Goto Extras System

Copy Basic Pay (0008)

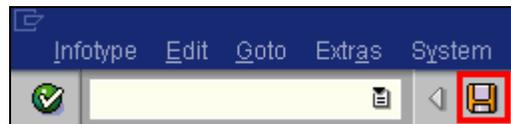|	
Enter the new pay rate for the employee in the **Amount** field	Wa... Wage Type Long Text O. Amount Curr... I 1005 Hourly Rate 17.00 USD USD

Press **Enter**, which will populate the **Annual Salary** field

Read the delimit message and press **Enter** to accept – For example: ⚠ Record valid from 11/27/2005 to 12/31/9999 delimited at end	
Click on the **Save** icon	Infotype Edit Goto Extras System

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.