Quick Reference Card – Human Resources

PA40 Change in Status

Process: Use transaction PA40 to process a Change of Status Action for an employee who is remaining in the same position but their position's employment status (mostly identified by the Personnel Subarea (PSA), see chart below) is changing. For example, the position is changing from Temporary FT to Regular FT, or changing from Biweekly to Monthly or vice versa. Thus, if a position's PSA is changing from one PSA to another, then this is the Action you need to process.

If only the FTE is changing for a position within the same PSA (not the PSA), then you need to process the FTE Change Action.

****Prior to processing this transaction, all required approvals must be obtained and the necessary change(s) to the position's master data made** (HR Compensation maintains regular staff positions; departmental HR personnel maintain student, faculty and some temporary positions).

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

PSA Code	PSA Text	Allowed FTE
0001	Regular FT	1.0
0002	Regular PT (Faculty)	.20 - .99
0003	Regular PT > .74	.75 - .99
0004	Regular PT .5 to .74	.50 - .74
0005	Regular PT .2 to .49	.20 - .49
0006	Temporary FT	1.0
0007	Temporary PT > .20	.20 - .99
0013	Temporary PT < .20	Temp < .20
0008	WEPP	Always .60
0009	Regular On Call	Always .20
0010	Premium On Call	Always .20
0011	Unpaid	N/A
0012	Non-Service	N/A

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Beginning	
Enter the transaction code	PA40
Personnel Actions	
Person ID	Enter the employee's Person ID or use the **Possible Entries** icon to search
Start	Enter the first day in which the change in status is to take effect
Click on the **Select** button to the left of the **Change in Status** Action Type	Change in Status
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 status	Ac... / Name of reason for acti... 01 Increase FTE 02 Reduce FTE 03 Position Update 04 BW to MO 05 MO to BW 06 Retirement 07 Phased Retirement
Delete the **Position** number and press **Enter** to completely clear out that value	Position
Read the delimit message and press **Enter** to accept – For example: Record valid from 11/27/2005 to 12/31/9999 delimited at end	
Re-enter the exact same **Position** number and press **Enter**	Organizational assignment Position 50105020
Click on the **Save** icon	
Create Organizational Assignment (0001)	
Press **Enter** – The system populates the fields in this infotype.	
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	

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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.

Read the system messages and press **Enter** to accept – For example:

Attention: Please check Basic Pay infotype (0008)

Record valid from 11/27/2005 to 12/31/9999 delimited at end

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...	L
1005	Hourly Rate		17.00	USD	
				USD	

Press **Enter** to 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

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.

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