

PA40 Demotion



Process: Use PA40 to enter a Demotion. A Demotion action takes place when an employee is demoting from one position to another position. This process is one-step performed by the Receiving department.

Role: Personnel Administrators

Frequency: When Needed

BEGINNING

Is the employee already in IRIS? Yes

Enter the transaction code PA40

PERSONNEL ACTIONS SCREEN

Person ID Highlight any information in this field and delete

Press *Enter*

Start

Enter the first day employee changes position; if the employee is changing payroll areas (Biweekly to Monthly), the change must take place at the beginning of the pay period based on the sending position's pay periods

Select the **Main Campus Create Assignment** action



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 Enter the employee's social security number

Press Enter or click on the Continue icon



EMPLOYEES WITH IDENTICAL DATA

Click on the employee's name



Click on the Continue icon



The following tools to help you are on the myHelp website.


Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

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NEW WORK RELATIONSHIP

Choose **Change of Organizational Assignment**

 Change of Organizational Assignment

Press Enter or click on the Continue icon



ACTIONS (0000)

Reason for Action

03 Demotion

Enter the Reason for Action code or use the Possible Entries icon

Position


Organizational assignment
Position 50106231

Enter the new eight-digit Position number or use the Possible Entries icon to search

Press Enter to let IRIS complete the rest of the information

Read the system messages and press Enter to move through them

Example:

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

Click on the Save icon




ORGANIZATIONAL ASSIGNMENT (0001)

Press Enter to populate needed fields

Read the system messages and press Enter to move through them

Example:

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

Click on the Save icon



PLANNED WORKING TIME (0007)

Employment Percent

Enter FTE as a percentage; for example, if the FTE is 100%, enter 100.0 in the field; make sure the Employment Percent and the Personnel Subarea are consistent or an error message will occur

Press Enter to fill in the Daily Working Hours

Working time	
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

Read the system messages and press Enter to move through them

Example:

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

Click on the Save icon



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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

Read the system messages and press Enter to move through them



Example:

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

Click on the Save icon



RECURRING PAYMENTS/DEDUCTIONS (0014) – May or May Not Appear

If a recurring payments needs to be delimited, click on the selection box to the left of the payment (all recurring payments have a Wage Type beginning with a "2"), click on the Delimit icon  to end the payment, then click on the Save icon 

If no recurring payments need to be delimited, 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