

# PA40 Department Transfer



**Process:** Use PA40 to enter a Department Transfer. A Department Transfer action takes place when an employee is transferring from one position to another position in the department. 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

Name	Personnel assignment
Alan E Yarrow	50121935 00000332 ( Active )

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/>

# PA40 Department Transfer



NEW WORK RELATIONSHIP	
Choose <b>Change of Organizational Assignment</b>	
Press Enter or click on the Continue icon	
ACTIONS (0000)	
<b>Reason for Action</b> 01 Departmental Transfer	Enter the Reason for Action code or use the Possible Entries icon
<b>Position</b> 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: 
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: 
Click on the Save icon	
PLANNED WORKING TIME (0007)	
<b>Employment Percent</b>	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	
Read the system messages and press Enter to move through them	Example: 
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