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	Main Campus Create Assignment
Click on the Execute icon	(b)
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	

Quick Reference Card - Basic PA40 Department Transfer



Change of Organizational Assignment Press Enter or click on the Continue icon ACTIONS (0000) Reason for Action □ Departmental Transfer Position Press Enter to let IRIS complete the rest of the information Read the system messages and press Enter to move through them Click on the Save icon Press Enter to populate needed fields Read the system messages and press Enter to move through them Click on the Save icon PLANNED WORKING TIME (0007) Employment Percent Read the system messages and press Enter to fill in the Daily Working Hours Read the system messages and press Enter to fill in the Daily Working Hours Read the system messages and press Enter to move through them Employment Percent Read the save icon Enter FTE as a percentage; for example, if the FTE is 100%, enter 100.0 in the field; make sure the Employment 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 Press Enter to fill in the Daily Working Hours Read the system messages and press Enter to move through them Example: □ Record valid from 11/27/2005 to 12/31/8989 delimited at end □ Record valid from 11/27/2005 to 12/31/8989 delimited at end □ Record valid from 11/27/2005 to 12/31/8989 delimited at end □ Record valid from 11/27/2005 to 12/31/8989 delimited at end □ Record valid from 11/27/2005 to 12/31/8989 delimited at end □ Record valid from 11/27/2005 to 12/31/8989 delimited at end □ Record valid from 11/27/2005 to 12/31/8989 delimited at end □ Record valid from 11/27/2005 to 12/31/8989 delimited at end □ Record valid from 11/27/2005 to 12/31/8989 delimited at end □ Record valid from 11/27/2005 to 12/31/8989 delimited at end		
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Reason for Action Departmental Transfer		Change of Organizational Assignment
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Click on the Save icon	3 .	
	Click on the Save icon	

PA40 Department Transfer



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: ① 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



DOCUMENTS TO BE SENT TO COMPENSATION

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