

PA40 End of Additional Assignment



Process: Use transaction PA40 to end an Additional Assignment (non-exempt employee) or Overload Assignment (exempt employee) Action for an employee.


Role: Authorized Users

Frequency: When Needed

** Additional Notes **

The **validity dates of an Overload Assignment must cover entire months**, regardless of the actual dates worked. Thus, the **Start** date for creating and ending an Additional/Overload Assignment will always be day 1 of the month. For example: Sally will be working an Additional Assignment from April 4th through June 20th. The **Start** date when creating the assignment will be April 1st, and the **Start** date for the End of Additional Assignment Action will be July 1st (the 1st of the next month after the last day worked in the assignment).

If the **Delimit Recurring Payments/Deducts (0014)** infotype appears during this Action, **all** lines containing data in the record must be delimited!

1. Click on the gray selection box next to **all** lines containing data **first**,
2. **Then** click on the **Delimit** icon  in the Application Toolbar.



Beginning

Enter the transaction code


PA40

Personnel Actions

Enter the employee's **Person ID**, then press **Enter** to populate the employee information at the top of the screen – For example:


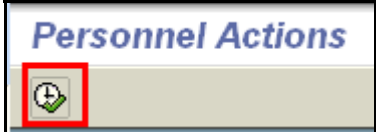
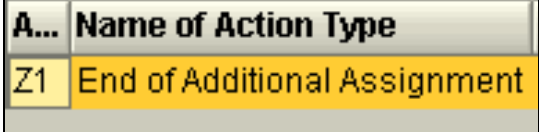
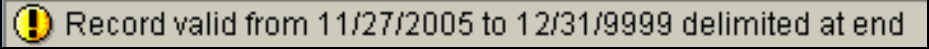

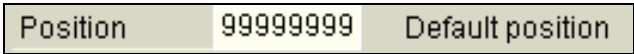


Person ID	10014889		Pers.Assgn	00029248 50116834 00029248...	
Name	Heidi Kipling		Empl. %	15.00	
EE group	B	Students	Pers.area	1000	Main Campus
EE subgroup	09	Student	Pers. subarea	0013	Temp PT <.20

Always make sure the correct Personnel Number and Position Number are displayed in the "Pers.Assgn" field before going any further with this Action!!

If it is not correct, click on the drop-down icon  on the right side of the field, click on the correct assignment information, and press **Enter** again to populate the employee information for that assignment at the top of the screen.

PA40 End of Additional Assignment



<p>Start</p>	<p>For Additional Assignments, enter the day after the last day worked; For Overload Assignments, enter the first day of the next month after the last day worked (see the Additional Notes section for more information)</p>
<p>Click on the Select button to the left of the appropriate End of Additional Assignment Action Type</p>	
<p>Click on the Execute icon</p>	
<p>Copy Actions (0000)</p>	
<p>Click on the Possible Entries icon in the Reason for Action field, then double-click on End of Additional Assignment</p>	
<p>Leave the position number in the Position field – The system will automatically change this to 99999999 when you get to the next infotype.</p>	
<p>Press Enter</p>	
<p>Read the delimit message and press Enter to accept – For example:</p> 	
<p>Click on the Save icon</p>	
<p>Change Organizational Assignment (0001)</p>	
<p>Press Enter</p>	
<p>Verify the Position has defaulted to 99999999; If not, change manually</p>	
<p>Click on the Save icon</p>	
<p>Delimit Recurring Payments/Deducts (0014) – (May or May Not Appear)</p>	
<p>If the Delimit Recurring Payments/Deducts (0014) infotype appears during this Action, all lines containing data in the record must be delimited!</p>	
<ol style="list-style-type: none"> 1. Click on the gray selection box next to all lines containing data first, 2. Then click on the Delimit icon  in the Application Toolbar. 	

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.