

PA40 External Learner



Process: Use transaction PA40 to enter an External Learner for either main campus or healthcare. This transaction requires the person’s full name, date of birth, SSN, home address, etc.

Upon completion you will be emailed a Link Blue account credential set for this person.

Note: You do not need to create a PAR for this entry. You are responsible for ending the assignment when the External Learner is finished.

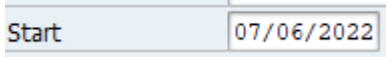
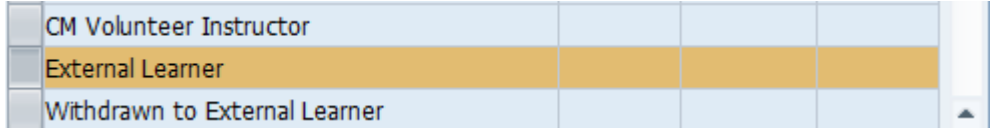

Role: Authorized Users

Frequency: When needed

Additional Notes

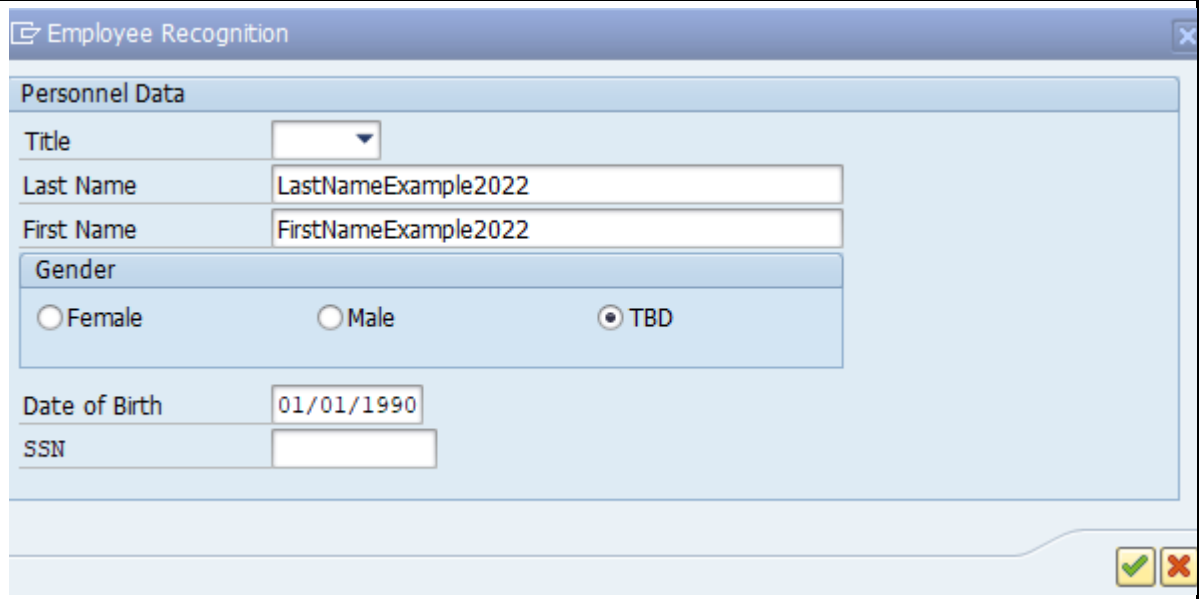
Rehires will have to use the Withdrawn to External Learner transaction. See that QRC for instructions.

Beginning

Person ID	Leave the field blank. Should this person already have a UKID# please do not create a new one. Identity Management will ideally find the person’s existing entry
Enter the start date of the assignment in the Start field	
Click on the Select button to the left of the External Learner Action Type	
Click on the Execute icon in the Application Toolbar	

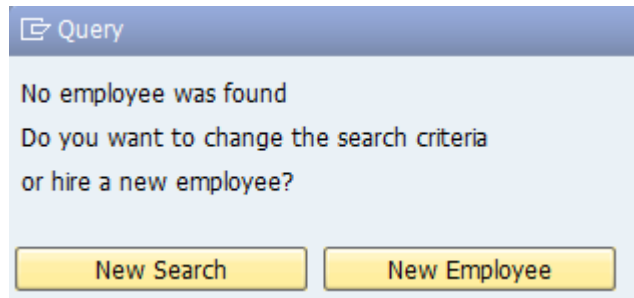
Employee Recognition

Enter the External Learner's **Last Name** and **First Name**, etc.



The screenshot shows a web form titled "Employee Recognition". It contains several input fields: "Title" (a dropdown menu), "Last Name" (text box with "LastNameExample2022"), "First Name" (text box with "FirstNameExample2022"), "Gender" (radio buttons for "Female", "Male", and "TBD", with "TBD" selected), "Date of Birth" (text box with "01/01/1990"), and "SSN" (text box). There are also green checkmark and red X icons at the bottom right.

Click on the **New Employee** button



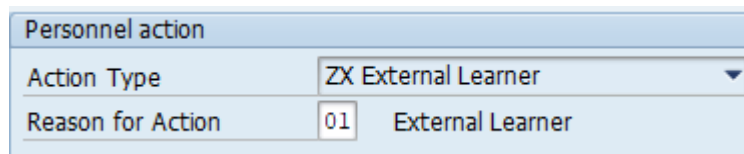
The screenshot shows a "Query" dialog box with the message: "No employee was found. Do you want to change the search criteria or hire a new employee?". There are two yellow buttons at the bottom: "New Search" and "New Employee".

Note on Identity Mgmt

In the event that an entry is found by Identity Management do not be alarmed. See if the proposed identity or identities match your entry. Select an existing ID if one is given and you are confident it is a match. Avoid making duplicate entries where possible.

Create Actions (0000)

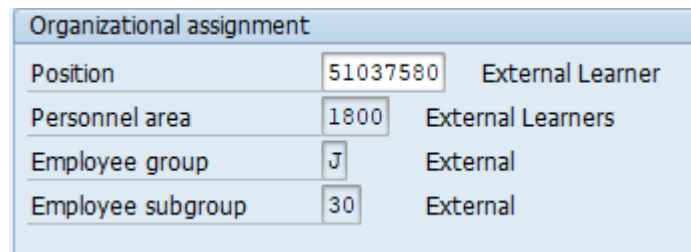
Reason for Action



The screenshot shows a "Personnel action" form with the following fields: "Action Type" (dropdown menu with "ZX External Learner" selected), and "Reason for Action" (text box with "01" and "External Learner" next to it).

Enter the 8-digit **Position** number

Press **Enter** and **Save**



The screenshot shows an "Organizational assignment" form with the following fields: "Position" (text box with "51037580" and "External Learner" next to it), "Personnel area" (text box with "1800" and "External Learners" next to it), "Employee group" (text box with "J" and "External" next to it), and "Employee subgroup" (text box with "30" and "External" next to it).

Create Personal Data (0002)

PA40 External Learner



Enter the External Learner's **Last name, First name, SSN, and DOB** or ensure accuracy of populated values.

If needed use the **Suffix** field to enter Jr., Sr., I, II, etc.

Note: Please use proper capitalization when entering this information. How it is entered here is how it will be displayed in other services and systems.

Click on the appropriate radio button to select the **Gender**

Press **Enter and Save**

Name	
Title	<input type="text"/>
Last name	<input type="text" value="LastNameExample2022"/>
First name	<input type="text" value="FirstNameExample2022"/>
Middle name	<input type="text" value="MidNameExample2022"/>
Suffix	<input type="text"/>
Name	

HR data	
SSN	<input type="text" value="015-09-4713"/>
Birth date	<input type="text" value="01/01/1990"/>

Gender	
<input checked="" type="radio"/> Female	<input type="radio"/> Male

Create Organizational Assignment (0001)

Press **Enter and Save** – The defaults of the position and Org Unit will populate

Create Addresses (0006) – Permanent Residence

PA40 External Learner



Enter the **External Learner's** home address:
Street Address, City, State, and Zip Code

Note: Do not enter a **county**

Enter the External Learner's **Telephone Number**

Enter the External Learner's **County** of residence number or use the **Possible Entries** icon to search.

The **Mail Code** will have a default value set by the Org Unit. Change if needed.

Enter the **County of Employment**

Press **Enter** and **Save**

Address	
Address type	1 Permanent residence
Care Of	31003227
Address Line 1	123 Example Ct.
Address Line 2	
City	Lexington
State/zip code	KY Kentucky 40506
Country Key	US United States
Telephone Number	123 4567890

Additional fields	
County	034
Mail code (org unit)	31003227
Privacy Flag	<input type="checkbox"/>
County of Employment	034
District	4

Create Date Specifications

Enter **Date Type** and **Date**

Date Specifications (0041)	
Date type	Date
Z2 Ext Learner Start	07/06/2022