Quick Reference Card – Human Resources
PA40 External Learner End Assign

IRIS
Integrated Resource
Information System

Process: Use transaction PA40 to end the active assignment of an External Learner entry	
Role: Authorized Users	**Frequency:** When needed

BEGINNING STEPS	
Enter the transaction code	PA40
Personnel Actions	
Enter the transaction code	PA40
Enter the effective date of the separation into the Start field	EE group [J] External EE subgroup [30] External Start 05/25/2022
Click on the **Select** button on the left of the **External Learner End Assign**	External Learner End Assign
Click on the **Execute** icon in the **Application Toolbar**	
External Learner Selection	
Enter the Person ID/UKID#	Person ID
Copy Actions (0000)	
Reason for Action	01 – End of Assignment
Position	99999999
Press **Enter and Save**	
Change Organizational Assignment	

Press **Enter and Save**

Copy Addresses (0006) – Permanent Address

Verify the information; This should be the <u>forwarding address</u>! – If correct, click on **Next Record** icon to advance to the next infotype; If incorrect, make the necessary changes and click on the **Save** icon .

Copy Date Specifications (0041)

Date Type	Z3
Date	Effective Date of Separation

Personnel Actions

The system should now return you to the initial ***Personnel Actions*** window; the Action is completed. There are no forms or additional processes to act on.