Process: Use transaction PA40 to process a FTE Change Action for an employee who is <u>remaining in the same position and Personnel Subarea (PSA)</u> but the FTE percentage is changing. For example, you would use this Action for an employee with a PSA of 0007 Temporary PT > .20 (see chart below) and the FTE percentage is changing from .50 to .75. Both of these percentages are in the same PSA.

If both the FTE percentage and the Personnel Subarea are changing for a position, then you need to process the Change in Status Action.

This Action is also used to change an employee's **Work Schedule Rule** field value on the Planned Working Time (0007) infotype. This is an issue discussed in the Time Management course.

**Prior to processing this transaction, all required approvals must be obtained.

Role: Authorized Users	**Frequency:** When Needed

PSA Code	PSA Text	Allowed FTE
0001	Regular FT	1.0
0002	Regular PT (Faculty)	.20 - .99
0003	Regular PT > .74	.75 - .99
0004	Regular PT .5 to .74	.50 - .74
0005	Regular PT .2 to .49	.20 - .49
0006	Temporary FT	1.0
0007	Temporary PT > .20	.20 - .99
0013	Temporary PT < .20	Temp < .20
0008	WEPP	Always .60
0009	Regular On Call	Always .20
0010	Premium On Call	Always .20
0011	Unpaid	N/A
0012	Non-Service	N/A

Quick Reference Card – Human Resources
PA40 FTE Change

Beginning	
Enter the transaction code	PA40

Personnel Actions	
Person ID	Enter the employee's Person ID or use the **Possible Entries** icon to search
Start	Enter the first day in which the FTE change is to take effect
Click on the **Select** button to the left of the **FTE Change** Action Type	FTE Change
Click on the **Execute** icon	

Copy Actions (0000)	
Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the **FTE Change** reason listed	A... Name of Action Ty... Ac... Name of reason for acti... ZW FTE Change 01 FTE Change
Press **Enter**	
Read the delimit message and press **Enter** to accept – For example: (!) Record valid from 11/27/2005 to 12/31/9999 delimited at end	
Click on the **Save** icon	

Create Planned Working Time (0007)	
Enter the new **Employment percent**	Working time Employment percent 75.00 Daily working hours 6.00
Press **Enter**	
Read the system messages and press **Enter** to accept – For example: (!) Attention: Please check Basic Pay infotype (0008) (!) Employment percentage < 100 % (part-time work/dyn.work schedule?) (!) Record valid from 11/27/2005 to 12/31/9999 delimited at end	
Click on the **Save** icon	

myHelp Website:
http://myhelp.uky.edu/rwd/HTML/index.html

Create Basic Pay (0008)	
Enter the appropriate pay rate for the employee in the **Amount** field	Wa... Wage Type Long Text O. Amount Curr... I. 1005 Hourly Rate 17.00 USD USD
Press **Enter** to populate the **Annual Salary** field	
Read the delimit message and press **Enter** to accept – For example: ⚠ Record valid from 11/27/2005 to 12/31/9999 delimited at end	
Click on the **Save** icon	💾

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.