PA40 Faculty Main Campus Hire

IRIS
Integrated Resource
Information System

Process: Use PA40 to enter a new faculty member into IRIS. This transaction contains basic employee information, the position, the base pay, etc.	
Role: Personnel Administrators	**Frequency:** When Needed

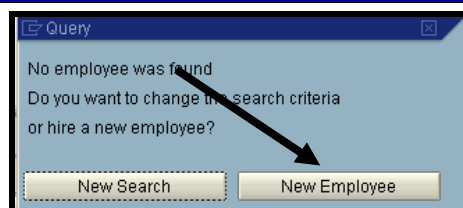| BEGINNING	
Has the new hire worked at the University in the past?	No
Has the new hire completed the I-9 form and had it approved through HR?	Yes
Enter the transaction code	PA40
PERSONNEL ACTIONS SCREEN	
Start Date	Enter the first day the employee will be working or press F4, then F2 to enter the current date
Select *Main Campus Create Assignment* by clicking on the selection button on the left of the action.	Main Campus Create Assignment
Click on the Execute icon	
EMPLOYEE RECOGNITION SCREEN	
Last Name	Enter the last name of the employee
First Name	Enter the first name of the employee
Date of Birth	Enter the employee's date of birth
Gender	Click either the Male or the Female radio button
SSN (Social Security Number)	Enter the employee's Social Security Number
Click on the Continue icon	
QUERY BOX	
Click on the New Employee button	Query — No employee was found. Do you want to change the search criteria or hire a new employee? New Search / New Employee

ACTIONS (0000)	
Reason for Action 01 Staff Hire 02 Student Hire 03 STEPS Hire 04 Faculty Hire 05 Post DocHire 06 Police Hire	Enter the Reason for Action code 04 Faculty Hire
Position Position 50103057	Enter the 8-digit Position number or use the Possible Entries icon to search
Press Enter to let IRIS complete the rest of the information	
Click the Continue icon on the Default Value Pop-up Box, if it appears	Information Default values are used by the position
Click on the Save icon	💾
PERSONAL DATA (0002)	
Middle Name	Enter the employee's middle name, if available
Mar. Status (if available)	Enter the employee's marital status, if available
Click on the Save icon	💾
FAMILY MEMBER/DEPENDENTS (0021) (If applicable)	
First Name (if available, if not available click on the Next Record icon 🔁)	Enter the first name of the spouse
Click on the Save icon	💾
ORGANIZATIONAL ASSIGNMENT (0001)	
Press Enter	
Verify that the **Contract** field states Faculty	Contract 20 Faculty
Click on the Save icon	💾
ADDRESSES (0006)	
Address Line 1	Enter the employee's street address
City/County	Enter the city where the employee lives

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State	Enter the state where the employee lives
Zip Code	Enter the employee's zip code
Area Code	Enter the employee's telephone area code
Telephone Number	Enter the employee's telephone number
County	Enter the employee's numerical county of residence number or use the Possible Entries icon to search (Fayette County is 034)
Mail Code	Will default to the department location of the position; if the employee works at a different location and should receive mail distribution at that location (e.g., paystub) enter the override value for that department or unit
Press Enter to validate the data entry	
Click on the Save icon	🖫

PLANNED WORKING TIME (0007)

If the employee's FTE (Full Time Equivalency) is less than 100%, change the Employment percent field to reflect the accurate FTE for the employee; FTE is considered the amount of hours this employee is expected to work compared to the normal capacity expected for the position Note: The FTE **must** be **consistent** with the Personnel Subarea!	
Press Enter to populate the rest of the fields	
Click on the Save icon	🖫

BASIC PAY (0008)

Wage Type	If receiving a new administrative stipend that is part of base pay use **1110**; other salary is included in **1010** If part-time faculty w/o benefits use **1210** If VA faculty when VA is paying all salary use **1010** with an **Amount** of zero

Amount	Enter the salary for the faculty; if 9- or 10-month faculty follow the deferred pay instructions
Press Enter to populate the Annual Salary and True Annual Salary fields	
Click on the Save icon	💾

DATE SPECIFICATIONS (0041)	
Verify the entered dates	
Click on the Save icon	💾

ADDITIONAL PERSONAL DATA (0077)	
Ethnic Origin	Enter the employee's ethnic origin
Click on the Save icon	💾

CONTRACT ELEMENTS (0016)	
Contract Type Contract type [ ] 📋	Enter the appropriate contract type: 09 Nine Month; 10 Ten Month; 11 Eleven Month; 12 Twelve Month
Click on the Save icon	💾

DOCUMENTS TO BE SENT TO COMPENSATION

- Use Z_PAR to create the PAR and obtain signatures
- Original, completed I-9
- K-4 and W -4, completed by employee
- Signed Consent/Application form
- Local/City Tax form, if employee will work or live outside of Fayette County
- Direct Deposit form
- Drug Free Workplace form
- Direct non-resident alien to Payroll to fill out an 8233 form (Tax Treaty) for possible tax exemption. Form to be completed yearly, if used.
- Complete any necessary departmental required faculty forms