

PA40 Faculty Non-Teaching Overload

Process: Use PA40 to enter a faculty non-teaching overload action which would be used for other faculty activities, such as Continuing Education (CE) courses and consulting outside the Main academic department. Payments will be entered on Infotype 0014 Recurring Payments/Deductions or Infotype 0015 Additional Payments.



Role: Personnel Administrators

Frequency: When Needed


BEGINNING

Is the employee already in IRIS?	Yes
Has the overload form been completed and approved?	Yes
What is the Payroll Area for the Main Assignment?	The faculty member's Main Assignment should be Monthly; the supplement assignment MUST USE the SAME payroll area
Enter the transaction code	PA40

PERSONNEL ACTIONS SCREEN

Person ID	Highlight any information in this field and delete
Press <i>Enter</i>	
Start	Enter the first day of the month the Non-teaching Overload begins
Select the Main Campus Create Assignment action	
Click on the Execute icon	

EMPLOYEE RECOGNITION

Last Name	Enter the employee's last name
First Name	Enter the employee's first name
Date of Birth	Enter the employee's date of birth
SSN (Social Security Number)	Enter the employee's social security number
Press Enter or click on the Continue icon	

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

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EMPLOYEES WITH IDENTICAL DATA

Double-click on the employee's name

Name	Personnel assignment
Alan E Yarrow	50121935 00000332 (Active)

NEW WORK RELATIONSHIP

Choose New Personnel Assignment for Employee

 New Personnel Assignment for Employee

Press Enter or click on the Continue icon



ACTIONS (0000)

Reason for Action

Enter the Reason for Action code or use the Possible Entries icon

Position

Organizational assignment
Position 50106231

Enter the eight-digit Position number or use the Possible Entries icon to search; the position should have been named Non-teaching Overload

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



Click on the Save icon



ORGANIZATIONAL ASSIGNMENT (0001)

Press Enter to populate needed fields

Click on the Save icon





ADDRESSES (0006)

Payroll Area

Verify that the Payroll Area is the same Payroll Area used in the Main assignment; change this field, if needed to match the Main assignment

Verify the Address information

Click on the Save icon  , if changes were made. If no changes, click the Next Record icon 

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RESIDENCE TAX AREA (0207)

Verify the Residence Tax Area. Make changes if needed.

Default is either KY51 Fayette County or KY State of Kentucky

Click on the Save icon  , if changes were made. If no changes, click the Next Record icon 

PLANNED WORKING TIME (0007)

Press Enter to fill in the Daily Working Hours

Working time	
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

Click on the Save icon



BASIC PAY (0008)

Amount

Do not enter an Amount



Press Enter

Click on the Save icon



ADDITIONAL PERSONAL DATA (0077)

Verify the data entry. Make changes if needed.

Click on the Save icon  , if changes were made. If no changes, click the Next Record icon 

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DOCUMENTS TO BE SENT TO COMPENSATION

- Use Z_PAR to create the PAR and obtain signatures
- Complete any necessary departmental required forms

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