

# PA40 Faculty Position Change

**Process:** Use PA40 to enter a position change for a faculty member. A Position Change action takes place when the faculty is moving from one position to another position. This process is one-step performed by the Receiving department.

**Role:** Personnel Administrators

**Frequency:** When Needed

## BEGINNING

**Is the employee already in IRIS?** Yes

Enter the transaction code PA40

## PERSONNEL ACTIONS SCREEN

**Start** Enter the first day employee changes position; if the employee is changing payroll areas (Biweekly to Monthly), the change must take place at the beginning of the pay period based on the sending position's pay periods

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** Enter the employee's social security number

Press Enter or click on the Continue icon 

## EMPLOYEES WITH IDENTICAL DATA

Click on the employee's name 

Click on the Continue icon 

















## NEW WORK RELATIONSHIP

Choose **Change of Organizational Assignment** 

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

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

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

Press Enter or click on the Continue icon															
<b>ACTIONS (0000)</b>															
<p><b>Reason for Action</b></p> <table border="1"> <tr><td>01</td><td>Departmental Transfer</td></tr> <tr><td>02</td><td>Promotion</td></tr> <tr><td>03</td><td>Demotion</td></tr> <tr><td>04</td><td>Lateral</td></tr> <tr><td>05</td><td>Reduce Hours</td></tr> <tr><td>06</td><td>Re-Evaluation</td></tr> </table>	01	Departmental Transfer	02	Promotion	03	Demotion	04	Lateral	05	Reduce Hours	06	Re-Evaluation	Enter the Reason for Action code or use the Possible Entries icon		
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<p><b>Position</b></p> <table border="1"> <tr><td>Organizational assignment</td><td></td></tr> <tr><td>Position</td><td>50106231 </td></tr> </table>	Organizational assignment		Position	50106231 	Enter the new eight-digit Position number or use the Possible Entries icon to search										
Organizational assignment															
Position	50106231 														
Press Enter to let IRIS complete the rest of the information															
Read the system messages and press Enter to move through them	<p>Example:</p> <table border="1"> <tr><td> Record valid from 11/27/2005 to 12/31/9999 delimited at end</td></tr> </table>	 Record valid from 11/27/2005 to 12/31/9999 delimited at end													
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Click on the Save icon															
<b>ORGANIZATIONAL ASSIGNMENT (0001)</b>															
Press Enter to populate needed fields															
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Click on the Save icon															
<b>PLANNED WORKING TIME (0007)</b>															
<b>Employment Percent</b>	Enter FTE as a percentage; for example, if the FTE is 100%, enter 100.0 in the field; make sure the Employment Percent and the Personnel Subarea are consistent or an error message will occur														
Press Enter to fill in the Daily Working Hours	<table border="1"> <tr><td colspan="2">Working time</td></tr> <tr><td>Employment percent</td><td>100.00</td></tr> <tr><td>Daily working hours</td><td>8.00</td></tr> <tr><td>Weekly working hours</td><td>40.00</td></tr> <tr><td>Monthly working hrs</td><td>173.33</td></tr> <tr><td>Annual working hours</td><td>2080.00</td></tr> <tr><td>Weekly workdays</td><td>5.00</td></tr> </table>	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
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Click on the Save icon															

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## BASIC PAY (0008)


**Amount**

Enter either the Hourly rate, Biweekly salary, or Monthly salary

Press Enter to populate the Annual Salary and the True Annual Salary fields

Read the system messages and press Enter to move through them

Example:

 Record valid from 11/27/2005 to 12/31/9999 delimited at end

Click on the Save icon



## 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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