PA40 Faculty Summer Supplement

IRIS
Integrated Resource
Information System

Process: Use PA40 to enter a faculty summer supplement action. This action is used when a 9- or 10-month faculty member is providing teaching, administration, or research in the winter session or in the summer. 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 *Enter*	
Start	Enter the first day of the month the Summer Supplement begins
Select the **Main Campus Create Assignment** action	Main Campus Create Assignment
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	
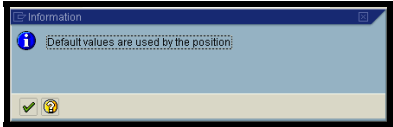
EMPLOYEES WITH IDENTICAL DATA	
Double-click on the employee's name	**Name** / **Personnel assignment** — Alan E Yarrow / 50121935 00000332 (Active)

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 — 10 Main Campus Additional Assign	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 be named Summer Supplement
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	💾

ORGANIZATIONAL ASSIGNMENT (0001)	
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
Press Enter to populate needed fields	
Click on the Save icon	💾

ADDRESSES (0006)	
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 KY5I 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