

# PA40 Faculty Teaching Overload



**Process:** Use PA40 to enter a faculty teaching overload action. 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 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

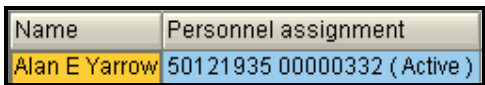
**First Name** Enter the employee's first name

**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 

## EMPLOYEES WITH IDENTICAL DATA

Double-click on the employee's name 

Name	Personnel assignment
Alan E Yarrow	50121935 00000332 ( Active )

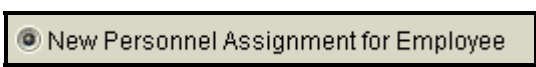
The following tools to help you are on the myHelp website.

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

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

## NEW WORK RELATIONSHIP

Choose New Personnel Assignment for Employee



Press Enter or click on the Continue icon



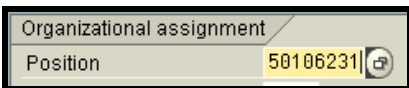
## ACTIONS (0000)

**Reason for Action**



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

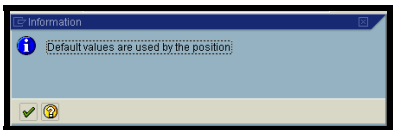
**Position**



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

## RESIDENCE TAX AREA (0207)



Verify the Residence Tax Area. Make changes if needed.

Default is either KY51 Fayette County or KY State of Kentucky

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

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

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

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 

## DOCUMENTS TO BE SENT TO COMPENSATION

- Use Z\_PAR to create the PAR and obtain signatures
- Complete any necessary departmental required forms