

# PA40 Faculty to Staff Position Change

**Process:** Use PA40 to enter a faculty to staff position change. A position change must take place when an employee is changing from a faculty position to a staff position. Use the following steps to create the assignment in the receiving organizational unit.

**Role:** Personnel Administrators

**Frequency:** When Needed

## BEGINNING

**Is the employee already in IRIS?**

Yes

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 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








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/>

# PA40 Faculty to Staff Position Change



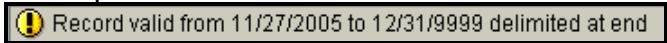




Click on the Continue icon													
<b>NEW WORK RELATIONSHIP</b>													
Choose <b>Change of Organizational Assignment</b>													
Press Enter or click on the Continue icon													
<b>ACTIONS (0000)</b>													
<b>Reason for Action</b> <table border="1" data-bbox="472 682 750 856"> <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
01	Departmental Transfer												
02	Promotion												
03	Demotion												
04	Lateral												
05	Reduce Hours												
06	Re-Evaluation												
<b>Position</b> <table border="1" data-bbox="418 884 824 968"> <tr><td>Organizational assignment</td></tr> <tr><td>Position 50106231</td></tr> </table>	Organizational assignment	Position 50106231	Enter the 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	Example: 												
Click on the Save icon													
<b>ORGANIZATIONAL ASSIGNMENT (0001)</b>													
Press Enter to populate needed fields													
Read the system messages and press Enter to move through them	Example: 												
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												

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

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

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

# PA40 Faculty to Staff Position Change

<p>Press Enter to fill in the Daily Working Hours</p>	<table border="1"> <thead> <tr> <th colspan="2">Working time</th> </tr> </thead> <tbody> <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> </tbody> </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
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														
<p>Read the system messages and press Enter to move through them</p>	<p>Example:</p> 														
<p>Click on the Save icon</p>															
<p><b>BASIC PAY (0008)</b></p>															
<p><b>Amount</b></p>	<p>Enter either the Hourly rate, Biweekly salary, or Monthly salary</p>														
<p>Press Enter to populate the Annual Salary and the True Annual Salary fields</p>															
<p>Read the system messages and press Enter to move through them</p>	<p>Example:</p> 														
<p>Click on the Save icon</p>															
<p><b>RECURRING PAYMENTS/DEDUCTIONS (0014) – May or May Not Appear</b></p>															
<p>If a recurring payments needs to be delimited, click on the selection box to the left of the payment (all recurring payments have a Wage Type beginning with a "2"), click on the Delimit icon  to end the payment, then click on the Save icon </p>															
<p>If no recurring payments need to be delimited, click the Next Record icon </p>															

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

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

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

# PA40 Faculty to Staff Position Change

---

## DOCUMENTS TO BE SENT TO COMPENSATION

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

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

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

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