PA40 Hospital New Hire

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Process: Use transaction PA40 to enter a University of Kentucky, hospital/Healthcare, new hire in IRIS. This transaction consists of entering basic personal and job-related information for the employee, such as their name, SSN, birth date, address, position number, base pay, etc. **Be sure to have the completed/signed I-9 form in hand before processing this transaction!** **The entry of the new hire action is what triggers the creation of an employee's Link Blue account and e-mail address.** **NOTE:** If the employee has worked at the University in the past, use the Rehire/Reinstate Action (QRC available on the IRIS myHelp web site).	
Role: Authorized Users	**Frequency:** When Needed

Beginning	
Enter the transaction code	PA40

Personnel Actions	
Person ID	Leave this field blank for this Action!
Enter the first day the employee will be working in the **Start** field	Start 04/08/2008
Click on the **Select** button to the left of the **Hospital Create Assignment** Action Type	Action Type Main Campus Create Assignment Hospital Create Assignment Position Update
Click on the **Execute** icon in the **Application Toolbar**	**Personnel Actions**

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Employee Recognition Window	
Enter the employee's **Last Name** and **First Name**, then click on the **Continue** icon	
Query Window	
Click on the **New Employee** button	
Create Actions (0000)	
Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the **Hospital Create Assignment** Action Type	
Enter the 8-digit **Position** number	
Press **Enter**	

Information Window

When the **Information** window appears, click on the **Continue** icon Many of the position's attributes will be brought into the employee's master data record, and you will see this information displayed on various infotypes as you go through this Action.	Information Default values are used by the position.

Create Actions (0000)

Click on the **Save** icon	Infotype Edit Goto Extras System
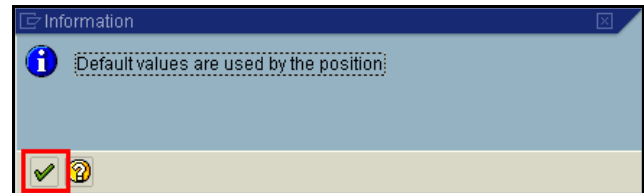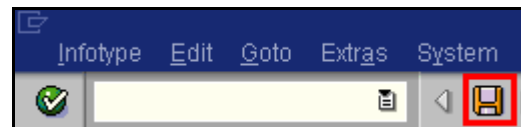
Create Personal Data (0002)

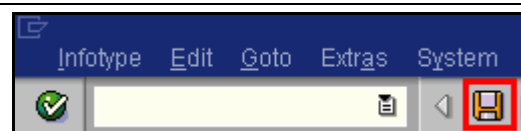|	
Enter the employee's **Last name**, **First name** and **Middle name** <u>as seen on the employee's Social Security card</u>! Use the **Suffix** field to enter Jr., Sr., I, II, etc. **Note:** Please use proper capitalization when entering this information. How it is entered here is how it will be displayed on the employee's paystub, W2, etc.!	Last name Baker First name Melissa Middle name S. Suffix Name
Enter the employee's Social Security Number (**SSN**) and **Birth date**	HR data SSN 777-03-0001 Birth date 05/18/1975
Click on the appropriate radio button to select the **Gender**	Gender ◉ Female ○ Male
Press **Enter**	
Click on the **Save** icon	Infotype Edit Goto Extras System

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List of Students matching employee Data Window

DO NOT CLOSE THIS POP-UP WINDOW by clicking on the X in the upper-right corner! Doing so will give the employee an invalid Person ID (i.e. "?_11046666"). If this happens, you will need to contact HR Compensation to have the action deleted, and then you will have to do the entire action again.
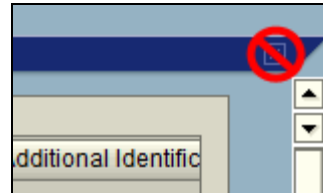
If any matches are found and the correct student record is listed, double-click on the Student ID and it will assign that number as the Person ID in HR.
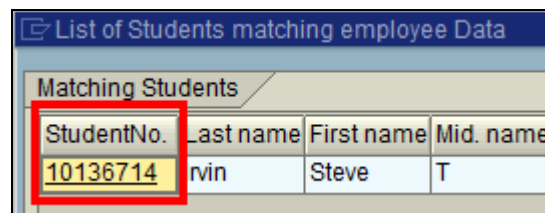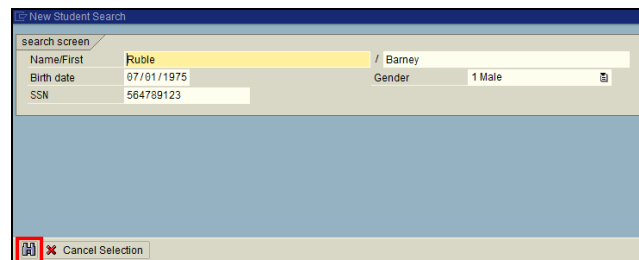
If any matches are found but the correct student record is NOT listed, click on the **New Student** button and it will create a new record.
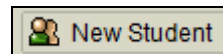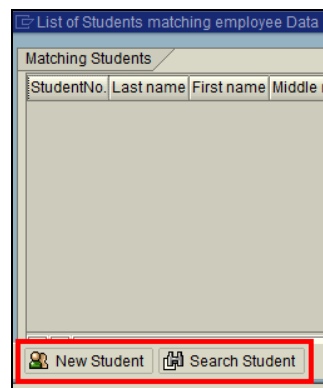
OR

If you know that there SHOULD be a student record listed, click on the **Search Student** button at the bottom, change the search criteria, and click on the **Find** icon.

If no matches are found (blank list), you will still get this window. Then either choose **New Student** – OR – **Search Student**, adjust the information, and start again.
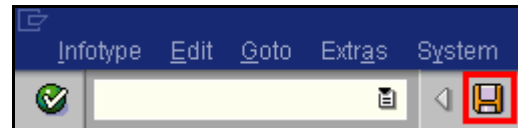

Create Organizational Assignment (0001)

Press **Enter** – The system populates the fields in this infotype.

Click on the **Save** icon	
Create Addresses (0006) – Permanent Residence	
Enter the employee's home address: street **Address**, **City**, **State**, and **zip code** **Note:** Do not enter a **county**	Address line 1 2427 Main Street City/county Lexington State/zip code KY Kentucky 40508
Enter the employee's **Telephone Number**	Telephone Number 859 222-2222
Enter the employee's **County** of residence number, or use the **Possible Entries** icon to search (Fayette County is 034)	Additional fields County 034 Fayette
The **Mail Code** field drives where the employee's paystub will be sent, if the employee is still receiving a printed paystub. The value defaults to the Organization Unit number for the position, but may be changed if needed.	
Click in the checkbox next to **Privacy Flag** if the employee does NOT want their address to be listed in any campus directory	Privacy Flag ✔
Enter the employee's **County of Employment** **Note:** This field is primarily used by the College of Agriculture departments, but may be completed by others if desired.	County of Employment 040 Garrard
Press **Enter**	
Click on the **Save** icon	
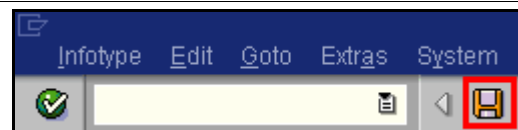
Create Addresses (0006) – Work Address

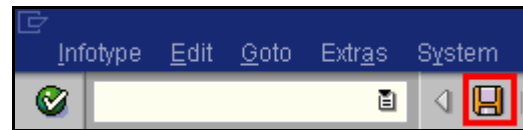|	
Enter the employee's work address, if known: street **Address**, **City**, **State**, **zip code**, and **Telephone Number** If the address is not known, click on the **Next record** icon [icon] to skip this infotype. **Note:** Do not enter a **county**.	Address Address type — 7 Work Address Care Of Address line 1 — 204 McVey Hall Address line 2 City/county — Lexington State/zip code — KY Kentucky 40506 Country Key — US United States Telephone Number — 859 257-1111
Press **Enter**	
Click on the **Save** icon	Infotype Edit Goto Extras System

Create Hospital Salary (9002)

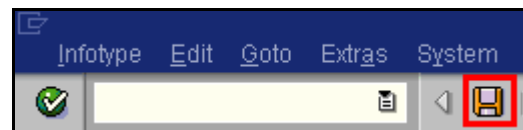|	
Leave the **As of date** field blank – UKHC Payroll will fill in after the assignment has been completed.	Employee experience As of date
Select the appropriate **Education** degree **(for nurses only)**	Education (for nurses only) No degree ○ ADN ○ BSN ● MSN ○
Press **Enter**	
Click on the **Save** icon	Infotype Edit Goto Extras System

Person: Change Profile (mm/dd/yyyy – 12/31/9999)

|	
When this window appears, click on the **Back** icon in the Standard Toolbar	[icon]

Create Planned Working Time (0007)

Press **Enter** to populate the fields – The system will also validate that the **Employment percent** and **Personnel Subarea** fields are in sync. Always check the message in the Status Bar (lower-left corner of the window). It will indicate if the **Employment percent** is fine or if it must be changed!

For example, if the position has a **Personnel Subarea** of **Reg FT**, then the 100.00 **Employment percent** is fine. If the position has a **Personnel Subarea** of **Temp PT <.20**, then you must change the **Employment percent** to a number less than 20.00.
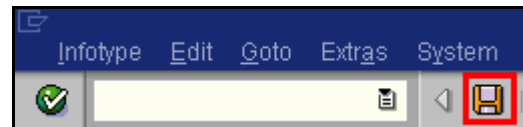
Click on the **Save** icon	
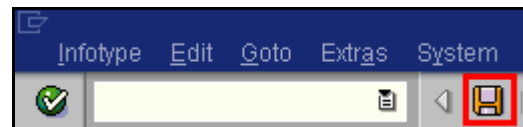
Create Basic Pay (0008)

Enter the appropriate pay rate for the employee in the **Amount** field	

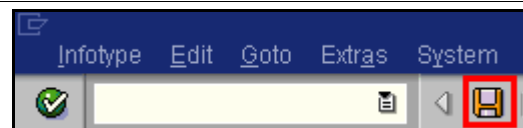Press **Enter**, which will populate the **Annual Salary** field

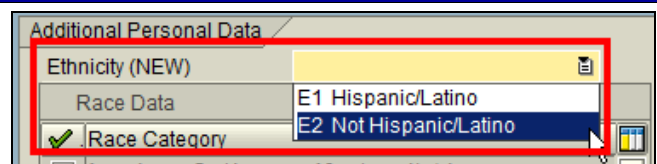| Click on the **Save** icon	

Change Date Specifications (0041)

Verify the entered dates, but do NOT change anything; Contact HR Compensation if anything needs corrected

Click on the **Save** icon	

Create Additional Personal Data (0077)

Select the employee's **Ethnicity**	

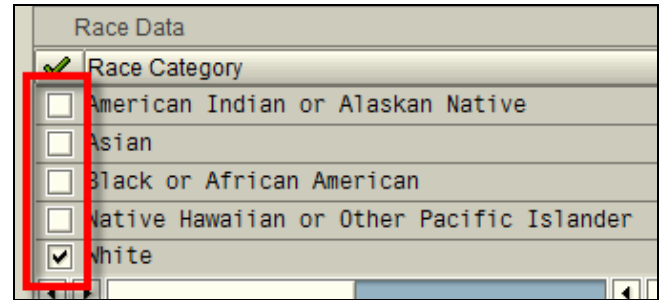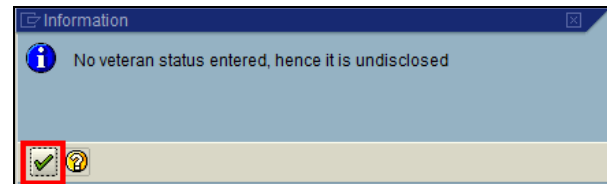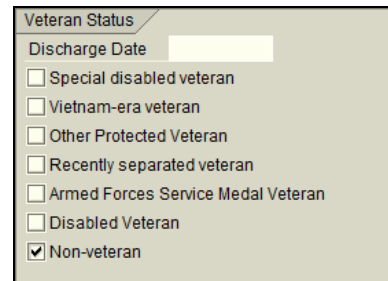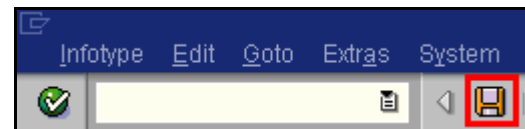|	
Click in the checkbox next to the appropriate **Race Category** No **Race Category** is required with a **Hispanic/Latino Ethnicity**, but at least one **Race Category** must be selected with the **Not Hispanic/Latino Ethnicity**. **Note:** Multiple Race Categories may be selected as appropriate!	Race Data Race Category American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White
Select the appropriate **Veteran Status**, if known **Note:** If a **Veteran Status** is NOT selected, an **Information** window will appear; click on the **Continue** icon to acknowledge the message	Veteran Status Discharge Date ☐ Special disabled veteran ☐ Vietnam-era veteran ☐ Other Protected Veteran ☐ Recently separated veteran ☐ Armed Forces Service Medal Veteran ☐ Disabled Veteran ☑ Non-veteran Information ⓘ No veteran status entered, hence it is undisclosed
Click on the **Save** icon	Infotype Edit Goto Extras System

Personnel Actions

The system should now return you to the initial ***Personnel Actions*** window; the Action is completed. Now use transaction **ZHR_PAR** to generate and print the required Payroll Authorization Record (PAR). Refer to the **ZHR_PAR Generating a PAR** QRC on the IRIS myHelp web site for the complete instructions: http://myhelp.uky.edu/rwd/HTML/HR/QRC_ZHR_PAR_Generating_a_PAR.pdf.