

PA40 Leave of Absence With Pay



Process: Use transaction PA40 to process a Leave of Absence (LOA) With Pay Action for an employee in IRIS. The LOA With Pay Action is used typically while an employee has sufficient Vacation and/or Temporary Disability Leave quota to use while on the Leave of Absence.

Role: Authorized Users

Frequency: When Needed

** Additional Notes **

While an employee is on a LOA With Pay, s/he is still linked to the University, but their employment status in IRIS changes to "Inactive". Although rare, the "Inactive" status will still allow the employee to get paid through a Recurring Payment record (infotype 0014) and to be enrolled in Benefit plans. Some leaves may be granted for half pay. Contact HR Compensation with any questions.

If needed, to change an employee from a LOA With Pay to a LOA Without Pay status, follow the steps listed in the Leave of Absence Without Pay QRC (do not process a Return From Leave With Pay Action).

The **Create Faculty Salaries (9017)** infotype will appear during this Action only if you select a **Reason for Action** that has a leave of absence with "**Partial Pay**" for a faculty member. This infotype will not drive any payroll information, but will be used to capture the "original base" salary for IPEDS reporting.

In the **On Leave Base Salary** field, enter the annual salary of the faculty member that was in effect prior to their Leave of Absence With Pay:

Faculty Salaries (9017)	
On Leave Base Salary	96,000.00

When the faculty member is returned from the Leave of Absence via the Return from Leave with Pay Action, this same infotype will be presented during the Action to be delimited.

Beginning

Enter the transaction code

PA40

Personnel Actions

Person ID

Enter the employee's Person ID or use the **Possible Entries** icon  to select

Press **Enter** to populate the employee's information at the top of the screen

Start

Enter the first day of the Leave of Absence With Pay

Quick Reference Card – Human Resources
PA40 Leave of Absence With Pay



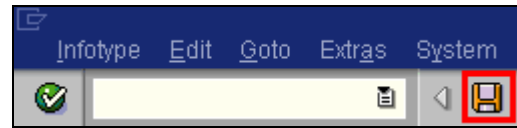
Click on the Select button to the left of the LOA with Pay Action Type																	
Click on the Execute icon																	
Copy Actions (0000)																	
Click on the Possible Entries icon in the Reason for Action field, then double-click on the appropriate reason for the Leave of Absence With Pay	<table border="1"> <thead> <tr> <th>Ac...</th> <th>Name of reason for action</th> </tr> </thead> <tbody> <tr><td>01</td><td>Educational</td></tr> <tr><td>02</td><td>Scholarly</td></tr> <tr><td>03</td><td>Sabbatical</td></tr> <tr><td>04</td><td>Sabbatical Partial Pay</td></tr> <tr><td>05</td><td>Special Leave with Pay</td></tr> <tr><td>06</td><td>Educational Leave Partial Pay</td></tr> <tr><td>07</td><td>Faculty FML</td></tr> </tbody> </table>	Ac...	Name of reason for action	01	Educational	02	Scholarly	03	Sabbatical	04	Sabbatical Partial Pay	05	Special Leave with Pay	06	Educational Leave Partial Pay	07	Faculty FML
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01	Educational																
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05	Special Leave with Pay																
06	Educational Leave Partial Pay																
07	Faculty FML																
Leave the Position number in place																	
Press Enter																	
Read the delimit message and press Enter to accept – For example: 																	
Click on the Save icon																	
Display Organizational Assignment (0001)																	
Click on the Next Record icon																	
Copy Basic Pay (0008)																	
If the base pay in the Amount field <u>needs to be changed</u> , make the change, press Enter , then click on the Save icon	<table border="1"> <thead> <tr> <th>Amount</th> <th>Curr...</th> </tr> </thead> <tbody> <tr> <td>3847.00</td> <td>USD</td> </tr> <tr> <td></td> <td>USD</td> </tr> </tbody> </table>	Amount	Curr...	3847.00	USD		USD										
Amount	Curr...																
3847.00	USD																
	USD																
If <u>no changes need to be made</u> to the base pay, click on the Next Record icon to advance to the next infotype																	
Create Faculty Salaries (9017) – For Faculty Only on a LOA with Partial Pay																	
Enter the annual salary of the faculty member that was in effect prior to their Leave of Absence With Pay in the On Leave Base Salary field																	
Press Enter																	

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Click on the **Save** icon




Delimit Recurring Payments/Deducts (0014) – (May or May Not Appear)

If the **Delimit Recurring Payments/Deducts (0014)** infotype appears during this Action, review the items listed and determine if any of them need to be delimited.

If any items do need to be delimited,

1. Click on the gray selection box next to the line(s) which need to be delimited **first**,
2. **Then** click on the **Delimit** icon  in the Application Toolbar.

If none of the items need to be delimited, click on the **Next Record** icon  to continue to the next infotype.

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.