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 (<u>do not</u> process a Return From Leave With Pay Action).
The *Create Faculty Salaries (9017)* infotype will appear during this Action <u>only</u> if you select a **Reason for Action** that has a leave of absence with "**Partial Pay**" for a <u>faculty member</u>. 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

Click on the **Select** button to the left of the **LOA with Pay** Action Type	LOA with Pay
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	**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

Leave the **Position** number in place	
Press **Enter**	
Read the delimit message and press **Enter** to accept – For example: Record valid from 11/27/2005 to 12/31/9999 delimited at end	
Click on the **Save** icon	Infotype Edit Goto Extras System

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	Amount / Curr... 3847.00 USD USD
If <u>no changes need to be made</u> to the base play, click on the **Next Record** icon to advance to the next infotype	

Create Faculty Salaries (9017) – For <u>Faculty Only</u> 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	Faculty Salaries (9017) On Leave Base Salary 96,000.00
Press **Enter**	

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 <u>do</u> need to be delimited,

1. Click on the gray selection box next to the line(s) which need to be delimited **<u>first</u>**,

2. **<u>Then</u>** 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.