Process: Use transaction PA40 to process a Leave of Absence (LOA) Without Pay Action for an employee in IRIS. The LOA Without Pay Action is used typically <u>after</u> an employee has extinguished his/her entire Vacation and Temporary Disability Leave quota while on a Leave of Absence With Pay. To change an employee from a LOA With Pay to a LOA Without Pay status, follow the steps listed in this QRC (<u>do not</u> process a Return From Leave With Pay Action).

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 his/her 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. Contact HR Compensation with any questions.

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 Without Pay
Click on the **Select** button to the left of the **LOA without Pay** Action Type	LOA without 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 Without Pay

NOTE: DO NOT USE REASONS 10 & 11 WITH THIS PARTICULAR ACTION!

ActR	Name of reason for action
01	Temporary Disability Leave
02	Educational
03	Military
04	Sabbatical
05	Scholarly
06	Workers' Comp
07	Flex Leave
08	Special Leave without Pay
09	Retiree Extension Leave
10	FML Employee
11	FML Family
12	Other
13	Summer Hours
14	Special RIF Extension

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
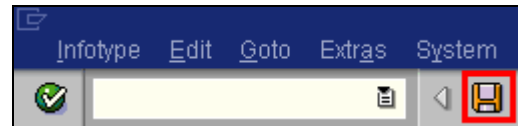
Display Organizational Assignment (0001)

Click on the **Next Record** icon	

Display Basic Pay (0008)

Click on the **Next Record** 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 **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.