

PA40 Leave of Absence Without Pay



Process: Use PA40 to enter a leave of absence without pay.


Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code PA40

PERSONNEL ACTIONS SCREEN

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

Press Enter to populate the fields

Start Date Enter the first day of the LOA

Select **LOA without Pay** by clicking on the selection button on the left of the action.



Click on the Execute icon



ACTIONS (0000)

- 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

Enter the Reason for Action code or use the Possible Entries icon

Read the system messages and press Enter to move through them

Example:



Click on the Save icon



ORGANIZATIONAL ASSIGNMENT (0001)

Click on the Next Record icon



BASIC PAY (0008)

Click on the Next Record icon



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

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

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

RECURRING PAYMENTS/DEDUCTIONS (0014) (May or May Not Appear)

If the Recurring Payments/Deduction (0014) infotype appears, check to see if any recurring payments (these begin with Wage Type "2") need to be delimited.

If recurring payments need to be delimited, highlight the payment, click on the delimit icon, then save



If no recurring payments need to be delimited, click on Next Record



DOCUMENTS TO BE SENT TO COMPENSATION

- Use Z_PAR to create the PAR and obtain signatures

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