

# PA40 Long Term Disability

**Process:** Use transaction PA40 to process the Long Term Disability I Action for an employee who has been approved to receive Long Term Disability Benefits. The employee remains in the same position/department for the first six (6) months of the leave.

If the employee returns to work within the first six (6) months, use transaction PA40 to process the Return From Leave With Pay Action Type.

If the employee will remain on this leave for more than six (6) months, the Benefits Office will process the Long Term Disability II Action and the PAR, which will transfer the employee from the department to the Long Term Disability department in Benefits.

**\*\*Prior to processing this transaction, all required approvals must be obtained!**

**Role:** Authorized Users

**Frequency:** When Needed

## Beginning

Enter the transaction code

PA40

## Personnel Actions

**Person ID**

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

**Start**

Enter the first day in which the employee will be out on Long Term Disability

Click on the **Select** button to the left of the **Long Term Disability I** 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 **Departmental Disability Pay** reason listed

A...	Name of Action Type	Ac...	Name of reason for action
ZP	Long Term Disability I	01	Departmental Disability Pay

Leave the **Position** number in place

# PA40 Long Term Disability

Change the **Employee group** to **M** (Long Term Disability)

Organizational assignment		
Position	50105482	Budget Director Assi
Personnel area	1000	Main Campus
Employee group	M	Long Term Disability

**For Biweekly employees ONLY**, also change the **Employee subgroup** to **04** (Exempt Biweekly)

Employee group	M	Long Term Disability
Employee subgroup	04	Exempt Biweekly

Press **Enter**

Read the following message and press **Enter** to accept:

 Person and position have different employee groups/subgroups

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



## Create Organizational Assignment (0001)

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

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



## 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.

Read the system messages and press **Enter** to accept – For example:

 Attention: Please check Basic Pay infotype (0008)

 Record valid from 11/27/2005 to 12/31/9999 delimited at end

Click on the **Save** icon



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## Create Basic Pay (0008)

For **Monthly employees**, enter a **monthly salary amount** in the **Amount** field

Amount	Curr...
4,000.00	USD

For **Biweekly employees**, change the **PS Type** to **04** (Salaried Exempt MCBW)

Salary		
PS type	04	Salaried Exempt MCBW

For **Biweekly employees**, click on the **Possible Entries** icon for the **PS Group**, then double-click on the only option listed (**CGrpg 10**)


CGrpg	Ty.	PSA	Grade	Lvl	Min. grade le...
10	04	01	00	01	0.00

For **Biweekly employees**, ensure the Wage Type is **1320** (Dept LTD Biweekly Salary) and enter a **Biweekly salary amount** in the **Amount** field

Wa...	Wage Type Long Text	O..	Amount
1320	Dept LTD BiWeekly Salary		1,500.00

Press **Enter** to populate the **Annual Salary** field – Double-check for accuracy!

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



## 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](http://myhelp.uky.edu/rwd/HTML/HR/QRC_ZHR_PAR_Generating_a_PAR.pdf).