

# PA40 Main Campus New Hire

**Process:** Use transaction PA40 to enter a University of Kentucky, main campus, new hire in IRIS. This transaction consists of entering basic personal and job-related information for the employee, such as his/her name, SSN, birth date, address, position number, base pay, etc.

**\*\*Be sure to have the completed/signed I-9 form in hand before processing this transaction!**


**\*\*The entry of the new hire action is what triggers the creation of an employee's Link Blue account and e-mail address.**

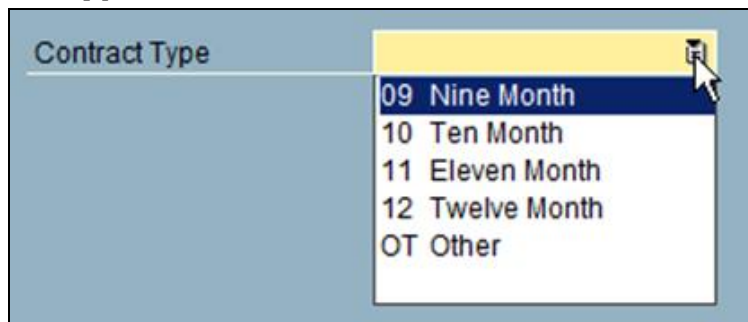
**Role:** Authorized Users

**Frequency:** When Needed

### \*\*Additional Notes\*\*

If the employee has worked at the University in the past, use the Rehire/Reinstate Action (QRC available on the IRIS myHelp web site).

When processing a Faculty New Hire Action, the **Create Contract Elements (0016)** infotype will also be displayed at the end of the Action. Select the appropriate **Contract Type**, then click on the **Save** icon  .



### Beginning

Enter the transaction code

PA40

### Personnel Actions

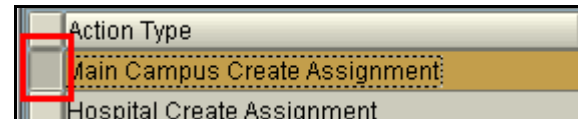
**Person ID**

Leave this field blank for this Action!

Enter the first day the employee will be working in the **Start** field

Start 04/08/2008

Click on the **Select** button to the left of the **Main Campus Create Assignment** Action Type



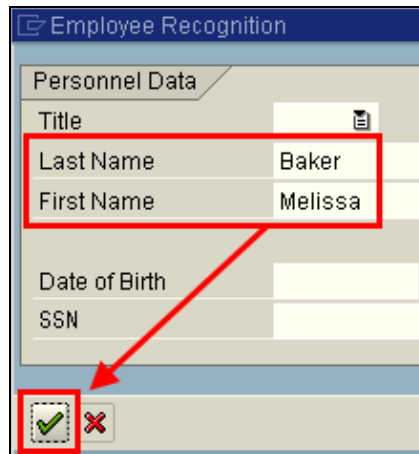
# PA40 Main Campus New Hire

Click on the **Execute** icon in the **Application Toolbar**



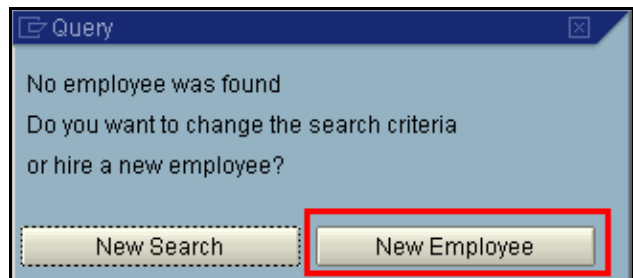
## Employee Recognition Window

Enter the employee's **Last Name** and **First Name**, then click on the **Continue** icon



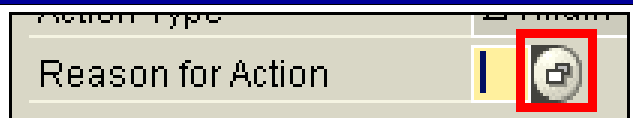
## Query Window

Click on the **New Employee** button



## Create Actions (0000)


Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the appropriate hire type



Ac...	Name of reason for acti...
01	Staff Hire
02	Student Hire
03	STEPS Hire
04	Faculty Hire
05	Post DocHire
06	Police Hire

# PA40 Main Campus New Hire

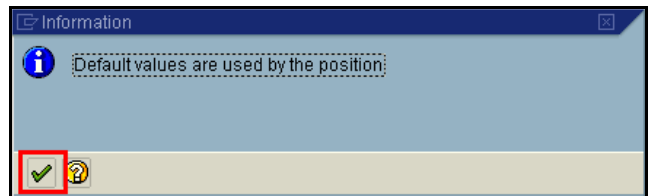
Enter the 8-digit **Position** number

Organizational assignment  
 Position  

Press **Enter**

## Information Window

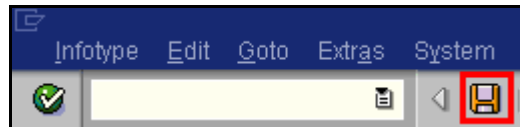
When the **Information** window appears, click on the **Continue** icon



Many of the position’s attributes will be brought into the employee’s master data record, and you will see this information displayed on various infotypes as you go through this Action.

## Create Actions (0000)

Click on the **Save** icon



## Create Personal Data (0002)

Enter the employee’s **Last name**, **First name** and **Middle name as seen on the employee’s Social Security card!**

Use the **Suffix** field to enter Jr., Sr., I, II, etc.

**Note:** Please use proper capitalization when entering this information. How it is entered here is how it will be displayed on the employee’s paystub, W2, etc.!

Last name	Baker
First name	Melissa
Middle name	S.
Suffix	<input type="text"/>
Name	<input type="text"/>

Enter the employee’s Social Security Number (**SSN**) and **Birth date**

HR data

SSN	777-03-0001
Birth date	05/18/1975

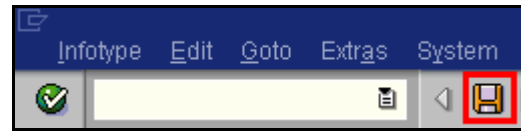
Click on the appropriate radio button to select the **Gender**

Gender

Female     Male

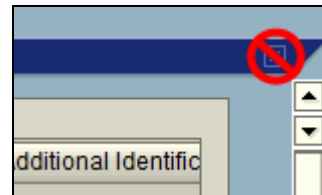
Press **Enter**

Click on the **Save** icon

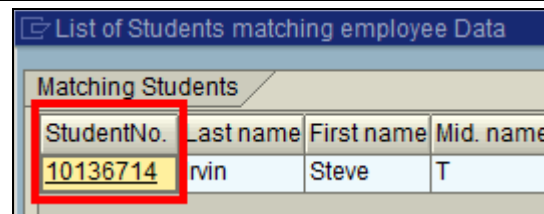


## List of Students matching employee Data Window

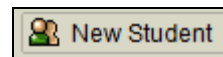
**DO NOT CLOSE THIS POP-UP WINDOW by clicking on the X in the upper-right corner!** Doing so will give the employee an invalid Person ID (i.e. "?\_11046666"). If this happens, you will need to contact HR Compensation to have the action deleted, and then you will have to do the entire action again.



If any matches are found and the correct student record is listed, double-click on the Student ID and it will assign that number as the Person ID in HR.

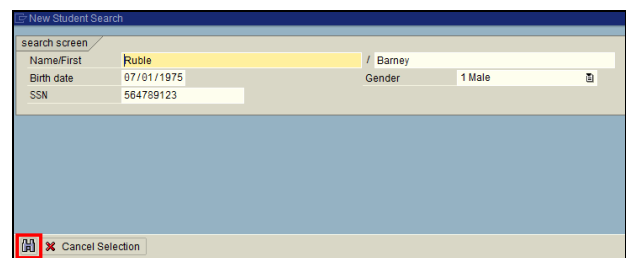


If any matches are found but the correct student record is NOT listed, click on the **New Student** button and it will create a new record.

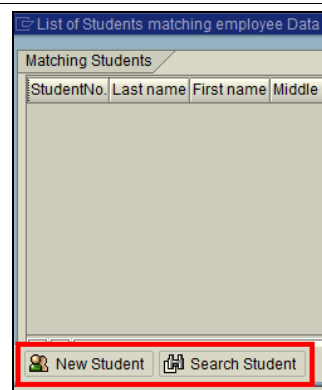


OR

If you know that there SHOULD be a student record listed, click on the **Search Student** button at the bottom, change the search criteria, and click on the **Find** icon.



If no matches are found (blank list), you will still get this window. Then either choose **New Student** – OR – **Search Student**, adjust the information, and start again.



## Create Organizational Assignment (0001)

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

Click on the **Save** icon



## Create Addresses (0006) – Permanent Residence

Enter the employee's home address:  
street **Address, City, State,** and **zip code**

Address line 1	2427 Main Street
City/county	Lexington
State/zip code	KY Kentucky 40508

**Note:** Do not enter a **county**

Enter the employee's **Telephone Number**

Telephone Number	859 222-2222
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Enter the employee's **County** of residence number, or use the **Possible Entries** icon to search (Fayette County is 034)

Additional fields	
County	034 Fayette

The **Mail Code** field drives where various printed communications will be sent. The value defaults to the Organizational Unit number for the position, but may be changed if needed.

Click in the checkbox next to **Privacy Flag** if the employee does NOT want their address to be listed in any campus directory

Privacy Flag	<input checked="" type="checkbox"/>
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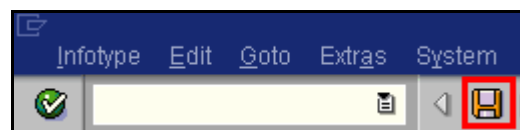
Enter the employee's **County of Employment**

County of Employment	040 Garrard
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**Note:** This field is primarily used by the College of Agriculture departments, but may be completed by others if desired.


Press **Enter**

Click on the **Save** icon



## Create Addresses (0006) – Work Address

Enter the employee’s work address, if known: street **Address, City, State, zip code**, and **Telephone Number**

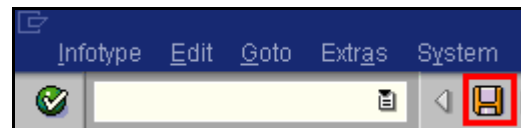
If the address is not known, click on the **Next record** icon  to skip this infotype.

**Note:** Do not enter a **county**.

Press **Enter**

Click on the **Save** icon

Address	
Address type	7 Work Address
Care Of	
Address line 1	204 McVey Hall
Address line 2	
City/county	Lexington
State/zip code	KY Kentucky 40506
Country Key	US United States
Telephone Number	859 257-1111

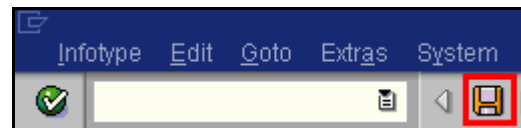


## Create Planned Working Time (0007)

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.

Click on the **Save** icon



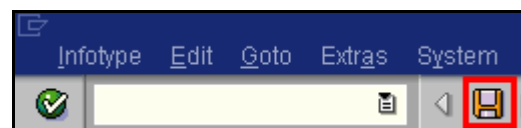
## Create Basic Pay (0008)

Enter the appropriate pay rate for the employee in the **Amount** field

Wa...	Wage Type Long Text	O.	Amount	Curr...
1005	Hourly Rate		17.00	USD

Press **Enter**, which will populate the **Annual Salary** field

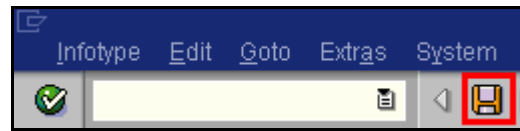
Click on the **Save** icon



## Change Date Specifications (0041)

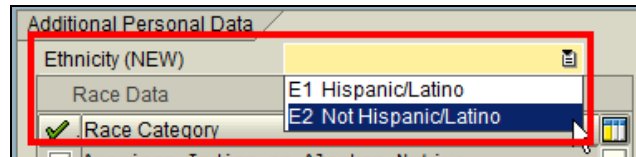
Verify the entered dates, but do NOT change anything; Contact HR Compensation if anything needs corrected

Click on the **Save** icon

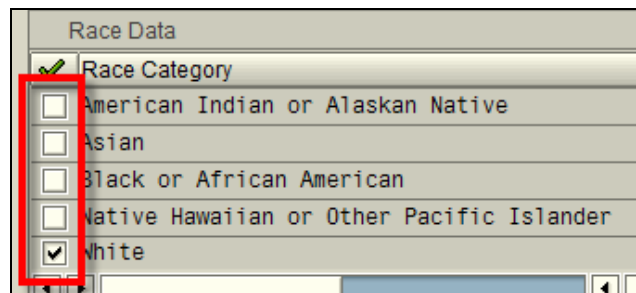


## Create Additional Personal Data (0077)

Select the employee's **Ethnicity**



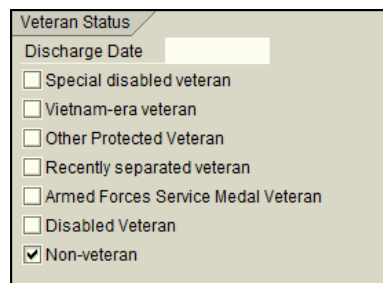
Click in the checkbox next to the appropriate **Race Category**



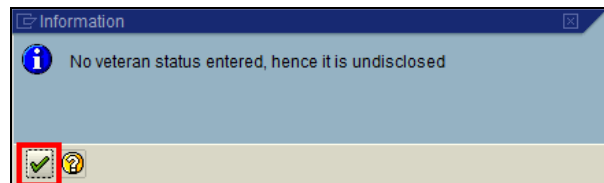
No **Race Category** is required with a **Hispanic/Latino Ethnicity**, but at least one **Race Category** must be selected with the **Not Hispanic/Latino Ethnicity**.

**Note:** Multiple Race Categories may be selected as appropriate!

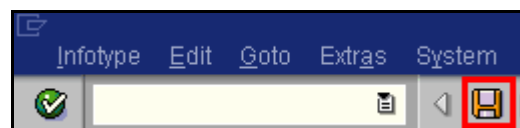
Select the appropriate **Veteran Status**, if known



**Note:** If a **Veteran Status** is NOT selected, an **Information** window will appear; click on the **Continue** icon to acknowledge the message



Click on the **Save** icon



# PA40 Main Campus New Hire



## ***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).