

PA40 Campus Rehire/Reinstate



Process: Use PA40 to enter a new employee into IRIS. This transaction contains basic employee information, the position, the base pay, etc.

Role: Department PAR officers

Frequency: When Needed

BEGINNING

Has the new hire worked at the University in the past?

Yes

Has the new hire completed the I-9 form and had it approved through HR?

Yes

Enter the transaction code

PA40

PERSONNEL ACTIONS SCREEN

Start Date

Enter the first day the employee will be working or press F4, then F2 to enter the current date

Select **Main Campus Create Assignment** by clicking on the selection button on the left of the action.

Main Campus Create Assignment

Click on the Execute icon



EMPLOYEE RECOGNITION SCREEN

Last Name

Enter the last name of the employee

First Name

Enter the first name of the employee

Date of Birth

Enter the employee's date of birth

Gender

Click either the Male or the Female radio button

SSN (Social Security Number)

Enter the employee's Social Security Number

Click on the Continue icon



EMPLOYEES WITH IDENTICAL DATA

Click on the employee's name

Name	Personnel assignment
Alan E Yarrow	50121935 00000332 (Active)

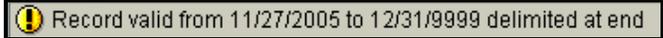
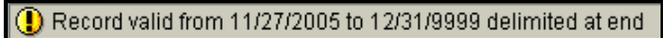
Click on the Continue icon



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

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

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

NEW WORK RELATIONSHIP																									
Choose Rehiring of Employee																									
Press Enter or click on the Continue icon																									
ACTIONS (0000)																									
Reason for Action <table border="1" style="display: inline-table; vertical-align: top; margin-left: 10px;"> <tr><td>01</td><td>Staff Rehire</td></tr> <tr><td>02</td><td>Student Rehire</td></tr> <tr><td>03</td><td>STEPS Rehire</td></tr> <tr><td>04</td><td>Faculty Rehire</td></tr> <tr><td>05</td><td>Post Doc Rehire</td></tr> <tr><td>06</td><td>Police Rehire</td></tr> <tr><td>11</td><td>Staff Reinstate</td></tr> <tr><td>12</td><td>Student Reinstate</td></tr> <tr><td>13</td><td>STEPS Reinstate</td></tr> <tr><td>14</td><td>Faculty Reinstate</td></tr> <tr><td>15</td><td>Post Doc Reinstate</td></tr> <tr><td>16</td><td>Police Reinstate</td></tr> </table>	01	Staff Rehire	02	Student Rehire	03	STEPS Rehire	04	Faculty Rehire	05	Post Doc Rehire	06	Police Rehire	11	Staff Reinstate	12	Student Reinstate	13	STEPS Reinstate	14	Faculty Reinstate	15	Post Doc Reinstate	16	Police Reinstate	Enter the Reason for Action code or use the Possible Entries icon (Choices include 01 Staff Rehire; 02 Student Rehire; 03 STEPS Rehire; 04 Faculty Rehire; 05 Post Doc Rehire; 06 Police Rehire; 11 Staff Reinstate; 12 Student Reinstate; 13 STEPS Reinstate; 14 Faculty Reinstate; 15 Post Doc Reinstate; 16 Police Reinstate)
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Position <table border="1" style="display: inline-table; vertical-align: top; margin-left: 10px;"> <tr><td>Organizational assignment</td></tr> <tr><td>Position <input type="text" value="50106231"/></td></tr> </table>	Organizational assignment	Position <input type="text" value="50106231"/>	Enter the 8-digit Position number or use the Possible Entries icon to search																						
Organizational assignment																									
Position <input type="text" value="50106231"/>																									
Press Enter to let IRIS complete the rest of the information																									
Read the system messages and press Enter to move through them	Example: 																								
Click on the Save icon																									
PERSONAL DATA (0002)																									
Verify the information																									
If incorrect, make the change and click on the Save icon																									
If correct, click on the Next Record icon																									
ORGANIZATIONAL ASSIGNMENT (0001)																									
Press Enter to populate the fields																									
Read the system messages and press Enter to move through them	Example: 																								
Click on the Save icon																									

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ADDRESSES (0006)

Verify the information	
If incorrect, make the changes, including the County and click on the Save icon	
If correct, click on the Next Record icon	

PLANNED WORKING TIME (0007)

Employment Percent	Enter FTE as a percentage; for example, if the FTE is 100%, enter 100.0 in the field; make sure the Employment Percent and the Personnel Subarea are consistent or an error message will occur														
Press Enter to fill in the Daily Working Hours	<table border="1" data-bbox="857 846 1174 1031"> <tr><td colspan="2">Working time</td></tr> <tr><td>Employment percent</td><td>100.00</td></tr> <tr><td>Daily working hours</td><td>8.00</td></tr> <tr><td>Weekly working hours</td><td>40.00</td></tr> <tr><td>Monthly working hrs</td><td>173.33</td></tr> <tr><td>Annual working hours</td><td>2080.00</td></tr> <tr><td>Weekly workdays</td><td>5.00</td></tr> </table>	Working time		Employment percent	100.00	Daily working hours	8.00	Weekly working hours	40.00	Monthly working hrs	173.33	Annual working hours	2080.00	Weekly workdays	5.00
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Read the system messages and press Enter to move through them	Example:  Record valid from 11/27/2005 to 12/31/9999 delimited at end														
Click on the Save icon															

BASIC PAY (0008)

Amount	Enter the Hourly or Monthly rate for the employee
Read the system messages and press Enter to move through them	Example:  Record valid from 11/27/2005 to 12/31/9999 delimited at end
Click on the Save icon	

DATE SPECIFICATIONS (0041)

Verify the entered dates, contact Compensation if any of the dates need to be changed	
Read the system messages and press Enter to move through them	Example:  Record valid from 11/27/2005 to 12/31/9999 delimited at end
Click on the Save icon	

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CREATE ADDITIONAL PERSONAL DATA (0077)

Verify the information

If incorrect, make the changes and click on the Save icon



If correct, click on the Next Record icon



DOCUMENTS TO BE SENT TO COMPENSATION

- New PAR form (using Z_PAR to create it)
- Original, completed I-9
- K-4 and W -4, completed by employee
- Signed Consent/Application form
- Local/City Tax form, if employee will work or live outside of Fayette County
- Direct Deposit form
- Drug Free Workplace form
- If appropriate:
 - Direct non-resident alien to Payroll to fill out an 8233 form (Tax Treaty) for possible tax exemption. Form to be completed yearly, if used.
 - For Faculty: Complete any necessary departmental required forms.

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