

PA40 Change in Base Pay

Process: Use PA40 to enter a pay change for an employee into IRIS. After all necessary authorizations/approvals for this change in pay for the employee have occurred, take this action

Role: Department PAR officers

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

Press Enter to populate the fields

Start Date

Enter the first day the change will take effect or press F4, then F2 to enter the current date

Select **Change in Base Pay** by clicking on the selection button on the left of the action.



Click on the Execute icon



ACTIONS (0000)

Reason for Action

01	Reclassification
02	Equity Adjustment
03	Market Adjustment
04	Mid-Year Adjustment

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



BASIC PAY (0008)

Amount

Enter the new Hourly rate, Biweekly salary, or Monthly salary for the employee

Press Enter to re-populate the Annual Salary field

Read the system messages and press Enter to move through them

Example:



Click on the Save 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/>

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DOCUMENTS TO BE SENT TO COMPENSATION

- Use Z_PAR to create the PAR and obtain signatures

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