

# PA40 Position Change

**Process:** Use transaction PA40 to process a Position Change Action when an employee is moving from one position to another. This process is performed by the “receiving” (new) department.

**Role:** Authorized Users


**Frequency:** When Needed

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

Changes of positions may be made at any time **except if the employee is changing Payroll Areas** (for example, if the employee is going from a Biweekly position to a Monthly position and vice versa).


- If the employee is changing Payroll Areas, the **Start** date in the new position should be the first day of the next pay period of the Payroll Area they are **leaving**.
- If the employee is not changing Payroll Areas, the **Start** date is the first day the employee is in the new position.
- If you have any questions/concerns pertaining to this issue, contact the HR Compensation Office.

Transfer of an employee from a position in the Biweekly Payroll Area to a position in the Monthly Payroll Area **after** the Monthly payroll process has completed will produce an error message. For example:



 No change to payr.area M1 until 11/01/2006; paydays must be in ascending order

For assistance with this, contact the HR Compensation Office.

A Faculty Position Change Action will also contain the following infotype during the Action:

**Contract Elements (0016)** – Select the appropriate **Contract Type** and click on the **Save** icon .


A Hospital Position Change Action will also contain the following infotypes during the Action:


- **Hospital Salary (9002)** – Leave the **As of date** field blank, select the appropriate **Education** degree (for nurses only), and click on the **Save** icon .
- **Person: Change Profile** – Click on the **Back** icon  to continue.

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If the **Delimit Recurring Payments/Deducts (0014)** infotype appears during this Action, review the items listed and determine if any of them need to be delimited.

If any items do need to be delimited,

1. Click on the gray selection box next to the line(s) which need to be delimited **first**,
2. **Then** click on the **Delimit** icon  in the Application Toolbar.

If none of the items need to be delimited, click on the **Next Record** icon  to continue to the next infotype.

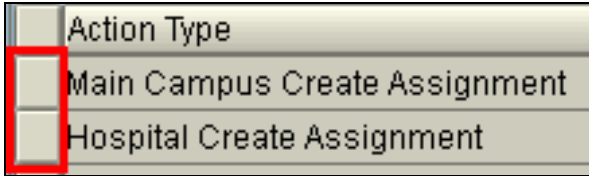

If the **Delimit Cost Distribution (0027)** infotype appears during this Action, **all** lines containing data in the record must be delimited! This will be accounting information from the old position, which will no longer be valid and needs to be delimited.

1. Click on the gray selection box next to **all** lines containing data **first**,
2. **Then** click on the **Delimit** icon  in the Application Toolbar.

## Beginning

Enter the transaction code	PA40
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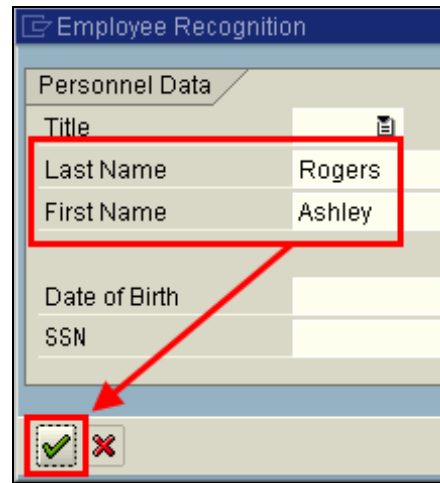
## Personnel Actions

<b>Person ID</b>	Leave this field blank for this Action!
<b>Start</b>	Enter the first day the employee is in the new position  <b>Note:</b> Also refer to the <b>Additional Notes</b> section above for further information on the <b>Start</b> date!
Click on the <b>Select</b> button to the left of the appropriate <b>Create Assignment</b> Action Type ( <b>Main Campus</b> or <b>Hospital</b> )	
Click on the <b>Execute</b> icon	

# PA40 Position Change

## Employee Recognition Window

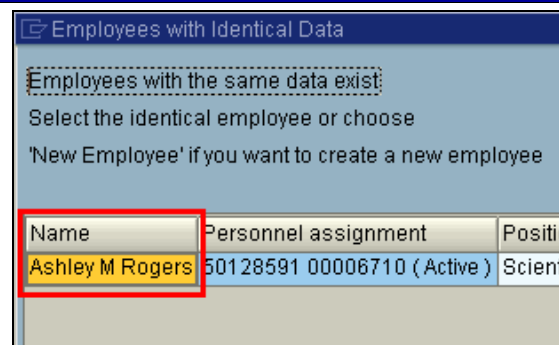
Enter the employee's **Last Name** and **First Name**, then click on the **Continue** icon



The screenshot shows the 'Employee Recognition' window with the 'Personnel Data' tab selected. The 'Last Name' field contains 'Rogers' and the 'First Name' field contains 'Ashley'. A red box highlights these two fields. A red arrow points from this box to the 'Continue' icon (a green checkmark) at the bottom left of the window.

## Employees with Identical Data Window

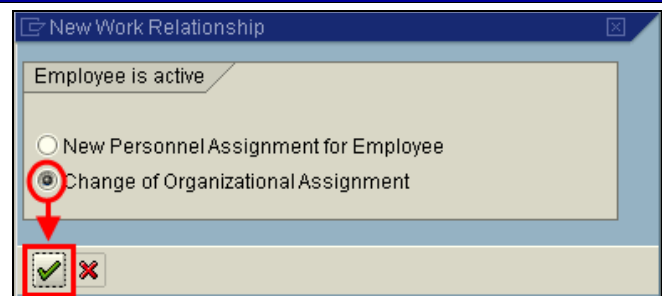
Double-click on the employee's name



The screenshot shows the 'Employees with Identical Data' window. It contains the text: 'Employees with the same data exist: Select the identical employee or choose 'New Employee' if you want to create a new employee'. Below this is a table with columns 'Name', 'Personnel assignment', and 'Positi'. The first row of the table is highlighted with a red box and contains the text: 'Ashley M Rogers', '50128591 00006710 ( Active )', and 'Scien'.

## New Work Relationship Window

Select the **Change of Organizational Assignment** option, then click on the **Continue** icon



The screenshot shows the 'New Work Relationship' window with the 'Employee is active' tab selected. There are two radio button options: 'New Personnel Assignment for Employee' and 'Change of Organizational Assignment'. The second option is selected, indicated by a red circle around the radio button. A red arrow points from this circle to the 'Continue' icon (a green checkmark) at the bottom left of the window.

# PA40 Position Change

## Copy Actions (0000)

Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the appropriate reason for position change

**NOTE: Reasons 14, 15, 16, and 17 are to be used only by the UK Healthcare Payroll Office for Healthcare position changes.**


ActR*	Name of reason for action
01	Department Transer-Do Not Use
02	Promotion
03	Demotion
04	Lateral
05	Reduce Hours
06	Re-Evaluation
07	Temp/Student to Regular
08	Regular to Temp
09	Student to Temp
10	On-Call to Regular
11	Regular to On-Call
12	Change in Title Series or Rank
13	Staff to Faculty
14	Prom from Hosp Patient Care
15	Lat xfer from Hosp Pt Care
16	Lat xfer-new cost ctr unit
17	Prom from Pt Care - same unit
18	Temp to Student

Replace the displayed position number (which is from the old position) with the 8-digit position number for the new position in the **Position** field

Position	50108455
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Press **Enter**

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



# PA40 Position Change

## 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.

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

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

Press **Enter**

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




## 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
				USD

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

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





## PA40 Position Change

### **Delimit Recurring Payments/Deducts (0014) – (May or May Not Appear)**

If the **Delimit Recurring Payments/Deducts (0014)** infotype appears during this Action, review the items listed and determine if any of them need to be delimited.


If any items do need to be delimited,

1. Click on the gray selection box next to the line(s) which need to be delimited **first**,
2. **Then** click on the **Delimit** icon  in the Application Toolbar.

If none of the items need to be delimited, click on the **Next Record** icon  to continue to the next infotype.

### **Delimit Cost Distribution (0027) – (May or May Not Appear)**

If the **Delimit Cost Distribution (0027)** infotype appears during this Action, **all** lines containing data in the record must be delimited! This will be accounting information from the old position, which will no longer be valid and needs to be delimited.

1. Click on the gray selection box next to **all** lines containing data **first**,
2. **Then** click on the **Delimit** icon  in the Application Toolbar.

### **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).