

# PA40 Re-Evaluation



**Process:** Use PA40 to enter a Re-Evaluation. A Re-Evaluation action takes place when an employee is moving from one position to another position after a re-evaluation. This process is one-step performed by the Receiving department.

**Role:** Personnel Administrators

**Frequency:** When Needed

## BEGINNING

**Is the employee already in IRIS?** Yes

Enter the transaction code PA40

## PERSONNEL ACTIONS SCREEN

**Person ID** Highlight any information in this field and delete

Press *Enter*

**Start**

Enter the first day employee changes position; if the employee is changing payroll areas (Biweekly to Monthly), the change must take place at the beginning of the pay period based on the sending position's pay periods

Select the **Main Campus Create Assignment** action



Click on the Execute icon



## EMPLOYEE RECOGNITION

**Last Name** Enter the employee's last name

**First Name** Enter the employee's first name

**Date of Birth** Enter the employee's date of birth

**SSN** Enter the employee's social security number

Press Enter or 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 **Change of Organizational Assignment**

 Change of Organizational Assignment

Press Enter or click on the Continue icon




## ACTIONS (0000)

### Reason for Action

- 02 Promotion
- 03 Demotion
- 04 Lateral
- 01 Departmental Transfer
- 05 Reduce Hours
- 06 Re-Evaluation

Enter the Reason for Action code or use the Possible Entries icon

**Position**


Organizational assignment  
Position 50106231 

Enter the new eight-digit Position number or use the Possible Entries icon to search

Press Enter to let IRIS complete the rest of the information

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



## ORGANIZATIONAL ASSIGNMENT (0001)

Press Enter to populate needed fields

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



## 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

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# PA40 Re-Evaluation

<p>Press Enter to fill in the Daily Working Hours</p>	<table border="1"> <thead> <tr> <th colspan="2">Working time</th> </tr> </thead> <tbody> <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> </tbody> </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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<p>Click on the Save icon</p>															
<p><b>BASIC PAY (0008)</b></p>															
<p><b>Amount</b></p>	<p>Enter either the Hourly rate, Biweekly salary, or Monthly salary</p>														
<p>Press Enter to populate the Annual Salary and the True Annual Salary fields</p>															
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<p>Click on the Save icon</p>															
<p><b>RECURRING PAYMENTS/DEDUCTIONS (0014) – May or May Not Appear</b></p>															
<p>If a recurring payments needs to be delimited, click on the selection box to the left of the payment (all recurring payments have a Wage Type beginning with a "2"), click on the Delimit icon  to end the payment, then click on the Save icon </p>															
<p>If no recurring payments need to be delimited, click the Next Record icon </p>															
<p><b>DOCUMENTS TO BE SENT TO COMPENSATION</b></p>															
<ul style="list-style-type: none"> <li>• Use Z_PAR to create the PAR and obtain signatures</li> <li>• Complete any necessary departmental required forms</li> </ul>															

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