

PA40 Reactivate Additional Assignment

Process: Use transaction PA40 to reactivate an Additional Assignment (non-exempt employee) or Overload Assignment (exempt employee) that has previously been ended (“Withdrawn”) for an employee.

Role: Authorized Users


Frequency: When Needed

Additional Notes

The **validity dates of an Overload Assignment must cover entire months**, regardless of the actual dates worked. Thus, the **Start** date for creating and ending an Overload Assignment will always be day 1 of the month. For example: Sally will be working an Overload Assignment from April 4th through June 20th. The **Start** date when creating the assignment will be April 1st, and the **Start** date for the End of Additional Assignment Action will be July 1st (the 1st of the next month after the last day worked in the assignment).

Do not change the End Date when processing this Action. To end an Additional/Overload Assignment you will use the End of Additional Assignment Action closer to the date in which the assignment will be ending.

The **Payroll Area** (Biweekly (B1) or Monthly (M1)) for all Additional/Overload Assignments **must match the Payroll Area of the employee’s Main assignment**. Thus, prior to processing this transaction, it is recommended that you contact the employee’s Main assignment department or the HR Compensation Office to obtain this information.

It is possible that you will have to change the **Payroll Area** field value when you get to the *Create Organizational Assignment (0001)* infotype during the Action if you receive this Error Message:  Payroll area does not match other active assignmen. So, if the default **Payroll Area** field value for the position is B1 (Biweekly) and you receive the Error Message, then simply change the field value to M1 (Monthly), press the **Enter** key to validate the information, then click on the **Save** icon.

A Hospital Additional/Overload Assignment 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.

Beginning

Enter the transaction code

PA40

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Personnel Actions

Enter the employee's **Person ID**, then press **Enter** to populate the employee information at the top of the screen – For example:

Person ID	10012457	Pers.Assgn	00029254 99999999 0002925...
Name	Herman A Wellington	Empl. %	20.00
EE group	B Students	Pers.area	1000 Main Campus
EE subgroup	09 Student	Pers. subarea	0007 Temp PT >.20

Always make sure the correct "Pers.Assgn" information is selected before going any further with this Action!! Find the assignment with the correct Personnel Number, "99999999" as the Position Number, and the word "Withdrawn" in parenthesis at the end! You can click on the Assignment



Overview icon to the right of the "Pers.Assgn" field to view all of the employee's assignments, and then double-click on the appropriate assignment you wish to reactivate. For example:

Personnel assignment	Position	Org. Unit	Empl. ...	Cos
50112961 00010939 (Active)	Student/Non-Work Study	Entomology	100.00	AG
99999999 00029254 (Withdrawn)	Integration: default position	Dean Of Students	20.00	ST

Start

For Additional Assignments, enter the first day of the pay period in which the employee begins working in this assignment; for Overload Assignments, enter the first day of the month in which the employee begins work

Click on the **Select** button to the left of the **Reactivate Add Assignment** Action Type

<input type="checkbox"/>	Reactivate Add Assignment
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Click on the **Execute** icon

Personnel Actions	
<input type="checkbox"/>	

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Copy Actions (0000)

Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the appropriate **Additional Assignment** entry

A...	Name of reason for action
10	Main Campus Additional Assign
20	Hospital Additional Assignment


Position

Replace the "99999999" with the correct Position Number – For example:

Position	50416878	
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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.

Note: If you receive the Error Message regarding the Payroll Area not matching other active assignments, change the **Payroll Area** field value to the opposite of what is displayed (see the Additional Notes section for more information).

If you have changed the **Payroll Area** field value, press **Enter** to revalidate the information

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 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**.

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


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.

If you changed the **Employment percent**, press **Enter**, read the system message, and press **Enter** again to accept – For example:

 Employment percentage < 100 % (part-time work/dyn.work schedule?)

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... I
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 

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Copy Date Specifications (0041)

Press **Enter** – **Do not change the dates on this infotype!** Contact HR Compensation with any issues/questions.

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



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.