PA40 Reduce Hours

IRIS Integrated Resource Information System

Process: Use PA40 to enter a Reduce Hours change. A Reduce Hours action takes place when an employee is moving from one position to another position. 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	Main Campus Create Assignment
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

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 05 Reduce Hours	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
Press Enter to fill in the Daily Working Hours	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
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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BASIC PAY (0008)	
Amount	Enter either the Hourly rate, Biweekly salary, or Monthly salary
Press Enter to populate the Annual Salary and the True Annual Salary 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	💾

RECURRING PAYMENTS/DEDUCTIONS (0014) – May or May Not Appear
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 💾
If no recurring payments need to be delimited, click the Next Record icon ➡

DOCUMENTS TO BE SENT TO COMPENSATION
• Use Z_PAR to create the PAR and obtain signatures • Complete any necessary departmental required forms