PA40 Return From LOA With Pay

IRIS
Integrated Resource
Information System

Process: Use PA40 to enter a return of leave of absence with pay for a faculty member.	
Role: Authorized Personnel	**Frequency:** When Needed

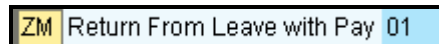| BEGINNING	
Enter the transaction code	PA40
PERSONNEL ACTIONS	
Person ID	Enter the employee's Person ID or use the Possible Entries icon 🔲 to search
Press Enter to populate the fields	
Start Date	Enter the first day the employee returns from leave
Select **Return From Leave with Pay** by clicking on the selection button on the left of the action.	Return From Leave with Pay
Click on the Execute icon	⊕
ACTIONS (0000)	
Reason for Action ZM Return From Leave with Pay 01	Enter the Reason for Action code or use the Possible Entries icon
Press Enter	
You should receive a warning message, press Enter	⚠ Record valid from 11/11/2005 to 12/31/9999 delimited at end
Click on the Save icon	💾
ORGANIZATIONAL ASSIGNMENT (0001)	
Click on the Next Record icon	📄
PLANNED WORKING TIME (0007)	
Click on the Next Record icon	📄
BASIC PAY (0008)	
If the Base Pay Amount needs to be changed, change the amount, press Enter, and Save	💾

If no change, click on the Next Record icon	

DOCUMENTS TO BE SENT TO COMPENSATION
• Use Z_PAR to create the PAR and obtain signatures