Quick Reference Card - Basic
PA40 Return From LOA Without Pay

IRIS Integrated Resource Information System

Process: Use PA40 to enter a leave of absence without pay.	
Role: Authorized Personnel	**Frequency:** When Needed

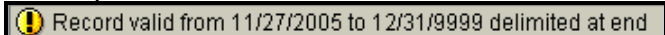| BEGINNING	
Enter the transaction code	PA40
PERSONNEL ACTIONS SCREEN	
Person ID	Enter the employee's Person ID or use the Possible Entries icon 🔍 to search
Press Enter to populate the fields	
Start Date	Enter the first day the employee returns from leave
Select **Return From Leave Without Pay** by clicking on the selection button on the left of the action.	Return From Leave Without Pay
Click on the Execute icon	🕐
ACTIONS (0000)	
Reason for Action ZN Return From Leave Without Pay 01	Enter the Reason for Action code or use the Possible Entries icon
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)	
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