

Process: Use transaction PA40 to process a Return from Leave of Absence Without Pay Action for an employee in IRIS. This will change the employee’s employment status from “Inactive” back to “Active”.

****This Action should not be processed until the employee has actually returned to work.**

Role: Authorized Users

Frequency: When Needed

Beginning

Enter the transaction code

PA40

Personnel Actions

Person ID

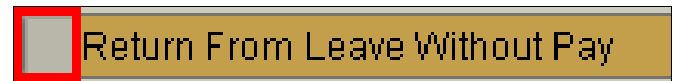
Enter the employee’s Person ID or use the **Possible Entries** icon  to search

Press **Enter** to populate the employee’s information at the top of the screen

Start

Enter the first day the employee returns from leave of absence without pay

Click on the **Select** button to the left of the **Return From Leave Without Pay** Action Type



Click on the **Execute** icon



Copy Actions (0000)

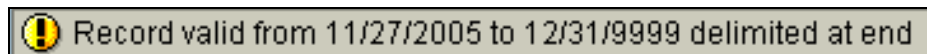
Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the single reason listed:

A...	Name of Action Type	Ac...	Name of reason for acti...
ZN	Return From Leave Without Pay	01	Return to Work

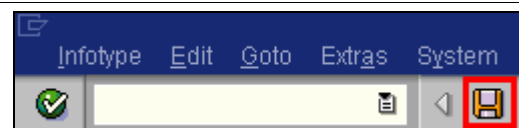
Leave the **Position** number in place

Press **Enter**

Read the delimit message and press **Enter** to accept – For example:



Click on the **Save** icon



Display Organizational Assignment (0001)

Click on the **Next Record** icon



Display Planned Working Time (0007)

Click on the **Next Record** icon



Copy Basic Pay (0008)

If the base pay in the **Amount** field needs to be changed, make the change, press **Enter**, then click on the **Save** icon

Amount	Curr...
3847.00	USD
	USD

If no changes need to be made to the base pay, click on the **Next Record** icon to advance to the next infotype



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.