Process: Use transaction PA40 to process a Separation Action in IRIS when an employee is leaving the University. Any break in service should result in a separation. For example, separation is required for students who leave positions after the spring semester and their return in the fall semester is uncertain. Likewise, instructors who teach in the spring semester only must be separated when their spring assignments conclude.

**Before processing a Separation Action, check to see if the employee has any other "Active" assignments. If so, those assignments must be ended (using the End of Additional Assignment Action Type) prior to processing the Separation Action!

A PAR is not required for this Action! Instead, send the completed "University of Kentucky Employee Separation Sheet" (http://www.uky.edu/HR/employ/documents/sepsheet.pdf) and any other appropriate documentation to the HR Compensation Office.

Role: Authorized Users	**Frequency:** When Needed

Additional Notes
If an employee is transferring to a new position in another department, this is not a Separation. Instead, the new department will process a Position Change Action, which will cause the assignment in your department to be delimited.
An approved Leave does not constitute a Separation.
If funding is available, you can overlap the separating employee and the new employee using the same position.
Remember to process any **Time Quota Compensation (0416)** payouts in accordance with UK policy and procedure. This is done using transaction PA30, NOT during the Separation Action!

When the **Delimit Long Distance Access (9020)** infotype appears when separating regular employees, you must delimit the record as follows:

	Start Date	End Date	D	I	L...
	08/01/2011	12/31/9999	X		

1. Click on the gray selection box to select the record
2. Click on the **Delimit** icon [icon] in the Application Toolbar

If the **Delimit Recurring Payments/Deducts (0014)** infotype appears during this Action, **all** lines containing data in the record must be delimited! 1. Click on the gray selection box next to **all** lines containing data **first**, 2. **Then** click on the **Delimit** icon in the Application Toolbar.	
If the **Delimit Cost Distribution (0027)** infotype appears during this Action, **all** lines containing data in the record must be delimited! 1. Click on the gray selection box next to **all** lines containing data **first**, 2. **Then** click on the **Delimit** icon in the Application Toolbar.	

Beginning

Enter the transaction code	PA40

Personnel Actions

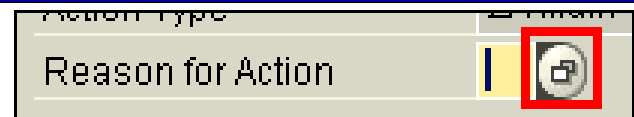|	
Person ID	Enter the employee's Person ID or use the **Possible Entries** icon to search
Press **Enter** to populate the fields	
Start	Enter the day **after** the employee's last day of work
Click on the **Select** button to the left of the **Separation** Action Type	Separation
Click on the **Execute** icon	

Copy Actions (0000)

Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the appropriate reason for the separation **Note:** This reason **must** match the reason checked on the University of Kentucky Employee Separation Sheet!	Reason for Action Ac... / Name of reason for action 01 Involuntary Discharge 02 Job Abandonment 03 Quit Without Notice 04 Other Work 05 Self-Employment 06 Working Conditions 07 Personal/Job Conflict 08 Leaving Area 09 Domestic Responsibilities

Leave the position number in the **Position** field – The system will automatically change this to 99999999 when you get to the next infotype.

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	💾

Copy Organizational Assignment (0001)

Press **Enter**	
Verify the **Position** has defaulted to 99999999; If not, change manually	Position 99999999 Default position
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	💾

Copy Addresses (0006) – Permanent Address

Verify the information; This should be the forwarding address! – If correct, click on the **Next Record** icon 📄 to advance to the next infotype; If incorrect, make the necessary changes and click on the **Save** icon 💾.

Personnel Actions

The system should now return you to the initial **Personnel Actions** window; the Action is completed. Send the completed "University of Kentucky Employee Separation Sheet" and any other appropriate documentation to the HR Compensation Office.