

ZHR_PAR Generating a PAR



Process: Transaction ZHR_PAR is used to generate and print a Payroll Authorization Record (PAR) after completing a Personnel Administration (PA) Action (via transaction PA40). A PAR is required for all PA Action Types, except the Separation Action. The original, signed PAR and one (1) copy, along with the original of all supporting documentation (i.e. I-9 form, W4/K4 forms, Direct Deposit form, Salary Recommendation Form, etc.), must be sent to the HR Compensation Office by the deadline listed on the IRIS Payroll Schedule for timely processing. For the Separation Action, send the completed UK Employee Separation Sheet to the HR Compensation Office instead of a PAR.

Role: Authorized Users

Frequency: As Needed

Beginning

Enter the transaction code **ZHR_PAR**

Personnel Authorization Request

Enter the **Reporting Period / Key Date**, which MUST be the same date used as the **Start** date for the PA40 Action!

Enter the person's **Personnel Number**

It is requested that the name and contact information of the person generating the PAR be listed in the **Comments** section. Anything entered in this section will print on the PAR.

Click on the **Execute** icon in the Application Toolbar



Print Window

To print the PAR without previewing:

Click in the checkbox next to **Print immediately**

Enter the desired **Number** of copies

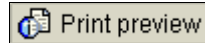
Click on the **Print** button in the lower-left corner of this window



To preview the PAR before printing:

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Click on the **Print preview** button in the lower-left corner of this window



Print Preview of LP01 Page 00001 of 00001 Window

Review all of the data on the PAR for accuracy

Click on the **Print** icon in the Standard Toolbar to print



The system may send the print job immediately to your printer, OR it may spool the print job.



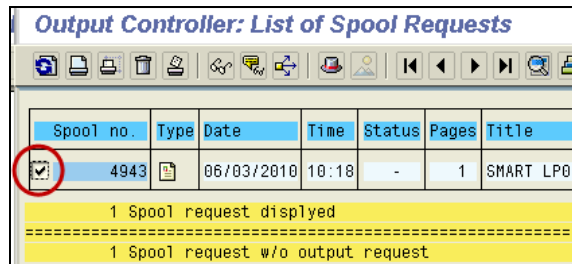
Printing a Spooled Print Job

Select **System** → **Own Spool Requests** from the Menu Bar

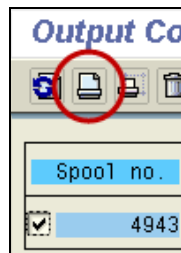


Output Controller: List of Spool Requests Window

Click in the checkbox next to the appropriate spool number (**Spool no.**)



Click on the **Print** icon in the Application Toolbar



Click on the **Back** icon to exit out of the transaction

