

PA40 Main Campus New Hire

Process: Use transaction PA40 to enter a University of Kentucky, main campus, new hire in SAP. This transaction consists of entering basic personal and job-related information for the employee, such as his/her name, SSN, birth date, address, position number, base pay, etc.

****Be sure to have the completed/signed I-9 form in hand before processing this transaction!**


****The entry of the new hire action is what triggers the creation of an employee's Link Blue account and e-mail address.**

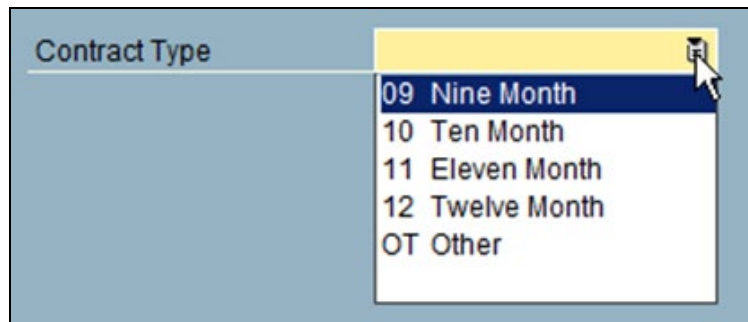
Role: Authorized Users

Frequency: When Needed

****Additional Notes****

If the employee has worked at the University in the past, use the Rehire/Reinstate Action (QRC available on the SAP myHelp web site).

When processing a Faculty New Hire Action, the **Create Contract Elements (0016)** infotype will also be displayed at the end of the Action. Select the appropriate **Contract Type**, then click on the **Save** icon .



Beginning

Enter the transaction code

PA40

Personnel Actions

Person ID

Leave this field blank for this Action!

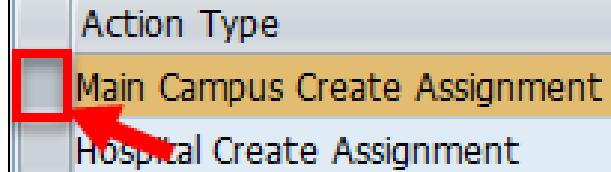
Enter the employee's first day of work in the **Start** field

Start

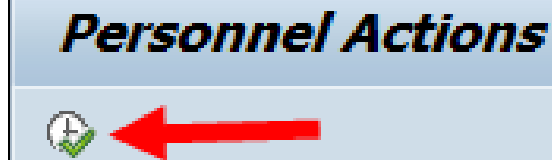
03/01/2024

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Click on the gray **Select** button to the left of the **Main Campus Create Assignment** Action Type to select



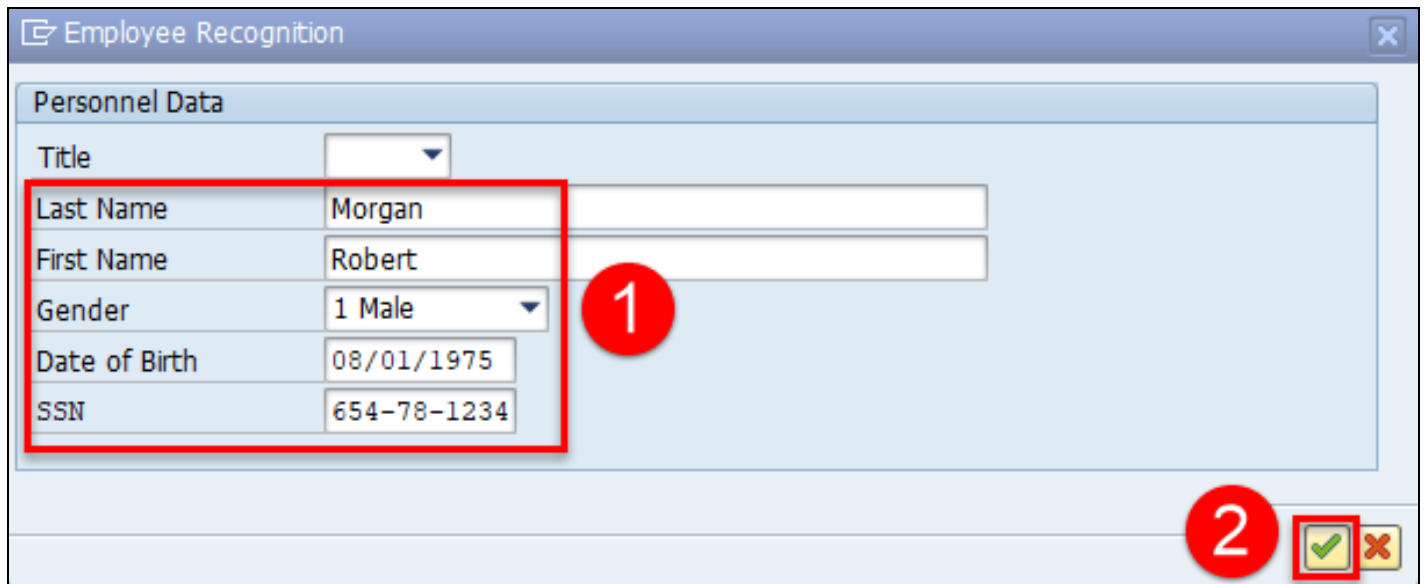
Click on the **Execute** icon in the **Application Toolbar** to begin the Action



Employee Recognition Window

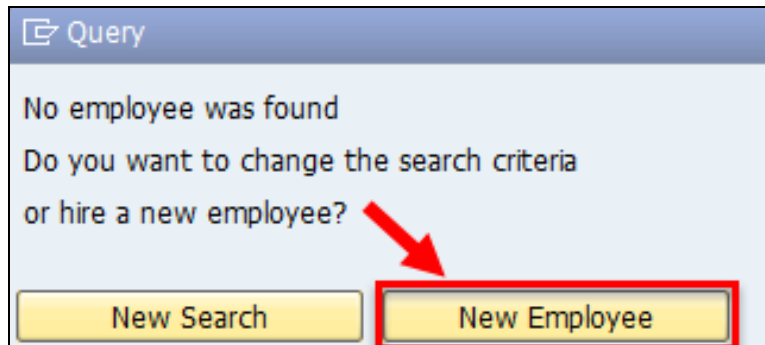
Enter the employee's **Last Name**, **First Name**, **Gender**, **Date of Birth**, and **SSN** (Social Security Number) (1), and then click on the **Continue** icon (2)

NOTE: Except for the **Title** field, all other fields are required!



Query Window

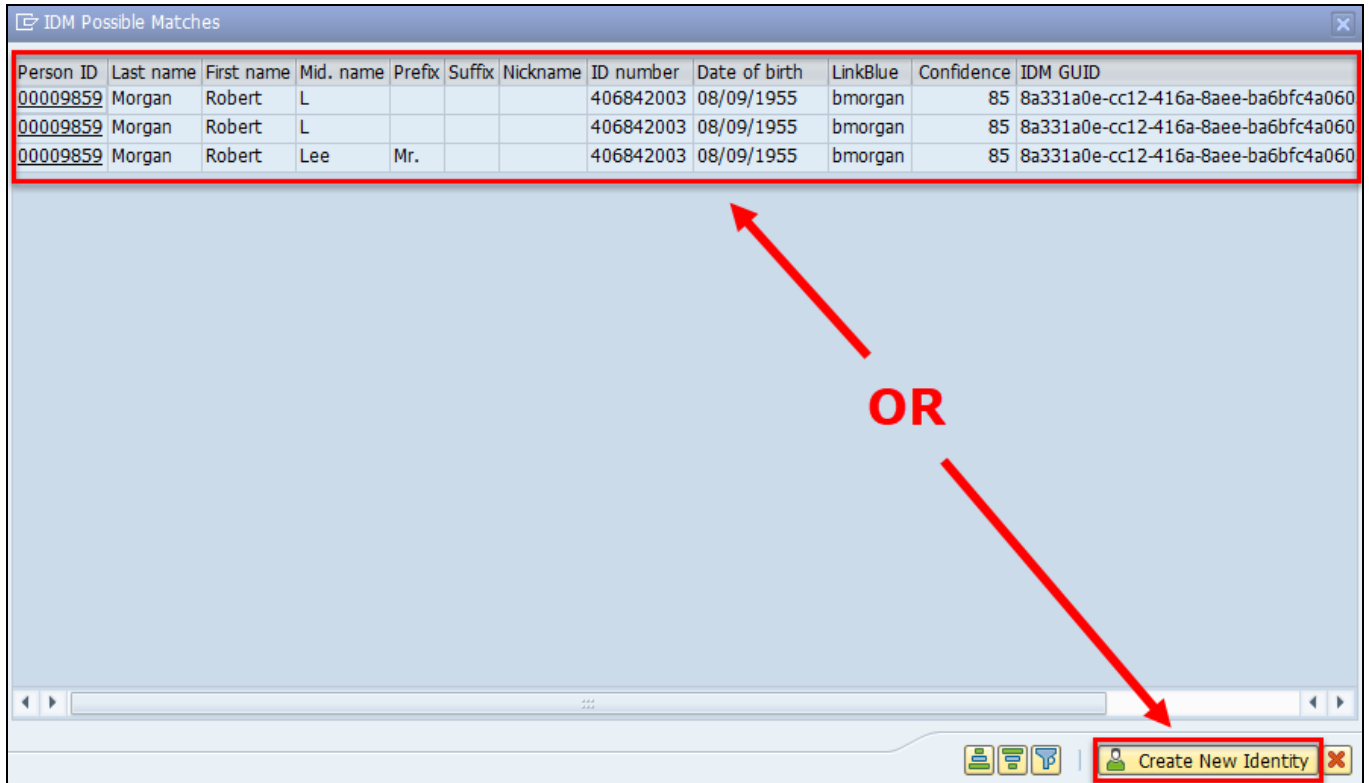
Click on the **New Employee** button



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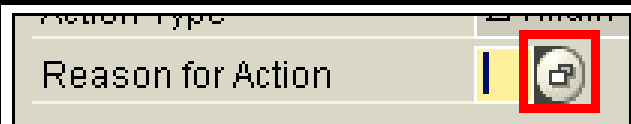
IDM Possible Matches Window

Review any data that may appear below the column header row. If you see the new employee's information exactly, double-click on that row to select. Otherwise, click on the **Create New Identity** button in the lower corner to continue.



Create Actions (0000)

Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the appropriate **Name of reason for action** value



Ac...	Name of reason for acti...
01	Staff Hire
02	Student Hire
03	STEPS Hire
04	Faculty Hire
05	Post DocHire
06	Police Hire

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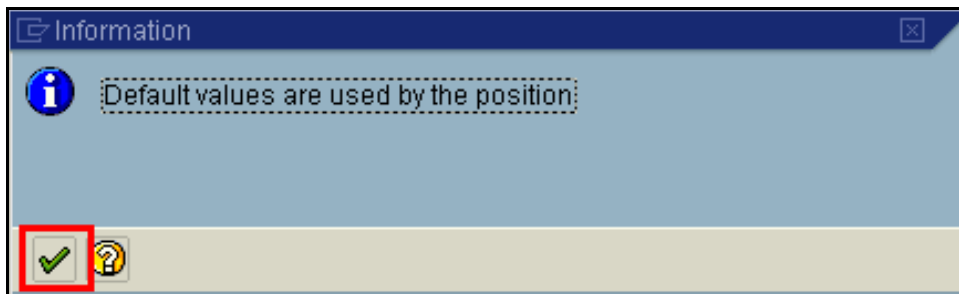
Enter the 8-digit **Position** number and press **Enter**

Organizational assignment
Position <input type="text" value="50105020"/>

Information Window

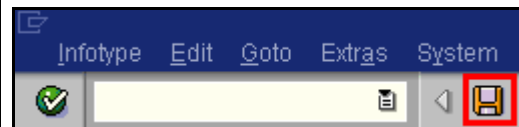
When the **Information** window appears, click on the **Continue** icon

Many of the position's attributes will be brought into the employee's master data record, and you will see this information displayed on various infotypes as you go through this Action.



Create Actions (0000)

Click on the **Save** icon



Create Personal Data (0002)

Enter the employee's **Last name**, **First name** and **Middle name as seen on the employee's Social Security card!**

Use the **Suffix** field to select Jr., Sr., I, II, etc., if applicable

Note: Please use proper capitalization when entering this information. How it is entered here is how it will be displayed on the employee's paystub, W2, etc.!

Last name	<input type="text" value="Morgan"/>
First name	<input type="text" value="Robert"/>
Middle name	<input type="text" value="T."/>
Suffix	<input type="text"/>
Name	<input type="text"/>

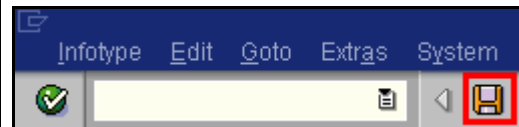
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Verify the employee's **SSN** (Social Security Number), **Gender**, and **Birth date**

HR data		
SSN	654-78-1234	Gender 1 Male
Birth date	08/01/1975	

Press **Enter**

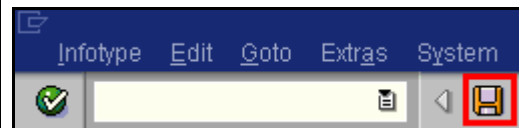
Click on the **Save** icon



Create Organizational Assignment (0001)

Press **Enter** – The system populates the fields in this infotype.

Click on the **Save** icon



Create Addresses (0006) – Permanent Residence

Enter the employee's home address: street **Address, City, State,** and **zip code**

Address line 1	2427 Main Street
City/country	Lexington
State/zip code	KY Kentucky 40508

Note: Do not enter a **county**

Enter the employee's home **Telephone Number**

Telephone Number	859 222-2222
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Enter the employee's **County** of residence number, or use the **Possible Entries** icon to search

Additional fields	
County	034 Fayette

The **Mail Code** field drives where various printed communications will be sent. The value defaults to the Organizational Unit number for the position, but may be changed if needed.

Click in the checkbox next to **Privacy Flag** if the employee does NOT want their address to be listed in any campus directory

Privacy Flag	<input checked="" type="checkbox"/>
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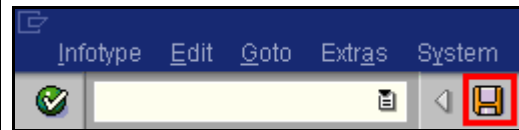
Enter the employee's **County of Employment**

Note: This field is primarily used by the College of Agriculture departments, but may be completed by others if desired.

County of Employment	040	Garrard
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Press **Enter**

Click on the **Save** icon



Create Addresses (0006) – Work Address

Enter the employee's work address, if known: street **Address, City, State, zip code, and Telephone Number**

If the address is not known, click on the **Next record** icon  to skip this infotype.

Address	
Address type	7 Work Address
Care Of	
Address line 1	204 McVey Hall
Address line 2	
City/county	Lexington
State/zip code	KY Kentucky 40506
Country Key	US United States
Telephone Number	859 257-1111

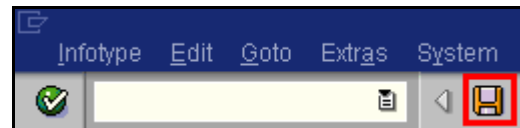
Note: Do not enter a **county**.

Click on the **Possible Entries** icon for the **Worksite** field and select the appropriate value

Worksite	Short Descript.
UNIVERSITY	University Worksite
HYBRID	Hybrid
REMOTE	Remote

Press **Enter**

Click on the **Save** icon

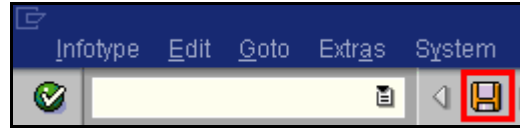


Create Planned Working Time (0007)

Press **Enter** to populate the fields – The system will also validate that the **Employment percent** and **Personnel Subarea** fields are in sync. Always check the message in the Status Bar (lower-left corner of the window). It will indicate if the **Employment percent** is fine or if it must be changed!

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Click on the **Save** icon



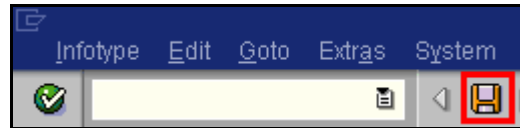
Create Basic Pay (0008)

Enter the appropriate pay rate for the employee in the **Amount** field

Wa...	Wage Type Long Text	O.	Amount	Curr...
1005	Hourly Rate		17.00	USD
				USD

Press **Enter**, which will populate the **Annual Salary** field

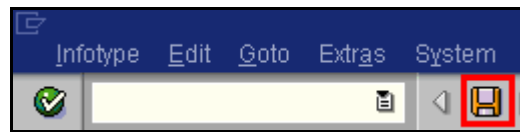
Click on the **Save** icon



Change Date Specifications (0041)

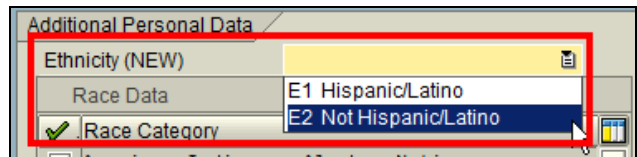
Verify the entered dates, but do NOT change anything; Contact HR Compensation if anything needs corrected

Click on the **Save** icon



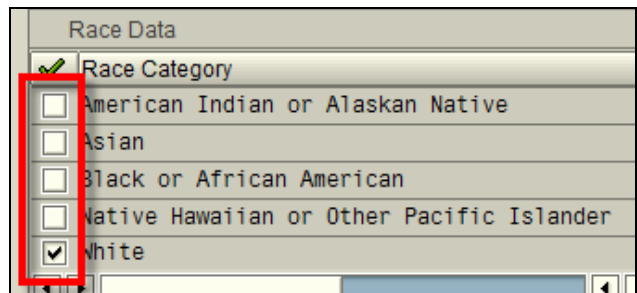
Create Additional Personal Data (0077)

Select the employee's **Ethnicity**



Click in the checkbox next to the appropriate **Race Category**

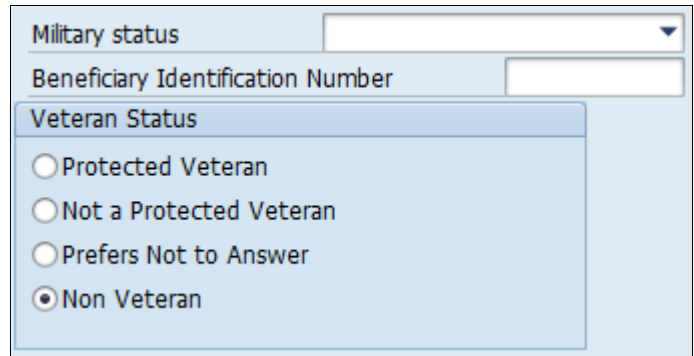
No **Race Category** is required with a **Hispanic/Latino Ethnicity**, but at least one **Race Category** must be selected with the **Not Hispanic/Latino Ethnicity**.



Note: Multiple Race Categories may be selected as appropriate!

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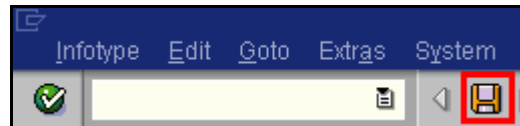
Select the appropriate **Military status** and/or **Veteran Status**, if known



The screenshot shows a SAP form with the following fields and options:

- Military status**: A dropdown menu.
- Beneficiary Identification Number**: A text input field.
- Veteran Status**: A dropdown menu with the following radio button options:
 - Protected Veteran
 - Not a Protected Veteran
 - Prefers Not to Answer
 - Non Veteran

Click on the **Save** icon



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.