Moving Expenses

Process: To pay moving expenses in advance of employee hire date using a temporary position. It will require two steps. The first is to enter the employee in a temporary position to pay the moving expense. The second step is to the move the employee to their regular position on the start date of the assignment.

PROCEDURES

Identify temporary position number or create new position using transaction code ZPOS, following the steps explained in QRC http://myhelp.uky.edu/rwd/HTML/HR/QRC_ZPOS_Position_Creation.pdf

Enter transaction code PA40

On the Personnel Action screens, complete the following steps:

- The person ID will be blank
- Enter the date of the temporary position in the start box
- Select either Main Campus Create Assignment or Hospital Create Assignment

Click on the execute icon in the application tool bar

| Person ID | |
| Start | 01/01/2018 |

Personnel Actions

	Action Type
	Main Campus Create Assignment
	Hospital Create Assignment

Personnel Actions

Moving Expenses

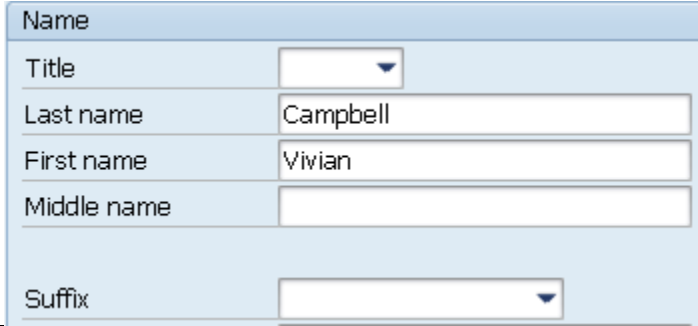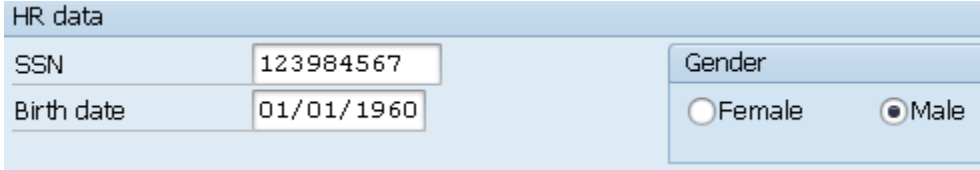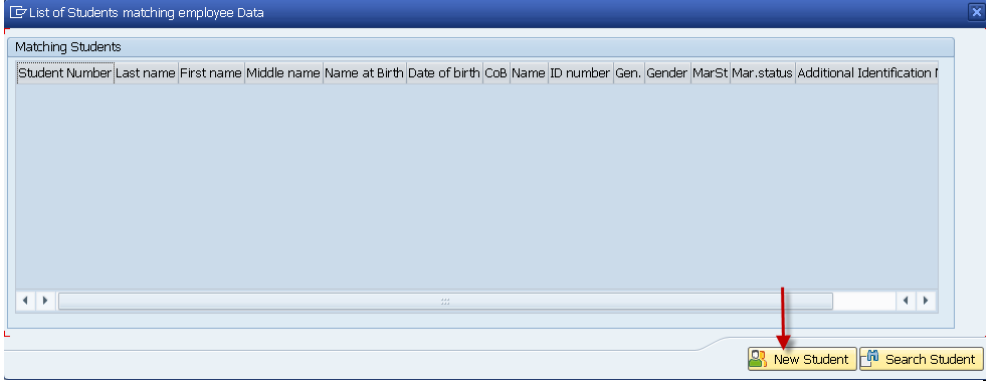|	
On the Employee Recognition box, enter the employee's last name and first name, the click on the continue icon.	**Employee Recognition** Personnel Data Title Last Name: Campbell First Name: Vivian Gender ○Female ○Male ⊙TBD Date of Birth SSN
Click on the new employee button	**Query** No employee was found Do you want to change the search criteria or hire a new employee? New Search New Employee
Create Actions (0000) Click on the possible entries icon in the Reason for Action field, then double click on the appropriate hire type.	Reason for Action **ActR** **Name of reason for action** 01 Staff Hire 02 Student Hire 03 STEPS Hire 04 Faculty Hire 05 Post DocHire 06 Police Hire 07 Visiting Scholar Hire

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Enter the 8-digit position number for your department and hit the enter key.	Position 50116938
Click on the save icon 💾	
Create personal Data (0002) Enter the employee's first, middle, and last name.	**Name** Title Last name Campbell First name Vivian Middle name Suffix
Enter the employee's social security number and gender	**HR data** SSN 123984567 Birth date 01/01/1960 Gender ○Female ⦿Male
On the List of Student matching employee Data, look to see if your employee is listed in this box. If name does display, double click on the name to select. If the employee has never been here as a student, you will not see their name. Click on new student.	List of Students matching employee Data Matching Students Student Number Last name First name Middle name Name at Birth Date of birth CoB Name ID number Gen. Gender MarSt Mar.status Additional Identification New Student Search Student
Click on the save icon 💾	

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Create Organizational Assignment (0001)
 	
Press the enter key and SAP will populate the information. Once it has populated, click on the save icon.
 	
💾
	Enterprise structure
	CoCode UK00 University of Kentucky
	Pers.area 1000 Main Campus Subarea 0013 Temp PT <.20
	Cost Ctr 1012004590 ED CURR & INST Bus. Area 0101 UK w/o component units
	Fund 0011020100 PROVOST UK GEN…
	Grant GMNR GM NOT RELEVANT
	Func. Area 0110 General Acad Instruction
	
	Personnel structure
	EE group A Staff Payr.area M1 Monthly
	EE subgroup 03 Exempt Monthly Contract ▼
	
	Organizational plan **Administrator**
	Percentage 100.00 PersAdmin
	Position 50116938 N5121M5 Time
	   Temporary Profession… PayrAdmin
	Job key 00000000
	Exempt
	Org. Unit 30000508 8G020
	   Education Curriculum …
	Org.key 0013

Address Screen (0006) Enter the employee's home address, city, state, and zip code. Enter the employee's county of residence or use the possible entries icon to search for the county. Also enter employee's primary work address. Note: Do not enter a county on the city/county line. Use code 125 if the employee's address is out of state. Click on the save icon 💾	**Address** Address type 1 Permanent residence Care Of Address Line 1 123 Music Way Address Line 2 City/county Lexington State/zip code KY Kentucky ▼ 40508 Country Key US United States ▼ Telephone Number **Communications** Type Number Extension Type Number Extension Type Number Extension Type Number Extension **Additional fields** County 034

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Create Planned Working Time (0007) Press enter to populate the fields Click on the save icon 💾	**Work schedule rule** Work schedule rule: FL6N — 24X7 flex Time Mgmt status: 9 9 - Time evaluation of planned times Working week: 01 Working Week Sunday - Saturday ☑ Part-time employee **Working time** Employment percent: 19.99 — ☑ Dyn. daily work schedule Daily working hours: 1.60 — Min. — Max. Weekly working hours: 8.00 — Min. — Max. Monthly working hrs: 34.65 — Min. — Max. Annual working hours: 415.79 — Min. — Max. Weekly workdays: 5.00 **Additional fields** Seasonal / Less than three month assignment
Create Basic Pay (0008) This amount is left blank because it is only paying for expenses. Click on the save icon 💾	**Salary** Cap.util.lvl: 19.99 PS type: 01 Salaried Exempt — WkHrs/period: 34.65 Monthly PS Area: 01 Main Campus PS group: 00 Level: 01 — Ann.salary: 0.00 USD Wa… Wage Type Long Text	O.. Amount	Curr…	I…	A..	Number/Unit	Unit 1210 Monthly Salary - No Ben — USD ☑ USD USD USD USD USD USD IV 02/01/2018 – 12/31/9999 ◀ ▶ 0.00 USD **Additional fields** True Annual Salary: 0.00 — Override Salary

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Change Date Specifications (0041) Verify the dates entered. If the dates are incorrect, please contact Compensation for assistance. Click on the save icon	Date Specifications (0041) Date type: 01 Original Hire Date — Date: 01/01/2018 Date type: 02 Current Hire Date — Date: 01/01/2018
Create Additional Personal Data (0077) Select the employee's ethnicity	Ethnicity (NEW) E1 Hispanic/Latino E2 Not Hispanic/Latino Race Data Race Category
Select a race category	Race Data Race Category American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White
Select the veteran status if known Click on the save icon	Veteran Status ○ Protected Veteran ○ Not a Protected Veteran ○ Prefers Not to Answer ● Non Veteran

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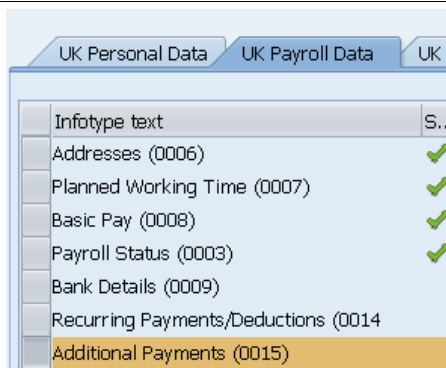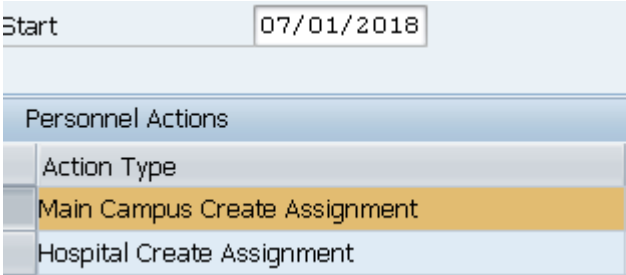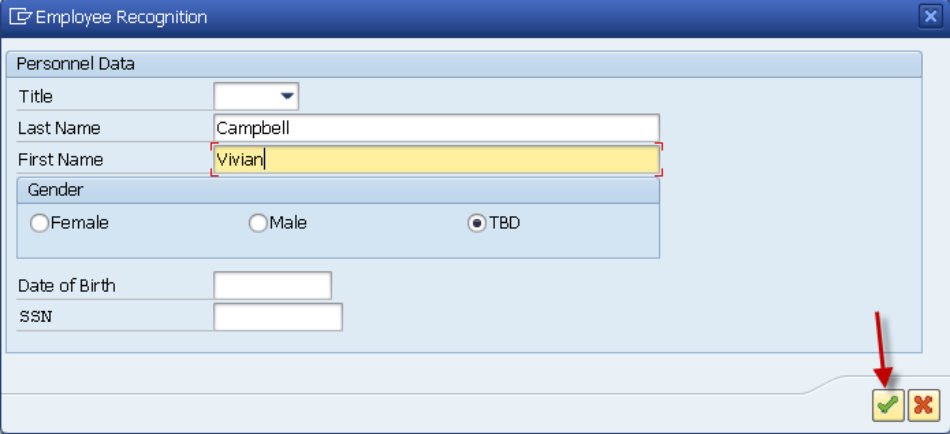|	
The system should return you to the initial Personnel Actions window. The action is now complete. You can now enter the payment for expenses.	
Enter the transaction PA30	
On the UK Payroll Data Tab, select Additional Payments (0015)	UK Personal Data / UK Payroll Data / UK E Infotype text — S.. Addresses (0006) ✔ Planned Working Time (0007) ✔ Basic Pay (0008) ✔ Payroll Status (0003) ✔ Bank Details (0009) Recurring Payments/Deductions (0014 Additional Payments (0015)
Select the create icon	
Select the wage type for the appropriate payment and enter the amount. Leave the reason for change box blank. The applicable wage types are: • 2600 relocation and house hunting expenses • 2090 temporary housing Click the save icon	Additional Payments (0015) Wage Type 2600 Amount 10,000 USD Ind.val. Number/unit Date of origin 02/28/2003 Default Date Assignment Number Reason for Change

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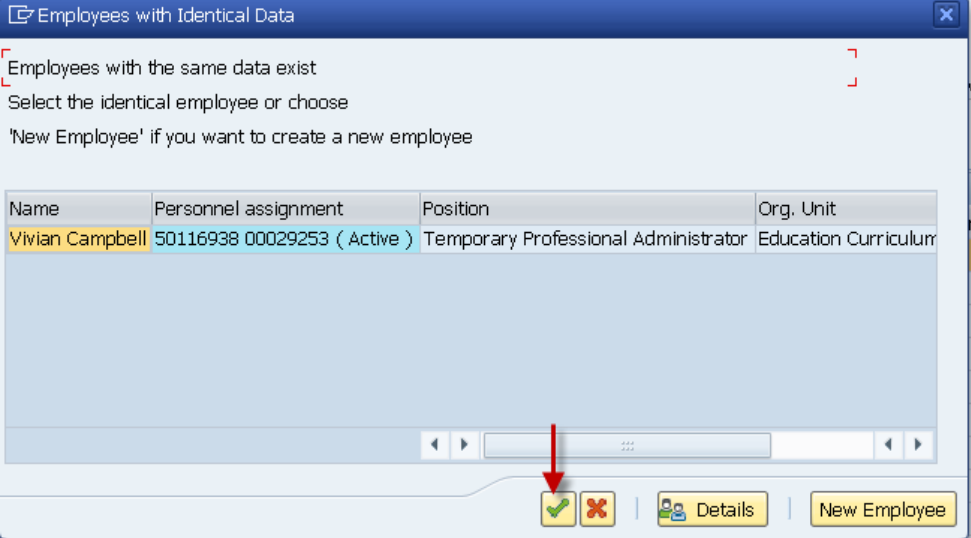|	
This completes the payment for expenses. Forward copy of PAR with approval signatures and copy of offer letter to Human Resources.	
Enter the second part of the process to move the employee into their regular assignment using the true start date of the assignment. Employee must have completed the I-9 process prior to official start (hire) date.	
Enter transaction PA 40 On the personnel actions screen, enter the start date of the assignment and select either Main Campus Create Assignment or Hospital Create Assignment. Do not enter the name or employee id number. Select the execute icon	

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Search for the employee by using their last name and first name and select the execute icon.	**Employee Recognition** Personnel Data Title Last Name: Campbell First Name: Vivian Gender: ○Female ○Male ◉TBD Date of Birth SSN
Click on the employees name and select the execute button	**Employees with Identical Data** Employees with the same data exist Select the identical employee or choose 'New Employee' if you want to create a new employee Name / Personnel assignment / Position / Org. Unit Vivian Campbell 50116938 00029253 (Active) Temporary Professional Administrator Education Curriculum Details New Employee
On the new work relationship, select change of organizational assignment and select the execute button.	**New Work Relationship** Employee is active ○New Personnel Assignment for Employee ◉Change of Organizational Assignment

Moving Expenses

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Create Actions (0000)

Select 04 Lateral for the reason for action

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ActR	Name of reason for action
01	Department Transer-Do Not Use
02	Promotion
03	Demotion
04	Lateral
05	Reduce Hours
06	Re-Evaluation
07	Temp/Student to Regular
08	Regular to Temp
09	Student to Temp
10	On-Call to Regular
11	Regular to On-Call
12	Change in Title Series or Rank
13	Staff to Faculty
14	Prom from Hosp Patient Care
15	Lat xfer from Hosp Pt Care
16	Lat xfer-new cost ctr unit
17	Prom from Pt Care - same unit
18	Temp to Student

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Enter the position number for the regular position

Hit the enter key to populate the title of the position.

Click the save icon 🖫

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Position   50102896

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Create Organizational Assignment (0001) Select the enter key and SAP will populate the information. Once it has populated, click the save icon. 🖫 **Create Address (0006)** You can enter the work address for your employee and click save. If there are no changes to the address, you can skip this Infotype by clicking on the forward icon. ⬛	
Create Planned Working Time (0007) Press the enter key to populate the information. Click the save icon 🖫	Work schedule rule Work schedule rule FI1C 8 h/d 40 h/w M-F Time Mgmt status 9 9 - Time evaluation of planned times Working week 01 Working Week Sunday - Saturday ☐ Part-time employee Working time Employment percent 100.00 ☐ Dyn. daily work schedule Daily working hours 8.00 Min. Max. Weekly working hours 40.00 Min. Max. Monthly working hrs 173.33 Min. Max. Annual working hours 2080.00 Min. Max. Weekly workdays 5.00

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Create Basic Pay (0008) Enter the amount of the payment and select enter to populate the annual salary. Click the save icon 💾	**Salary** Cap.util.lvl 100.00 PS type 01 Salaried Exempt — WkHrs/period 173.33 Monthly PS Area 01 Main Campus PS group 00 Level 01 — Ann.salary 180,000.00 USD Wa... / Wage Type Long Text / O.. / Amount / Curr... / I... / A... / Number/Unit / Unit 1010 Monthly Salary — 15,000.00 USD ✔ USD USD USD USD
This completes the entry to transfer the employee to their regular assignment. Use the transaction code zhr_par to print off the PAR.	