



## Q) Do we still enter personnel actions in PA40?

A) Yes

# Q) For workflow actions, do we need to submit a ZPAR?

A) No

# **Q)** What are the deadlines?

A) The deadlines will still follow the ZPAR deadlines. Personnel action workflow items are due at the college level on the same dates as ZPARs. This would be by **<u>10:00 am</u>** following the first column of the **Payroll Calendar**.

## Example:

Workflow actions due to	SA	P Biweekly Payroll Sched	ule for Jan - June 2018				
the college by 10:00 am	/	Time Load, Time Transfer,	and Time Evaluation MUST be r	NUN EACH	day		
Documents MUBT be received in Compensation by 5:00 PM	Data and Time input MUST be entered by Thursday 5:00 pm Payroll Run (Pretim)	Corrections and Other Data MUST be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Final Run		Payroll Per	iod Dates	
BI-Weekty Date	B-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR#
01/03/2018	01/04/2018	01/07/2018	01/08/2018	12/24	01.06	01/12	1
01/17/2018	01/16/2015	01/21/2018	01/22/2018	01/07	01/20	01/26	2
01/31/2018	02/01/2018	02/04/2018	02/05/2018	01/21	02/03	02/09	3

# Q) After the PA40 personnel action is entered, how do we add comments, attachments, and submit the workflow for review/approval?

A) Transaction SBWP

# Q) How do I add attachments in SBWP?

A) Click the **Import** button.

# Q) How do I add comments in SBWP?

A) Click the **<Proceed**, **attachments added>** button. A text box will open for comments.

### Q: What reason should I use when entering a pay increase for a student or temporary employee?

A) When processing a change in base pay for a temporary employee or student employee, the reason for the action should be "04 Mid-Year Adjustment" for ANY date other than 7/1/20XX. If the increase is effective 7/1/20XX, then the reason is "05 Sal-Pro Override".

# Q) I entered the PA40 action a few minutes ago, but the workflow item still has not appeared. What is taking so long?

A) After entering the PA40 action it is best to exit that screen. If you remain on the PA40 screen, it can delay the workflow item by up to 15 minutes.



# Workflow FAQs

## **Q)** Which personnel actions are included in the workflow? A)

Reactivate Additional Assignment*
End of Additional Assignments
Separations
Position Update
Position Change
LOA with Pay
LOA without Pay
Return from leave with pay
Return from Leave without pay
Change in Base Pay
Additional Assignment*
Change in Status
FTE Change

\*If a one-time (15 screen) or recurring payment (14 screen) is created, in conjunction with this action, please submit a ZPAR for those payroll items.

#### Q) What is the routing processing/approval levels?

A)

End of Additional Assignment & Separations

PA40 Acti	on is created 🗪	Creator revie	ws/submits	1	HR reviews/approves
All others					
PA40 Act	tion is created →	Creator review	vs/submits <del>-</del>	Depa	artment (Level 1) approves
	College (Level 2) a	pproves ->	HR approv	es/Reco	rd is unlocked

#### Q) How long does an approver have to process a workflow item?

A) The payroll deadlines remain the same. Please also note that the system will **<u>automatically</u>** delete the action if a workflow step has not been acted on for <u>7 calendar days</u>.

#### Q) Why is the record locked?

A) The record will remain locked until <u>all</u> required approval steps are completed. Example:



# Workflow FAQs

And in case of the second s							
2 Salary am	ount 🎟	Payments and de	ductions				
Person ID	-	1	Pers.Assgn	5		- (A. 1	Μ.
Name	Be	st Employee		Empl.	100.00		
EE group	A	Staff	Pers.area	1300	Extension		
EE subgroup	03	Exempt Monthly	Pers. subarea	0001	Reg FT		
Start	93/04	/2018 to	12/31/9999				10

### Q) How can I check on the status of a workflow item?

A) You can check on the status of any workflow via the "Services for Object" icon in PA20:

1	Display HR Ma	ister Da
65	<u>Create</u> Attachment list	•
Per	Business References	
Nar	Private note Send	, 1
EE	Relationships	
EE	Workflow	<ul> <li>tant</li> </ul>

Scroll down and <u>click</u> the "Information" link to view the current status.

Mail sent	02/23/2018 - 09:38:46	02/23/2018 - 09:38:47	Batch User
	02/23/2018 -		Information

### Q) How can I obtain a list of locked workflows?

A) You can view the locked status of a workflow via the /Spin/er – IT0008 Locked Report: http://acsg.uky.edu/AgWeb2/QRG\_Spiner\_IT0008\_Locked\_Report.pdf

# Q) I just entered a PA40 personnel action, but I do not see the update on screen 8 in PA20. Where is it?

A) Utilize the overview icon to view all screen 8 entries. The workflow will appear <u>at the bottom</u> of the list **until approved**. Then it will move to the top of the list:

STy.	Start Date	End Date
0	07/01/2017	12/31/9999
0	12/01/2016	05/30/2017
0	09/01/2016	11/30/2016
0	07/01/2015	08/31/2016
0	01/21/2015	06/30/2015
0	09/15/2014	01/20/2015
0	12/02/2012	09/14/2014
0	07/01/2012	12/01/2012
0	07/01/2011	06/30/2012
0	06/22/2010	06/30/2011
0	03/04/2018	12/31/9999

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# Q) I am a backup approver. I accidentally opened a workflow, and now it has disappeared from the primary approvers WF inbox. How do we fix?

A) Select the WF item and click the <u>replace</u> icon. That should return the WF to the primary approvals inbox.

Workflow 3
Exe Title
😻 / I am great - Change in base pay

#### Q) I am processing a PA40 action and receiving the following error. What does it mean?

Cannot save IT0000. No FI approvers found.

A) The message indicates that no approver is listed, and you cannot proceed until an approver is added. Please contact your CAFE Business Center HR Team for resolution.

#### Q) How can I view a list of our department approvers?

A) SAP transaction ZFI\_WF\_APPROVER

#### Q) How do I remove an attachment if I placed it there in error?

A) Select the workflow, and right click. From the menu select <u>Attachment</u>, and then select <u>Delete</u> <u>Attachment</u>.



# Q) What is the difference between the "locked" and "correction" fields on the Payroll Status screen (3)?

A) In the diagram below the red arrow is pointing to the lock box, which <u>indicates that an employee will</u> <u>not be running through payroll</u>. The blue arrow is pointing to the payroll correction box which indicates the employee had a change made to their record after Payroll Services ran the first prelim, now the record will need to run back through payroll again to pick up and process the change.

Fermin 10	11114488310		Pers Assgn	20000-000	1004000 20000-040	CARLINE # 1 14
Suberram .	3/2010 1	CARDINE -		Seraph.	86 80.70	
EE green	Q B	est Crochorator	Pers.actus	10.01	Plaint, Claringheen	
Ef autogroup	22 W	siting Schular	Pers. autorea	440.03	Strength of Streng	
						and the second sec
Payroll/Retroactiv	e Accounting		//			
Payroll/Retroacter Earl.pers. RA da	• Accounting		Accounted to			1
Payroll/Retroactiv Earl.pers. RA da Rum payroll ap t	e Accounting		Accounted to Earliest MD che		03/18/2019	
Payroll/Retroactin Earl.pers. RA da Run payroll do t Do not acquint	e Accounting le o after		Accounted to Earliest MD che Mast data cheg	nge Johns	03/18/2019	- Berne Lole

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