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 **10:00 am** following the first column of the Payroll Calendar.

Example:

Workflow actions due to the college by 10:00 am	SAP Biweekly Payroll Schedule for Jan - June 2018						
	Time Load, Time Transfer, and Time Evaluation MUST be run EACH day						
Documents MUST be received in Compensation by 5:00 PM	Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim)	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 Period Dates			
Bi-Weekly Date	Bi-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	01/18/2018	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?
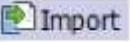
A) Click the Import button.

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.

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 Action is created ➡ Creator reviews/submits ➡ HR reviews/approves

All others

PA40 Action is created ➡ Creator reviews/submits ➡ Department (Level 1) approves

College (Level 2) approves ➡ HR approves/Record 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 **automatically delete the action if a workflow step has not been acted on for 7 calendar days**.

Q) Why is the record locked?
A) The record will remain locked until **all** required approval steps are completed.
Example:
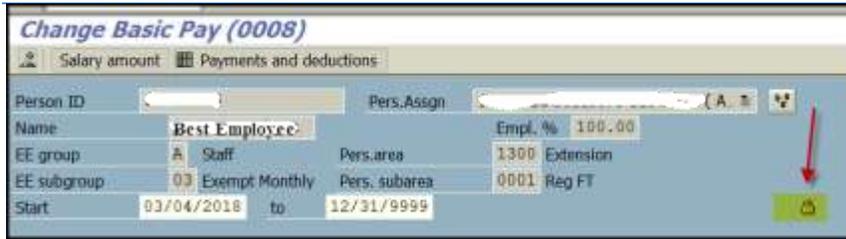
Q) How can I check on the status of a workflow item?
A) You can check on the status of any workflow via the "Services for Object" icon in PA20:

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

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:

Last Updated: 3/1/2022

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.

Q) I am processing a PA40 action and receiving the following error. What does it mean?
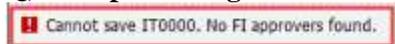
A) The message indicates that no approver is listed, and you cannot proceed until an approver is added. Please contact your CAFE Business Center HR Team for resolution.

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 Attachment</u>.
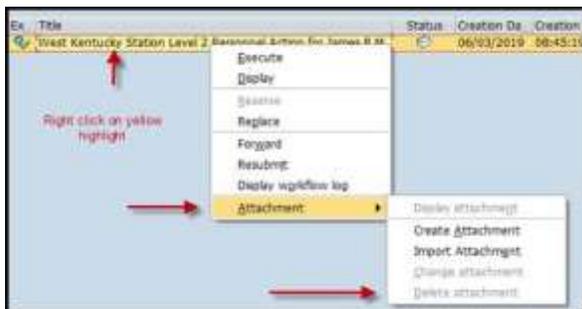
Q) What is the difference between the "locked" and "correction" fields on the Payroll Status screen (3)?

A) In the diagram below the red arrow is pointing to the lock box, which <u>indicates that an employee will 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.