

To return the employee to the regular schedule (at the end of Seasonal Hours), carry out the Position Update Action:

1. Enter **PA40** in the command field of the SAP Easy Access screen.
2. Enter the employee's **Person ID** and enter the start date of the return from the Seasonal Hours schedule. Select Position Update in the Actions list and execute.

Person ID: [redacted] Pers.Assgn: 50107746 20068970 (Active)

Name: [redacted] Empl. %: 100.00

EE group: A Staff Pers.area: 1000 Main Campus

EE subgroup: 03 Exempt Monthly Pers. subarea: 0001 Reg FT

Start: 07/31/2025

Action Type	Personnel ...	EE group	EE subgro...
Main Campus Create Assignment			
Hospital Create Assignment			
Position Update			
Change in Status			


3. Record the **Reason for Action** and **save**.

Note: If you are processing any type of Reduced seasonal hours, you will still select the code 06 Summer Hours.

Personnel action	ACTK	Name of reason for action
Action Type: Position Update	01	Reclassification/Re-evaluation
Reason for Action: [redacted]	02	Title Change
	03	Change in weekly hours
	04	Payroll Area Transfers
	05	Change in Title Series or Rank
	06	Summer Hours
	07	Return from Summer Hours
	08	Inter Department Transfer
	09	Winter Hours
	10	Return from Winter Hours
	11	FLSA Transition

4. The **Personnel Subarea** should default back to Regular Full Time on Organizational Assignment (0001). Verify that it came in correctly and **save**.

Enterprise structure	Personnel Area Text: Main campus
CoCode: UK00 University of Kentucky	PSubarea P.subarea text
Pers.area: 1000 Main Campus	0001 Reg FT
Subarea: 0001 Reg FT	0002 Reg PT-Faculty
Cost Ctr: [redacted] Bus. Area: 0101 UK w/o compon	0003 Reg PT >.74
Fund: [redacted]	0004 Reg PT .50-.74
Grant: [redacted]	0005 Reg PT .20-.49
Func. Area: [redacted]	0006 Temp FT
	0007 Temp PT >.20
	0011 Unpaid

5. the **FTE** should default back to 100% on Planned Working Time (0007). Verify that it came in correctly and **save**. 

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

6. On **Basic Pay** (0008), verify (and change if necessary) the period amount to be paid.
Note: For salaried employees, change the rate of pay *back to the full-time amount*. For example, this employee had been working at 80% FTE during the summer at a monthly salary of \$4,800. Upon her return to 100% FTE, her monthly rate of pay would be increased to \$6,000.

For hourly employees, the hourly rate would remain the same.

Wa...	Wage Type	Long Text	O..	Amount	Curre...	I...	A...	Number/Unit	Unit
1010	Monthly Salary			6,000.00	USD		<input checked="" type="checkbox"/>	0.00	

7. Remember to **save**. 

8. [Save back up documentation as a PDF](#). Back up documentation for Return from Reduced Seasonal Hours will be the same Supervisor's approval email you initially attached for the Reduction. Ensure this email includes the start and end date of reduction.

9. Go to your workflow where you will attach the appropriate back up documentation and proceed workflow to next approver.

10. Review workflow status to ensure unlocked prior to payroll deadline.