



CONCURRENT EMPLOYMENT (ADDITIONAL ASSIGNMENTS/OVERLOADS)


The Concurrent Employment functionality in IRIS HR/Payroll allows users to create new assignments in support of Additional Assignments (for non-exempt employees) and Overloads (for exempt staff and faculty). Users create these assignments using **PA40**.

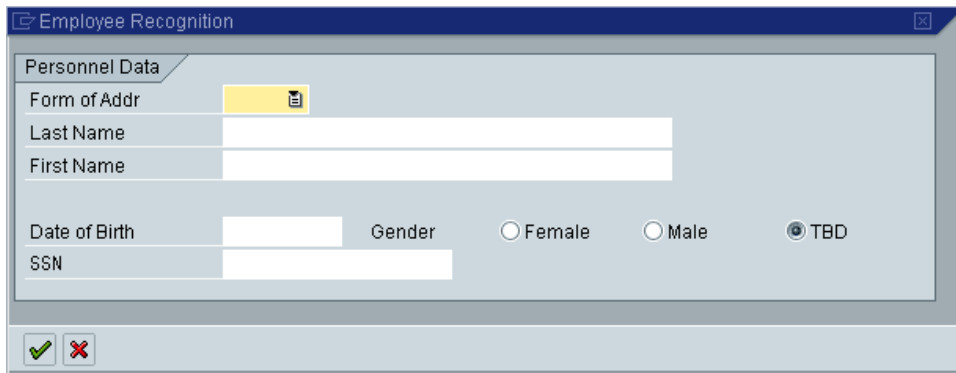
Tips and Reminders





- The Payroll area must be the same for **all** assignments. The Main assignment drives the Payroll area.
- You can check the Payroll area by looking at the Assignment Details  on PA40 and opening the Payroll folder.
- Departments must communicate carefully when creating and ending assignments to cover additional assignments or overloads.
- Approvals for overloads come before any Actions! Staff overload forms must be completed and submitted to the Compensation Office before any Action in IRIS HR/Payroll.
- Faculty overloads must be completed and approved per each college's procedure, but do not need to be sent to the Compensation Office.
- Overload assignment periods should be established for an entire month.
- Use the Overview  icon to review an employee's assignment information and select the correct Personnel Number when ending an assignment.
- Refer to *Faculty Specifics* section for instructions on overloads and summer supplements.

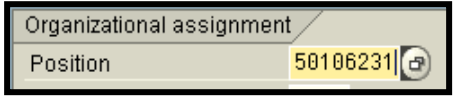
Instructions for Creating Additional Assignments (PA40)


To create a new assignment for an employee's Additional Assignment or Overload:

1. Enter **PA40** in the Command field on the SAP Easy Access screen.
2. When Personnel Actions appears, make sure the Person ID field is empty. Record the Start date. For overloads, enter the first day of the month in which the employee is to begin the work.
3. Under Action Type, click the box to the left of Main Campus Create Assignment or Hospital Create Assignment, depending upon location of position.
4. Click the execute  icon at the top left of the screen.
5. The **Employee Recognition** box will appear.

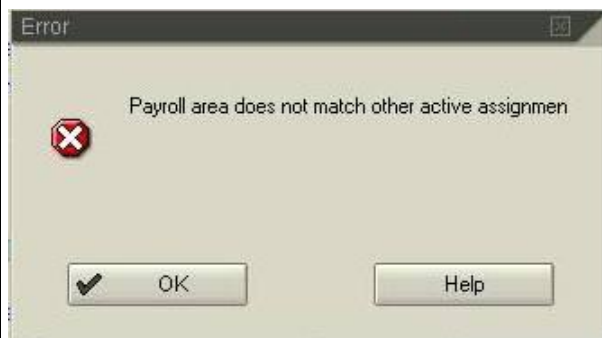



6. Search by Last Name or SSN. Click on the Continue  icon.
7. When the Employees with Identical Data box appears, click once on the employee name and click the Continue  icon.
8. The system will then prompt you for the type of Action you are trying to accomplish. Choose  and continue .
9. **Create Actions (0000)** will then be called. Note that the Action Type is Additional Assignment. Enter the Reason for Action (**Main Campus Additional Assign or Hospital Additional Assign**).

10. Enter the Position number  and press Enter to allow the system to complete the information.

11. Click the Continue  icon on the Default Value Pop-up Box, if it appears.
- Save this screen and proceed as with all other Actions. Be sure to:
Verify Payroll area on **Create Organizational Assignment (0001)**;
 - Change Employee Percentage (FTE) on **Create Planned Working time (0007)** if needed;
 - Enter appropriate basic pay information on **Create Basic Pay (0008)** - hourly rate, monthly salary, or biweekly salary. For monthly salaried overloads, the Wage type must be **1210**.
12. After verifying and saving all Infotypes, use **ZHR_PAR** to create the PAR and obtain signatures.
13. Complete any necessary departmental required forms. Send package to the Compensation Office.

Note: When an Additional Assignment is created in the wrong Payroll area, the system offers an alert:





Back out of the Action completely and start it again, making sure that the additional assignment is in the same Payroll area as existing assignments. Check the Payroll area of other assignments by looking at the Assignment Details  on PA40 and opening the Payroll folder:

Instructions for Ending Additional Assignment (PA40)



To end an Additional Assignment or Overload:

1. Enter **PA40** in the Command field on the SAP Easy Access screen.
2. On Personnel Actions, key the Person ID of the employee (or conduct search to find the employee's record) and press Enter to populate the employee information.

Person ID	10001774	Pers.Assgn	00000253 50129031 00000253...		
Name	Jane Hathaway	Empl. %	100.00		
EE group	A Staff	Pers.area	1000 Main Campus		
EE subgroup	03 Exempt Monthly	Pers. subarea	0001 Reg FT		

3. Click on the Assignment pull-down list located to the right of the Pers. Assgn field.
4. Select the appropriate **PERNR** (Personnel Number) for the employee and press Enter. **This is the most important part of the process.** Double-check the selected PERNR **before** you start the Action and make sure it is the assignment in your area.
5. Enter the Start Date.
If the employee is non-exempt or exempt [but not being paid a salaried amount on Create Basic Pay (0008)], enter the day **after** the last day worked.

If the employee is exempt, enter the day **after** the last day of the last month in which the employee works, if the employee was paid a salaried amount on Create Basic Pay (0008).

6. Then select End of Additional Assignment and execute 
7. On **Actions (0000)**, enter the Reason for Action: **End of Additional Assignment** and enter.
8. Enter through the system message and save 
9. Verify that position has defaulted to 99999999 on **Organization Assignment (0001)**.
10. Proceed to **Cost Distribution (0027)**, through PA30, to delimit the cost distribution record.
11. Use **ZHR_PAR** to create the PAR, obtain required signatures, attach any required documentation, and send to the Compensation Office.

Instructions for Reactivating Additional Assignment (PA40)

On occasion personnel administrators may need to reactivate an additional assignment that has ended. Reactivation is possible through **PA40** action.

Guidelines for this Action:

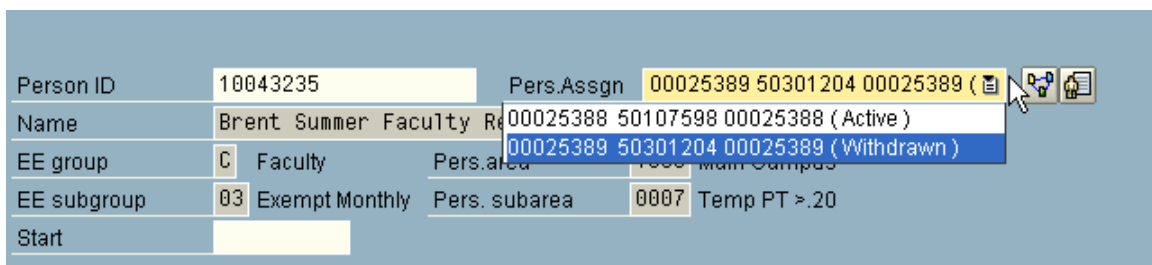
- Use this Action when an employee has more than one Personnel number (PERNR) and you need to reactivate an assignment that has a “withdrawn” status.
- Do not use this Action if all assignments have ended. Instead, you must use the Rehire Action.
- If an employee has only one assignment, follow normal process for creating an additional assignment.

Example:


A faculty member with a nine-month appointment had an additional assignment to teach in the summer in 2006. This additional assignment was ended after the summer session (with End of Additional Assignment Action). The faculty member plans to teach in the summer of 2007. The personnel administrator can simply reactivate the prior summer assignment.

To carry out a Reactivate Additional Assignment Action:

1. Enter **PA40** in the Command field on the SAP Easy Access screen.
2. When Personnel Actions appears, choose **Reactivate Add Assignment** from the Actions list.
3. Enter the Person ID or search for employee and then press Enter.
4. Examine the Pers Assgn field carefully. Click on the list icon to find the withdrawn assignment. Double-click on the correct assignment.



Person ID	10043235	Pers.Assgn	00025389 50301204 00025389 (Withdrawn)
Name	Brent Summer Faculty R		00025388 50107598 00025388 (Active)
EE group	C Faculty	Pers. area	1000 Main Campus
EE subgroup	03 Exempt Monthly	Pers. subarea	0007 Temp PT >.20
Start			

5. After the assignment (PERNR) is selected, enter the Start date, highlight the Action and execute .

Person ID 10043235 Pers.Assgn 00025389 50301204 00025389...

Name Brent Summer Faculty Rehire Empl. % 21.00

EE group C Faculty Pers.area 1000 Main Campus

EE subgroup 03 Exempt Monthly Pers. subarea 0007 Temp PT > .20

Start 05/01/2007

Action Type	Personn...	EE group	EE subg...
Main Campus Create Assignment			
Hospital Create Assignment			
Position Update			
Change in Status			
FTE Change			
Separation			
End of Additional Assignment			
Reactivate Add Assignment			
Hospital Position Update			
LOA with Pay			

6. Work through the following Infotypes as they appear, saving each after reviewing and entering information as needed.

Copy Actions (0000)
 Create Organizational Assignment (0001)
 Create Planned Working Time (0007)
 Create Basic Pay (0008)
 Copy Date Specifications (0041)

7. Use **ZHR_PAR** to create the PAR, obtain required signatures, attach any required documentation, and send to the Compensation Office.