PAY FREEZE SET/REMOVE - PA40

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### Trigger(s):

The Human Resources Office receives notification that an employee’s is not to receive future pay increases processed in the system.

# PA40:

| Action /  Infotype | Required Fields | Information | Action |
| --- | --- | --- | --- |
| PA40 | Personnel # | Personnel # | Enter Personnel # from PAR |
| From | Effective Date | Enter Effective Date from PAR |
| Action | Highlight “**Pay Freeze**” line | image002 |

# 

# Infotype 0000:

|  |  |  |  |
| --- | --- | --- | --- |
| 0000 | Action Type | System will display action type selected on previous screen |  |
| Reason for Action | Using dropdown box Select code from PAR (ex: 01 – Set, 05 - Remove) | image003 |

# Infotype 0001:

* Verify that the information presented on the screen is accurate and save the data
* **Maintain text on infotype 1**
*  image003

# Infotype 0008:

* Infotype 008 stores the information about an employee’s basic pay.
* Verify that the employee’s level is changed to ZF to insure any mass pay processing is not applied to this employee’s record
* Obtain employee’s rate of pay by clicking on the overview icon. The user will need to enter this information to the IT0008 Basic Pay screen.
* Under wage types, enter the appropriate override wage type and pay rate amount obtained via overview icon at the time of the begin leave without pay.

**If: Wage Type**  **Use: Override Wage Type**

1100 - Regular Hourly Comp 1101 - Override Regular Hourly Comp

1122 – Regular Salary Comp - 22 1102 – Override Reg Biwkly Comp

1126 – Regular Salary Comp - 26 1102 – Override Reg Biwkly Comp

1127 – Regular Salary - 26 1102 – Override Reg Biwkly Comp

1210 – Patient Resident Worker NONE

1250 – Per Diem (Daily) Wage 1103 – Override Per Diem Comp

1251 – Statutory Pay 1102 – Override Reg Biwkly Comp

|  |  |  |  |
| --- | --- | --- | --- |
| 0008 | Start | Verify Start date |  |
| Level | Verify level is ZF; and Wage Type 1100 is $0.00 when setting the freeze. To remove enter employee’s level (ex: 01) |  |
| Wage Type | Enter 1101 and amount (emp current hourly rate) to set. To remove delete 1101 and Amount. | image003 |
|  |

# Infotype 0041

* This infotype is only presented when removing a Pay Freeze.

|  |  |  |  |
| --- | --- | --- | --- |
| 0041 | Date Specifications | Verify data, adjust any appropriate date, such as longevity | image003 |