

When a regular, full-time employee is approved for Seasonal Hours Work Week (reduced schedule), a Position Update Action is required on PA40.

To carry out the Position Action for Seasonal Hours:

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 Seasonal Hours schedule.

EE group	A	Staff	Pers.area	1000	Main Campus
EE subgroup	03	Exempt Monthly	Pers. subarea	0001	Reg FT
Start	06/01/2025				

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

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	ActR	Name of reason for action
Action Type	01	Reclassification/Re-evaluation
Reason for Action	02	Title Change
	03	Change in weekly hours
	04	Payroll Area Transfers
	05	Change in Title Series or Rank
Status	06	Summer Hours

4. When Organizational Assignment (0001) is displayed, change the **Personnel Subarea** to: 0003 - Reg PT > .74 and **save**. 

Enterprise structure				PSubarea	P.subarea text
CoCode	UK00	University of Kentucky		0001	Reg FT
Pers.area	1000	Main Campus	Subarea	0003	Reg PT-Faculty
Cost Ctr			Bus. Area	0101	Reg PT > .74
Fund				0004	Reg PT .50-.74
Grant				0005	Reg PT .20-.49
Func. Area				0006	Temp FT
				0007	Temp PT > .20
				0011	Unpaid
				0012	Non-Service

5. On Planned Working Time (0007), change the **FTE** to the appropriate level (must be between 75% and 99.99%) and **save.** 

Working time			
Employment percent	75.00	<input checked="" type="checkbox"/> Dyn. daily work schedule	
Daily working hours	5.63	Min.	0.00 Max. 0.00
Weekly working hours	28.13	Min.	0.00 Max. 0.00
Monthly working hrs	121.88	Min.	0.00 Max. 0.00
Annual working hours	1462.50	Min.	0.00 Max. 0.00
Weekly workdays	5.00		

6. On **Basic Pay** (0008), verify (and change, if necessary) the period amount to be paid. For salaried employees, prorate the full salary by the new FTE. For example, if this employee was previously earning \$6,000 per month and is reducing their schedule to 80% FTE for the season, enter \$4800 as the new monthly amount (\$6,000 X .80+ \$4,800).

For hourly employees, the hourly rate would remain the same. Hourly employees will reduce their work schedule and thus, the number of hours worked. Their rate of pay will remain unchanged.

Wa...	Wage Type Long Text	O..	Amount	Curre...	I...	A...	Number/Unit	Unit
1010	Monthly Salary		4,800.00	USD		<input checked="" type="checkbox"/>	0.00	

7. Remember to **save.** 

8. [Save back up documentation as a PDF.](#) Back up documentation for Reduced Seasonal Hours will be the Supervisor's approval email with 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 it is unlocked prior to payroll deadline.

Tip: Ensure that the employee is aware that leave accruals, pay, etc will be prorated based on FTE.