Separation / Retirement PAR

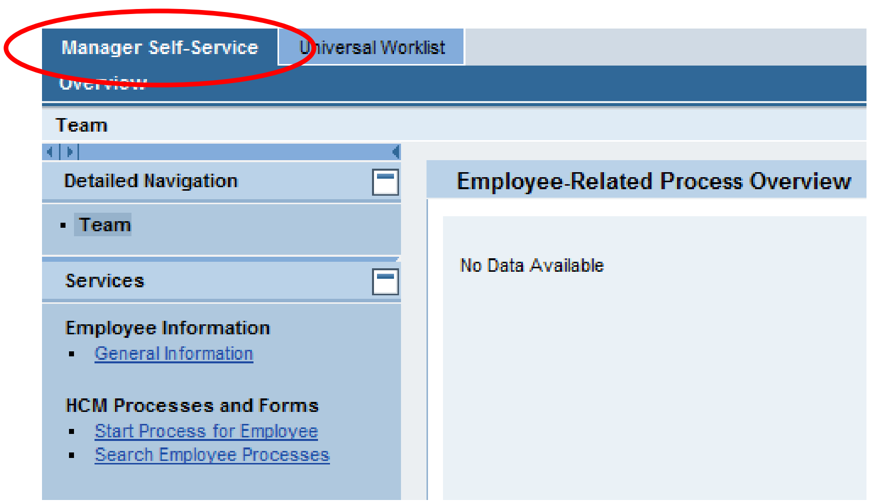
Transaction Code: N/A

Location(s):

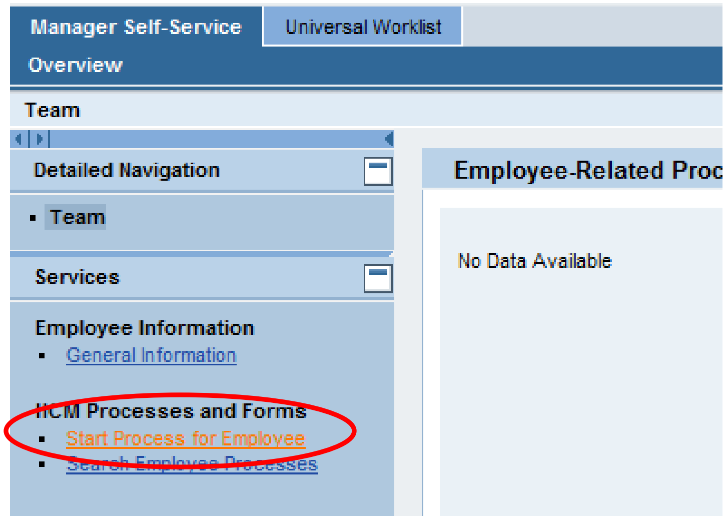
myNKU

Purpose: Use this form to create a separation or retirement action for faculty, staff, and students. All actions must be compliant with the policies and procedures outlined in the *NKU Staff Policies & Procedures Manual*, the *NKU Faculty Policies & Procedures Handbook*, the *NKU Handbook for Part-Time Faculty*, and the Student Employment Policy. Form initiators may only create actions for employees within their organizational structure. The separation/retirement date will default to the current date and should be updated appropriately. If the employee is transferring to another NKU department, please indicate new department information in the department field.

1. Log into myNKU
    a. https://myNKU.nku.edu/irj/portal
2. Select the MSS tab.

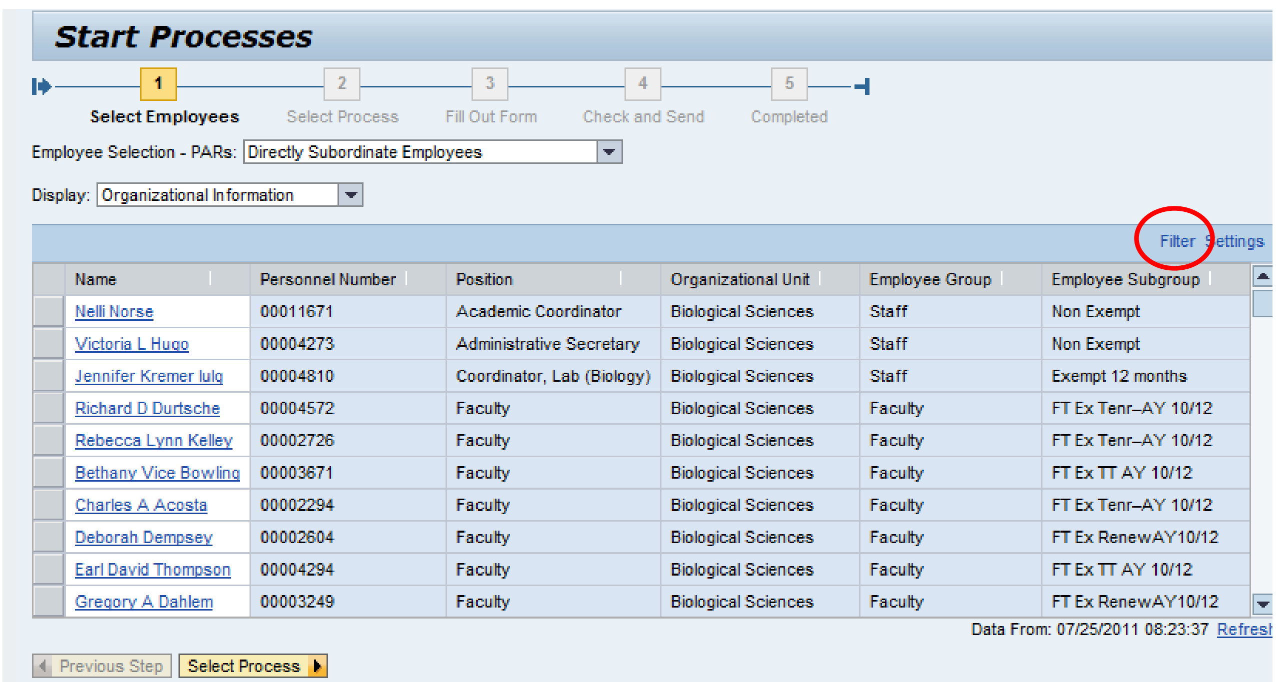


3. Click Start Process for Employee.



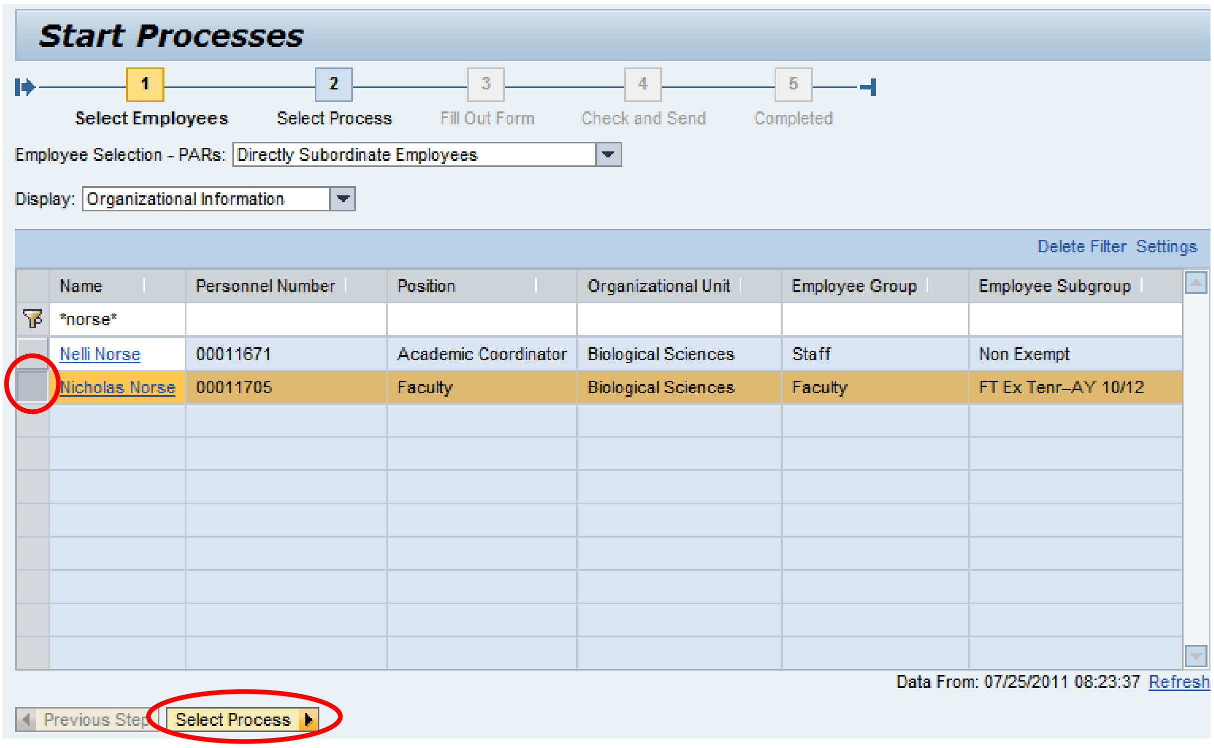
Note: A new window or tab will open, depending on your browser settings.

4. Select the employee or click Filter to search for the employee.

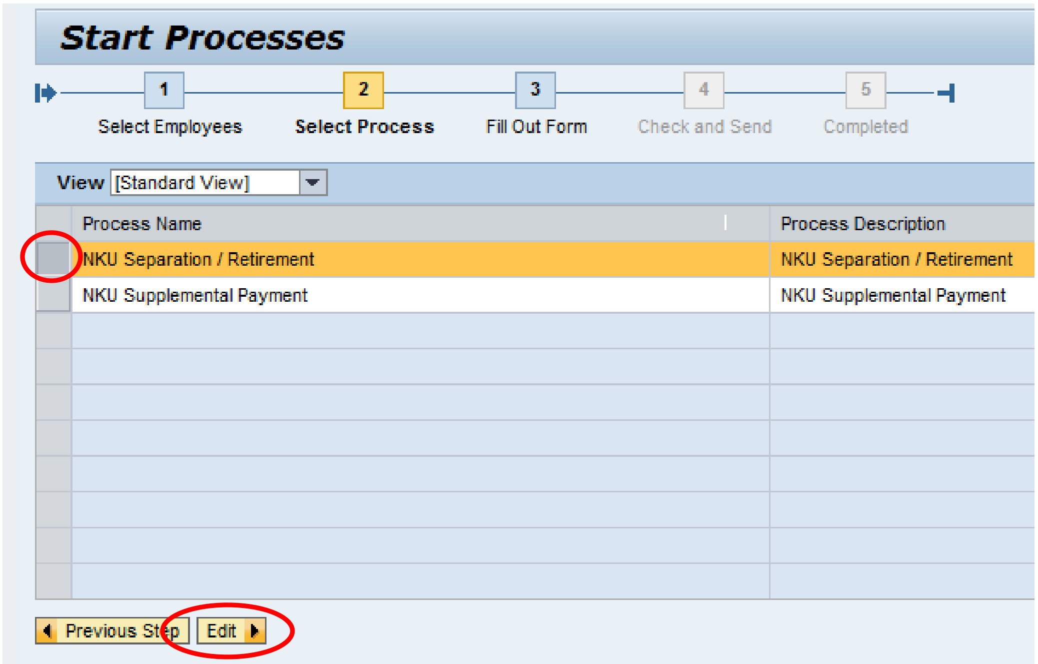


Note: Use wildcards (*) to help search for an employee.

5. Select the employee.
6. Click Select Process.

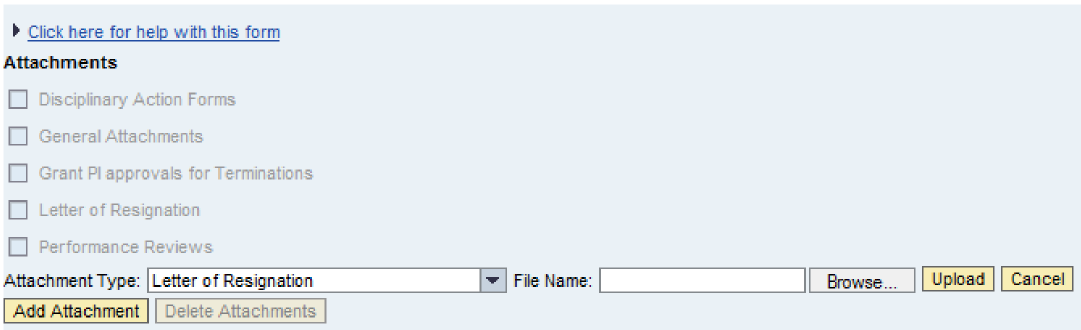


7. Select NKU Separation / Retirement.
8. Click Edit.

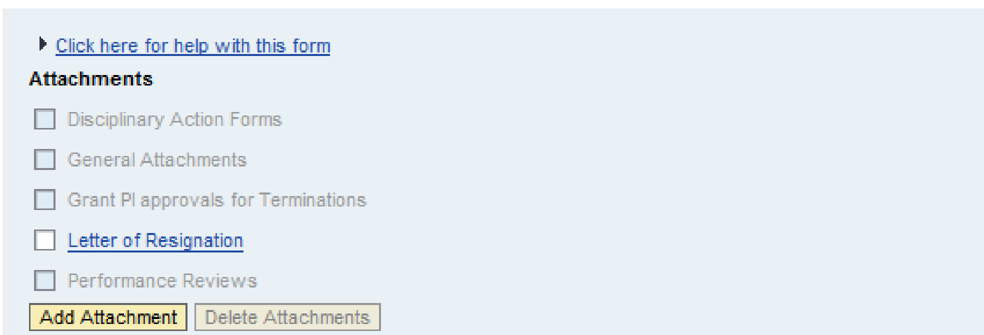


The Request for Separation or Retirement form will open in a new window or tab, depending on your browser settings.

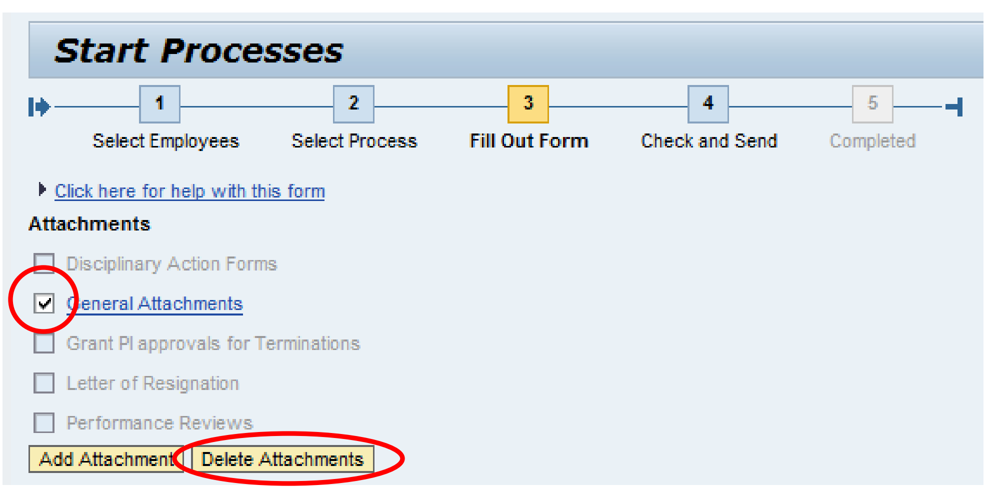
9. Click Add Attachment for any supporting documentation.
10. Select Attachment Type.
11. Browse computer for File Name.
12. Click Upload.



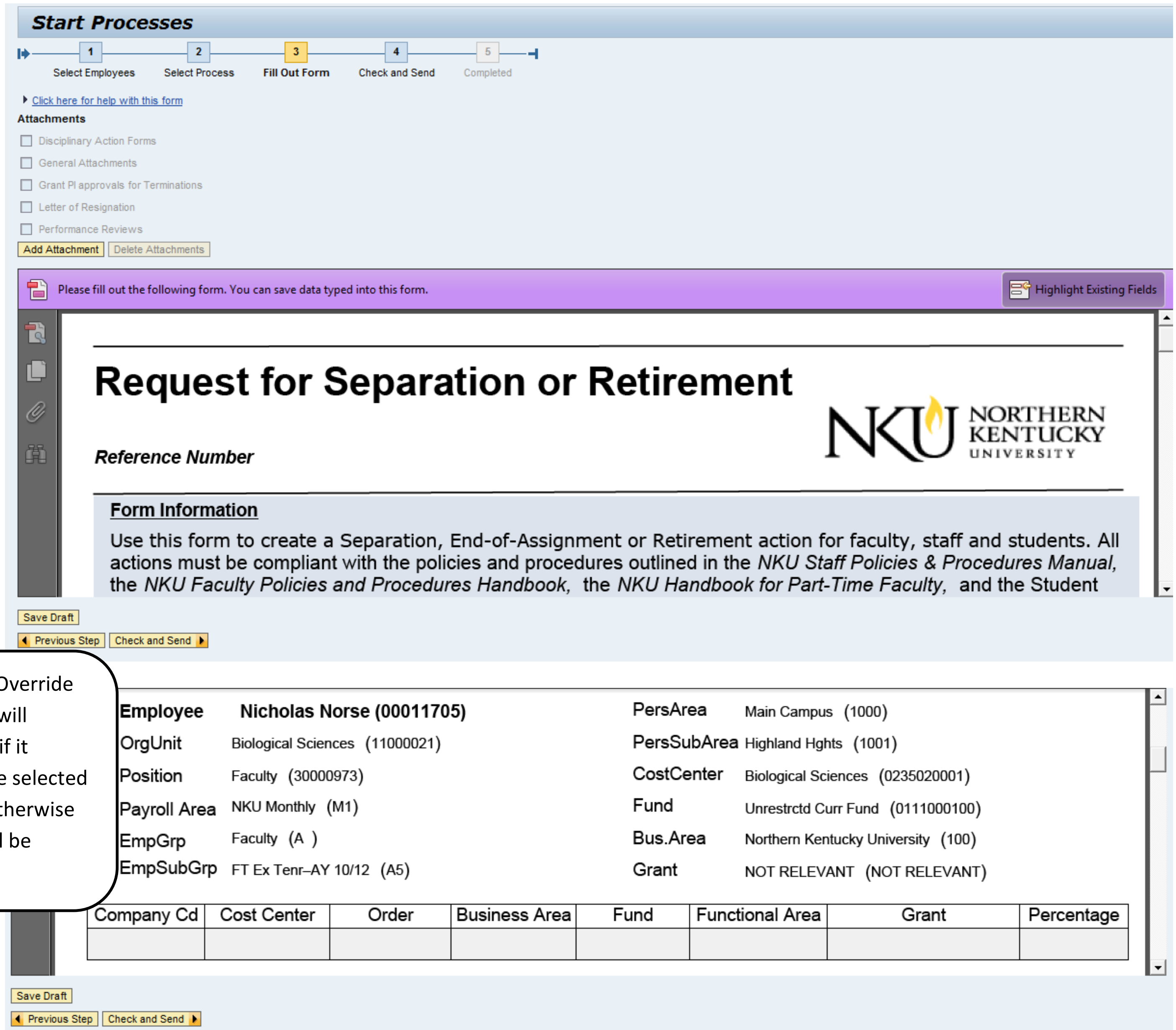
Note: The attachment type is a link to the attachment.



Note: Use the check box to select and delete attachments if appropriate.



Scroll down the form to complete all required information.

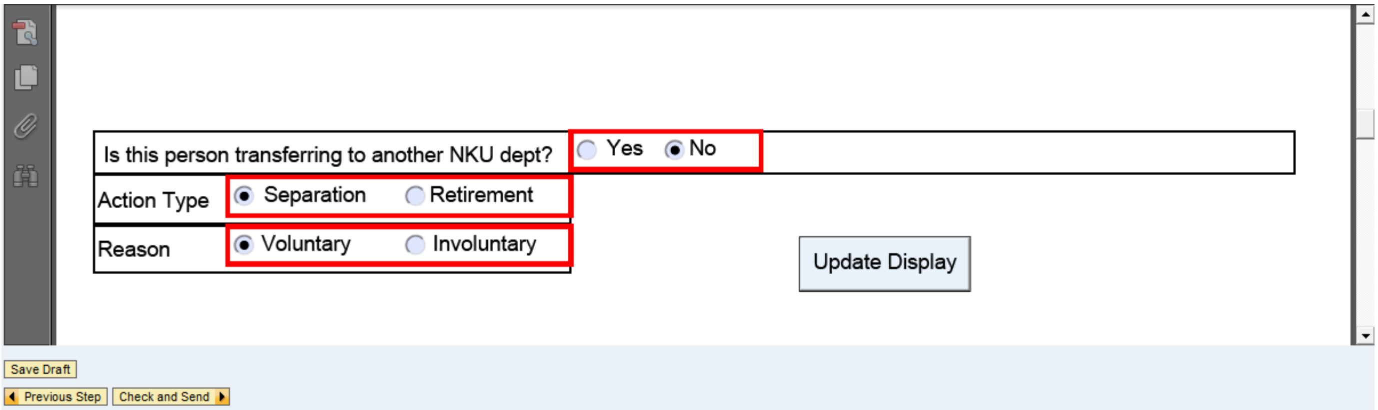


Cost Center Override information will appear here if it applies to the selected employee; otherwise the fields will be blank.

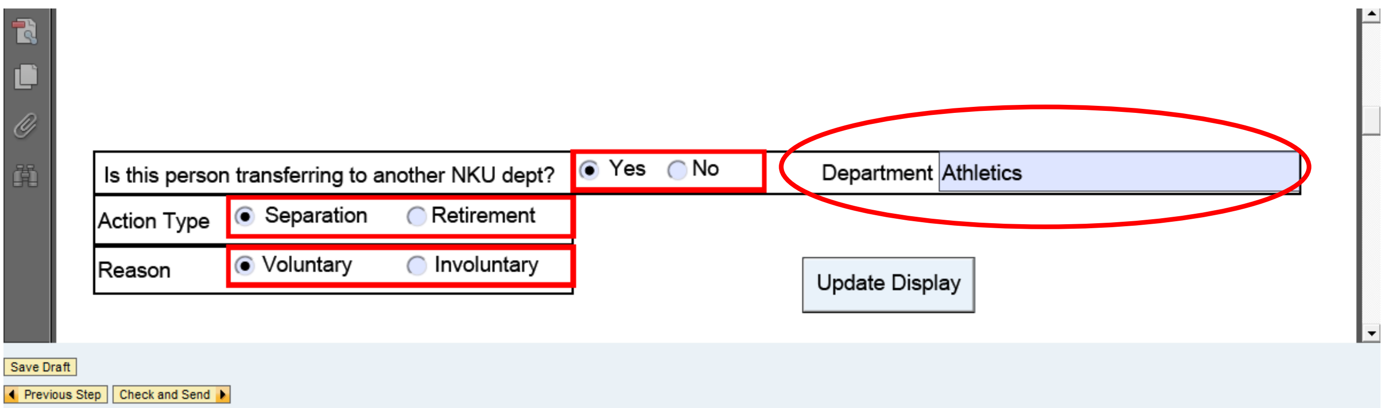
Below is an example of cost center override information:

Company Cd	Cost Center	Order	Business Area	Fund	Functional Area	Grant	Percentage
NK01	0237001401		100	0132110460	0100	NOT RELEVANT	100.00

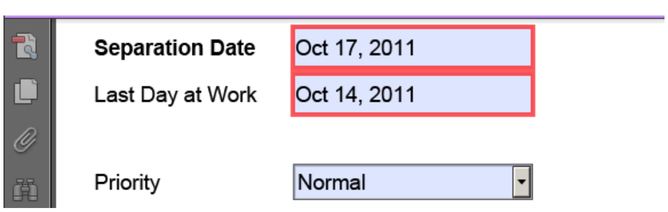
13. Answer the question regarding department transfer.
14. Select Action Type.
15. Select Reason.
    a. For separations, select voluntary or involuntary (no “Reason” will appear for retirement)



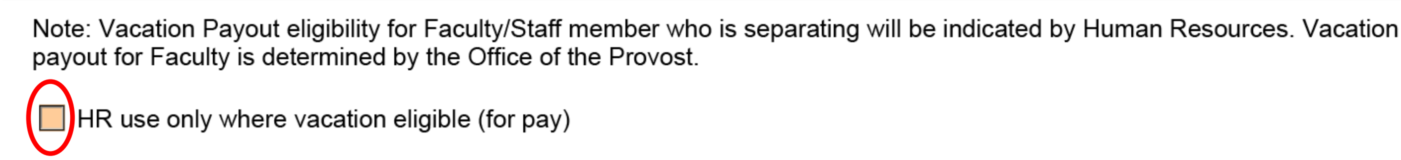
Note: If you selected “Yes” for department transfer, please enter the Department to which the employee is transferring.



16. Enter the Separation Date.
    a. First day employee will no longer hold position
17. Enter the Last Day at Work.
    a. Must be at least one day prior to separation date
18. Select either Normal or High priority.
19. Click Update Display.

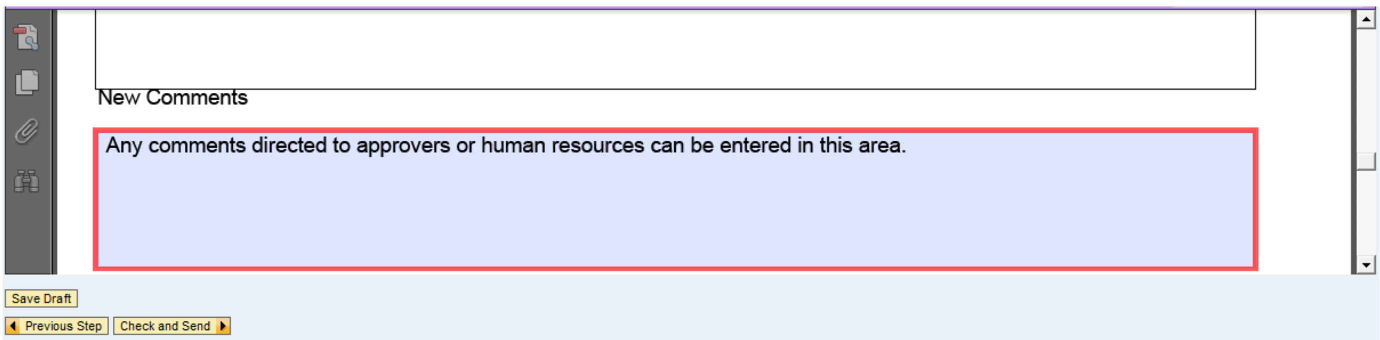


Note: The check box below is for HR use only.

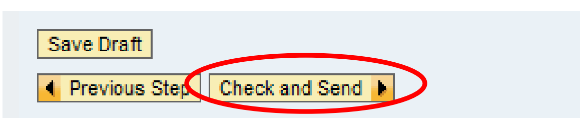


20. Enter New Comments for approvers or human resources to view. **Please do not include any sensitive employee information such as medical, disciplinary, etc. Reasons for separation should be indicated in the documentation attached to the PAR.**

Note: Approvers should add comments if they make any changes to the PAR.

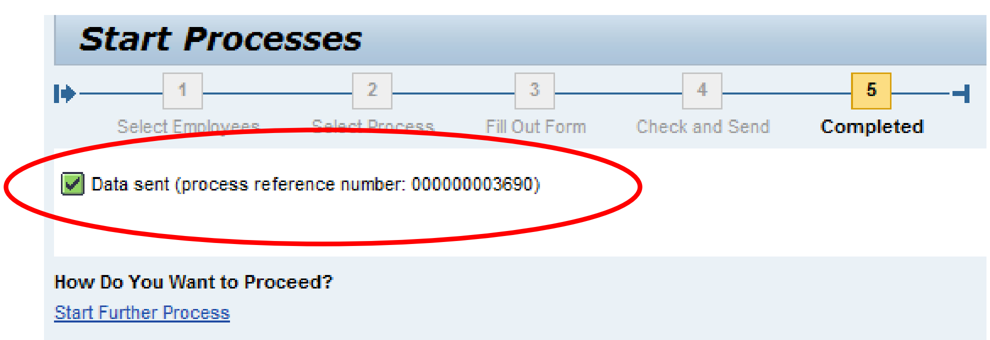


21. Click Check and Send.



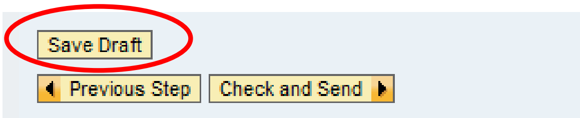
22. Click Send.

A confirmation including the reference number will appear at the top of the screen.

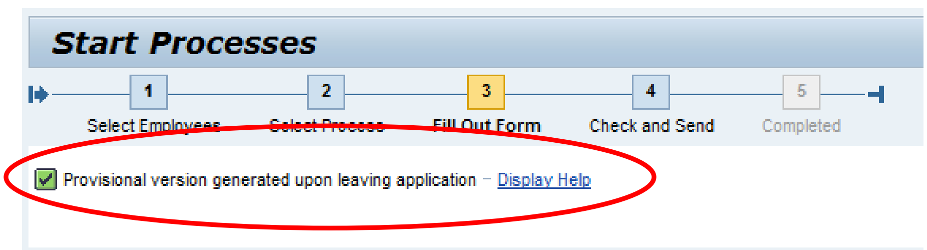


Save Draft

1. Click Save Draft to save a provisional version of the PAR.

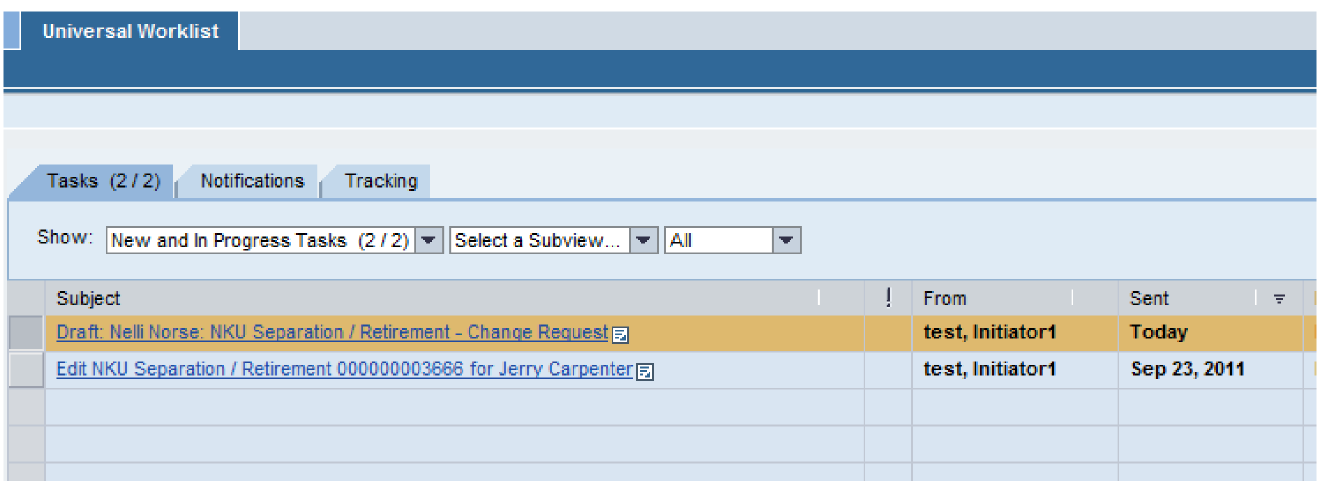


2. A confirmation will appear at the top of the screen, and the draft will be saved when you close the window/tab.

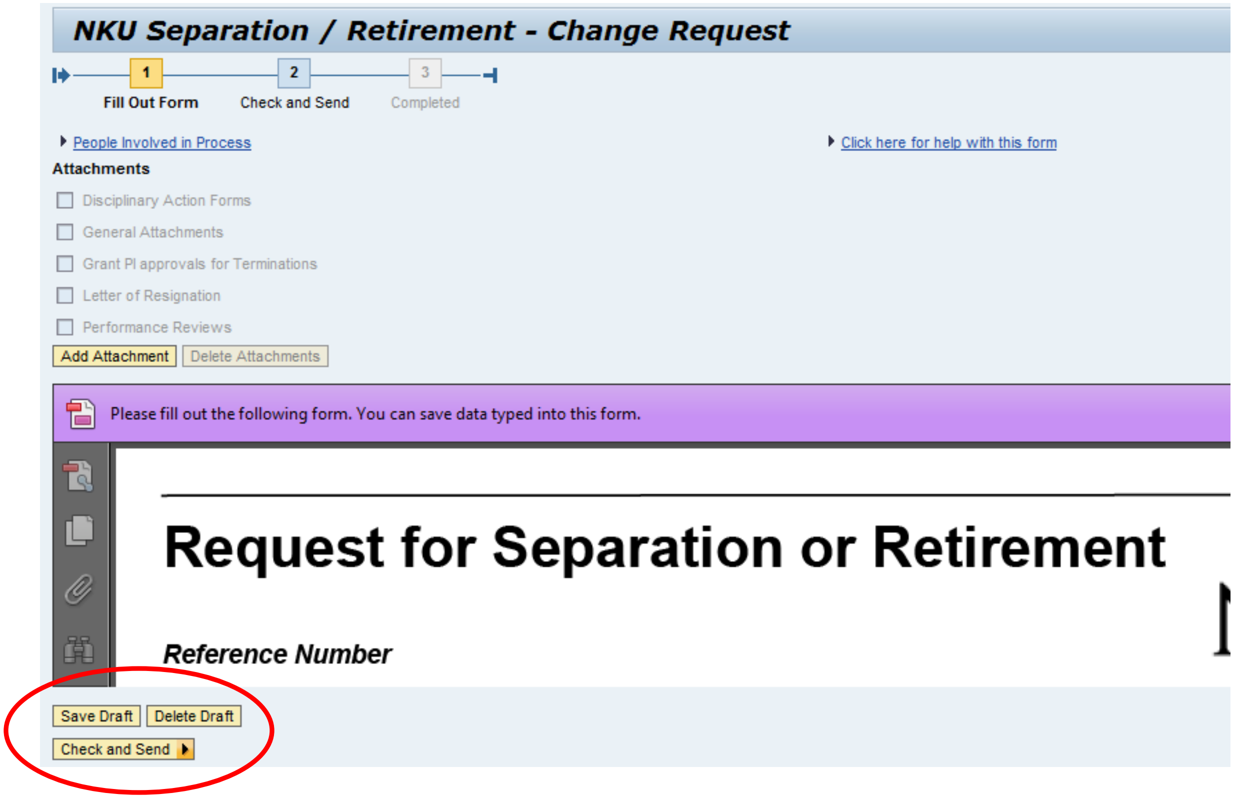


Universal Worklist

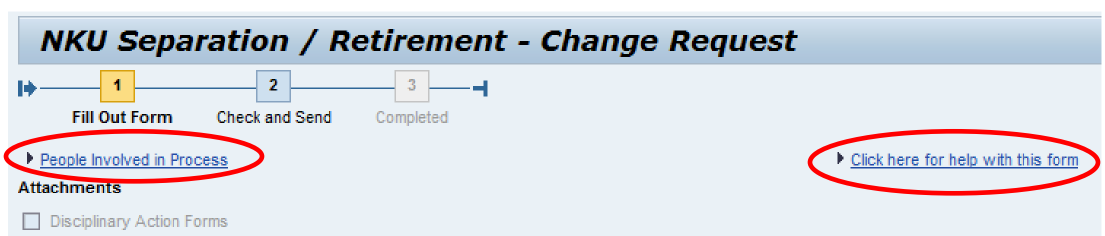
1. The Tasks tab will display any Draft PARs or PARs sent back to author.
2. Select the link for the Draft or PAR to be edited, which will open in a new window or tab, depending on your browser settings.



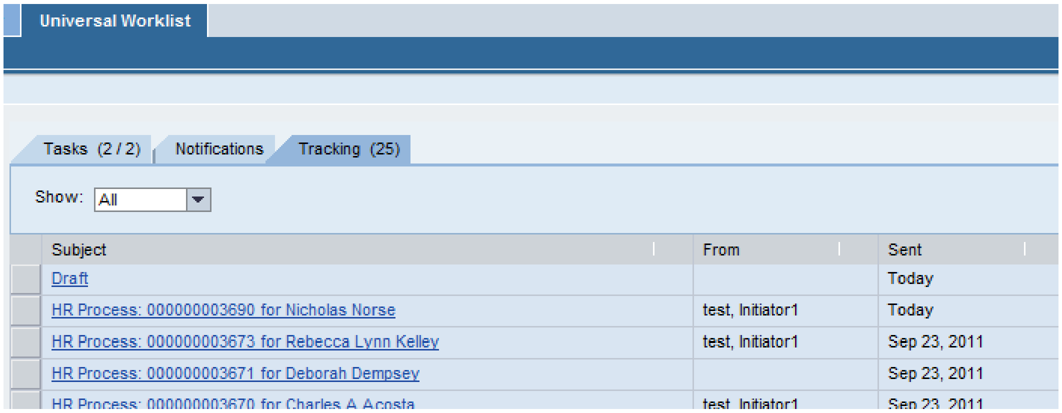
3. Complete the form and save draft or send for approval.



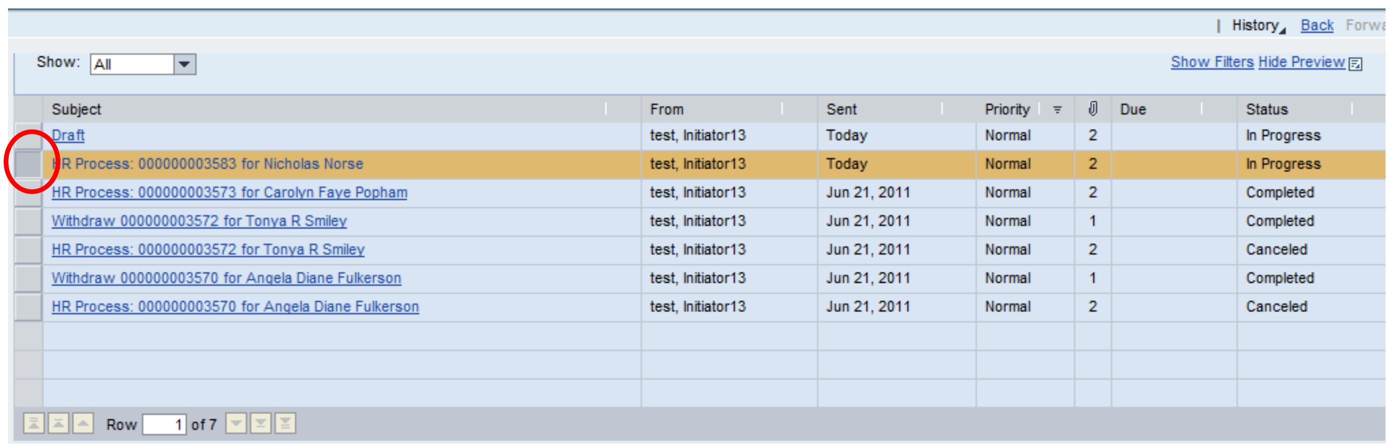
4. The People Involved in Process link will display helpful information regarding the process flow.
5. The Click here for help with this form will display helpful separation / retirement information from the Human Resources Web site.



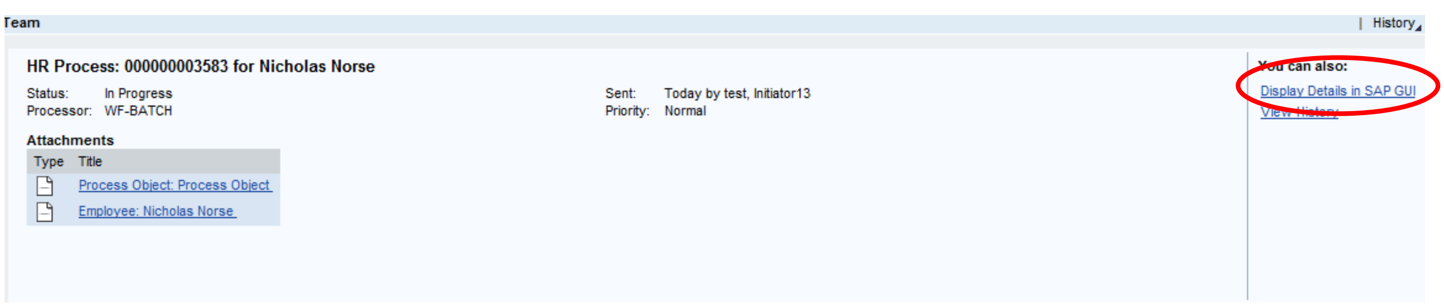
6. The Tracking tab will display all PARs created by the Initiator.



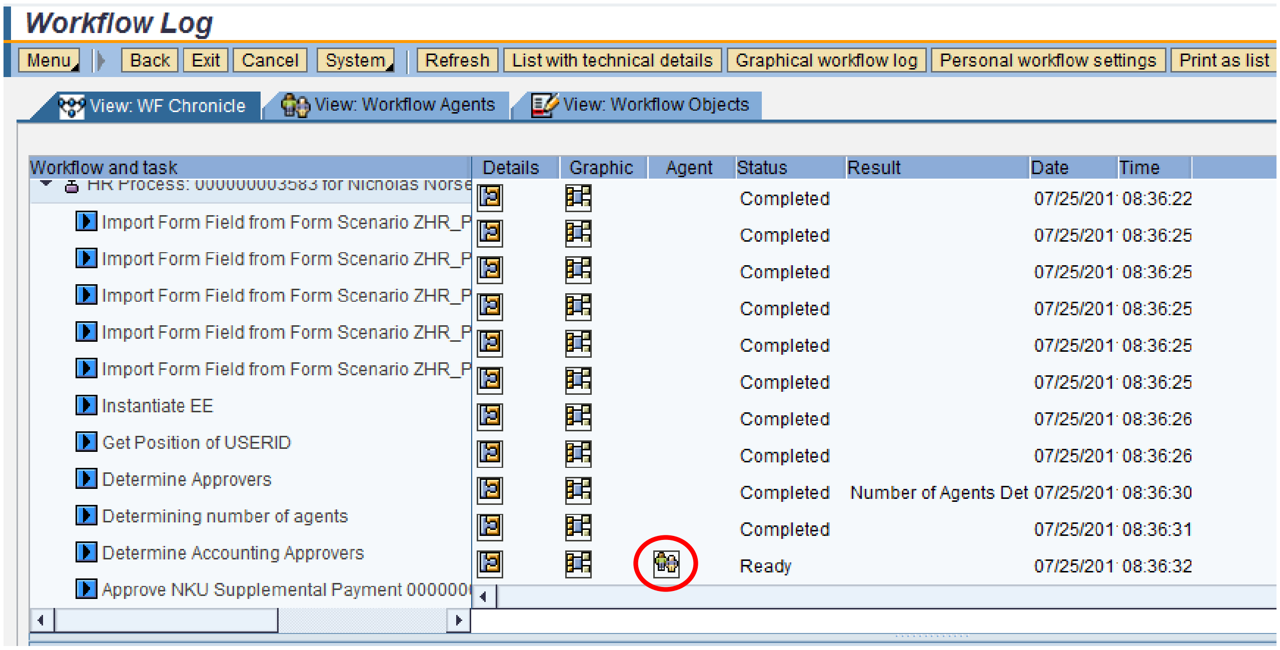
7. Select the link for the Subject, which will open in a new window or tab, depending on your browser settings.



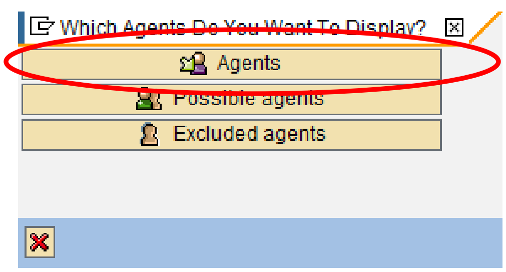
8. Click Display Details in SAP GUI.



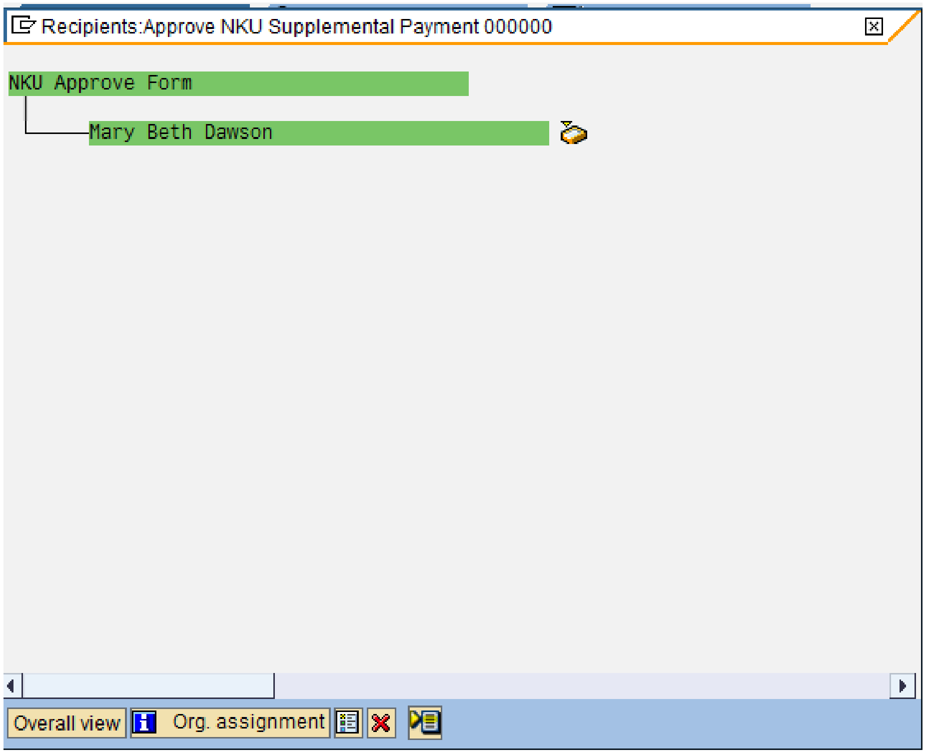
9. Scroll down to the bottom of the Workflow Log.
10. Click Agent.



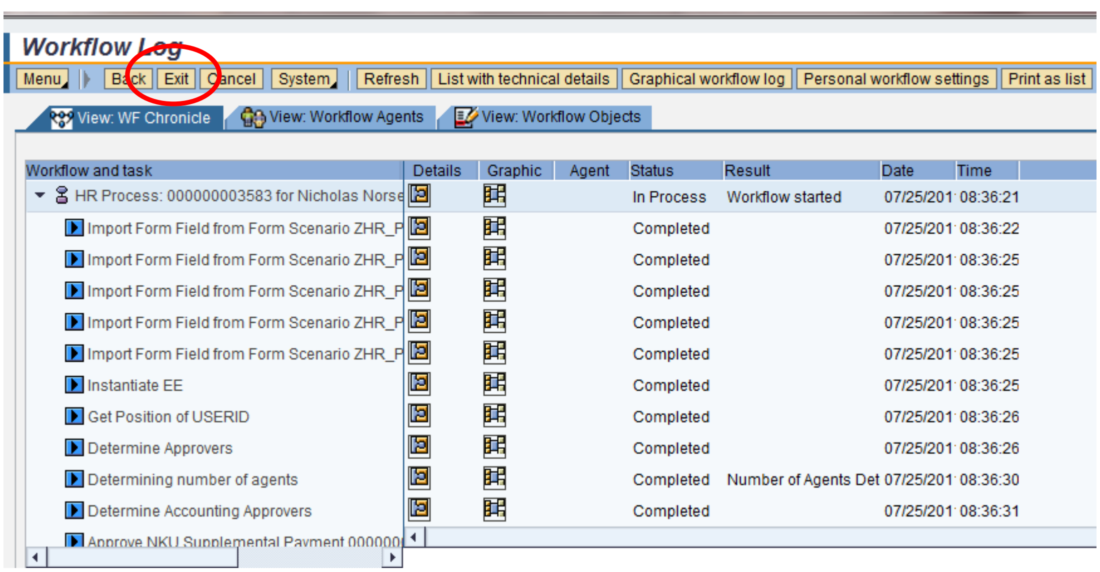
11. Click Agents.



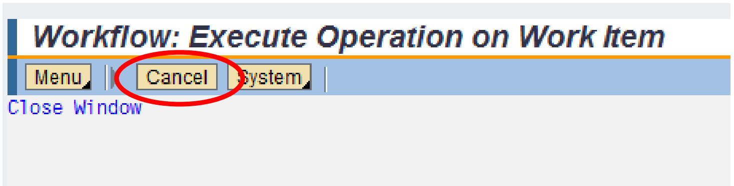
12. The current approver’s inbox will display.
13. Close the window.



14. Click Exit.



15. Click Cancel.



16. Close the window.