myNKU PORTAL

Introduction to myNKU & SAP

Information Technology

NORTHERN KENTUCKY UNIVERSITY

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Introduction

myNKU is the web portal for NKU's campus management (SLCM), human resources (HR), and financial system (FI) that runs on SAP® software. This integrated system allows you to access real-time information as you conduct your college career or carry out your job functions at NKU. This web site is the place to find information about myNKU to help you get the most out of the system.

Please note not all internet browsers and operating systems are compatible with myNKU. For the most up-to-date list of supported browsers and OS combinations, view NKU's Browser & Operation System Compatibility.

New Employees

Once your new-hire paperwork has been processed by the HR office and you have your All Card and set your password, you will be able to log on to myNKU to access your Employee Self-Service functions. ESS is where you will view your pay statement, leave time balance, select your employee benefits, update your personal information, and more.

Depending on your job functions, you may also use myNKU for other financial, human resources, or campus management tasks such as viewing student records, running reports, creating or approving budget requisitions, submitting travel requests, or other functions.

If you need access to additional tabs or functions in the myNKU portal or in the SAP GUI, your supervisor can request access for you (for security purposes, employees may not request their own access). Please be aware that some campus management functions require registrar approval before access is granted, and you should attend training before your supervisor requests access.

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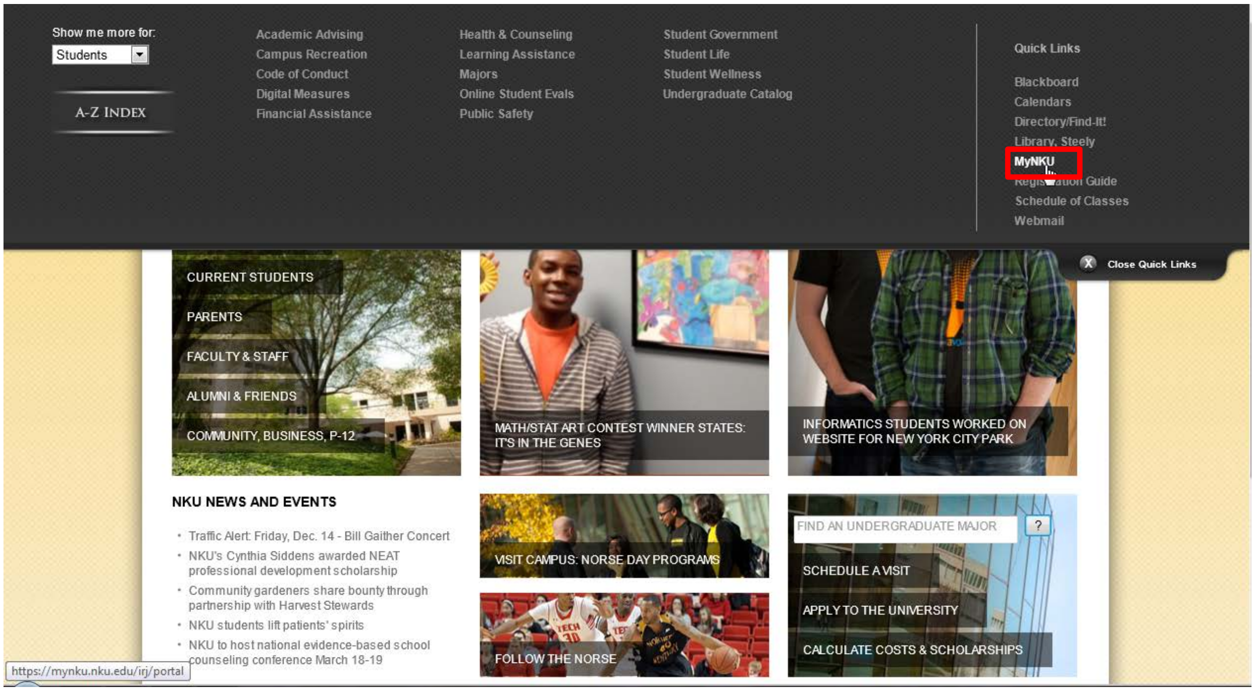
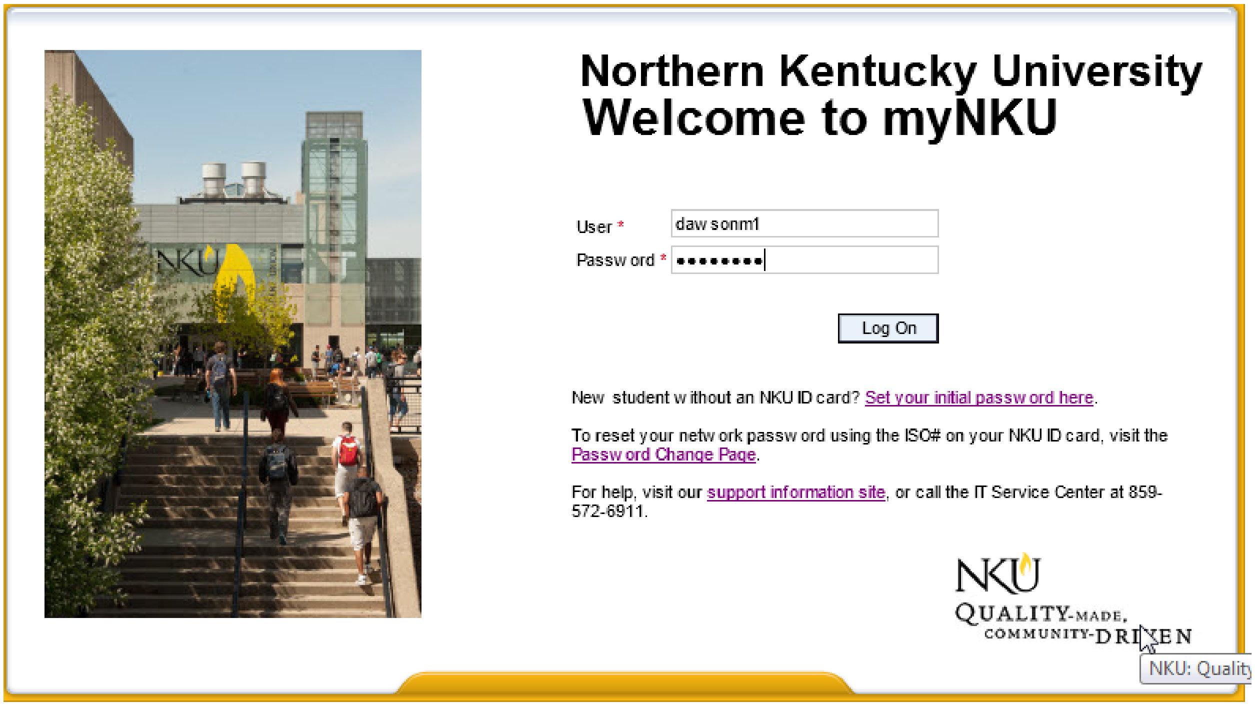
Logging into myNKU

myNKU can be accessed via the quick links on the NKU home page.



Enter your User ID and Password to log into myNKU.

Note: There are links to set your initial password, reset your password, and view support documentation.



myNKU Tabs

The tabs that display on your myNKU portal are based on your security access to various systems within myNKU. A brief explanation of each tab is provided.

Tab	Description
Academic Advising	View a student record, holds, student advisor (s), academic history, academic work, and communication information.
Biller Direct	Students can view account statement, holds, make payments, and sign up for direct deposit.
Budget Planning	**BI-IP** is available once a year for University fiscal budget planning. The unit reallocation planning layout for Deans, Chairs, Directors, and Unit Administrators is available through the customer portal.
Business Explorer	Intuitive ad hoc query & analysis capabilities.
Compensation Management	View employee HR master data, create and maintain budget structures and budget values for different compensation plans, check budget consistency and release budgets for the compensation planning and review process, reassign budget values between organizational units, and access all reports on budget data across the organization.
Employee Self-Service	Employee Self-Service applications provide you with easy access to information and services for employees. Display the plans in which you are currently enrolled, enroll in new benefit plans, and download a benefits confirmation form. Display salary statement; manage addresses, bank information, and information about family members and dependents.
FI Requests	The FI Requests tab is used to request a new NKU Foundation account or University cost center.
Financial Aid	View tuition rates and contact information for the Office of Student Financial Assistance.

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Manager Self-Service	The Manager Self-Service (MSS) component of myNKU provides employees who perform management tasks with a quick overview of all the data relevant for their area of responsibility allowing them to make decisions quickly and effectively. Tasks related to planning can be executed directly using this component. Create Personnel Actions Requests (PARs), change communication data for employees, and view employee record including compensation information.
SAP GUI	The SAP GUI (pronounced S-A-P gooey) tab can be used to perform some functions (particularly Finance and Human Resource functions), and requires the full SAP software called SAP GUI. Examples of functions performed within SAP GUI include purchase requisitions, parked vendor invoices, budget transfers, travel, and reporting for University, grant, and foundation accounts.
Student Administration	Faculty services include: view teaching schedule, class rosters for each course, and send email to students, search for course offerings, view number enrolled, capacity, location, and instructor, enter grades/attendance for reporting attendance/non-attendance, mid-term grades and final grading. Administration services include: view individual faculty teaching schedules and class rosters, send email to students, search for course offerings, view number enrolled, capacity, location, instructor, evaluate the academic work (including transferred work) of each student in a specified course and report which specified prerequisite courses have not been taken by each student (this application is not basing prerequisites on NKU catalog rules), view Chair View of Grades (grades by department you are assigned to, faculty member, or course).
Student Self-Service	View address information, make changes to current or permanent address and access the address change form, access instructions and form for a name change request, and view instructions for the SSN process.
Universal Worklist	The Universal Worklist (UWL) tab is used to approve processes including purchase requisitions, parked vendor invoices, budget transfers, travel requests, travel expenses, part-time faculty PARs, supplemental pay PARs, and separation PARs.

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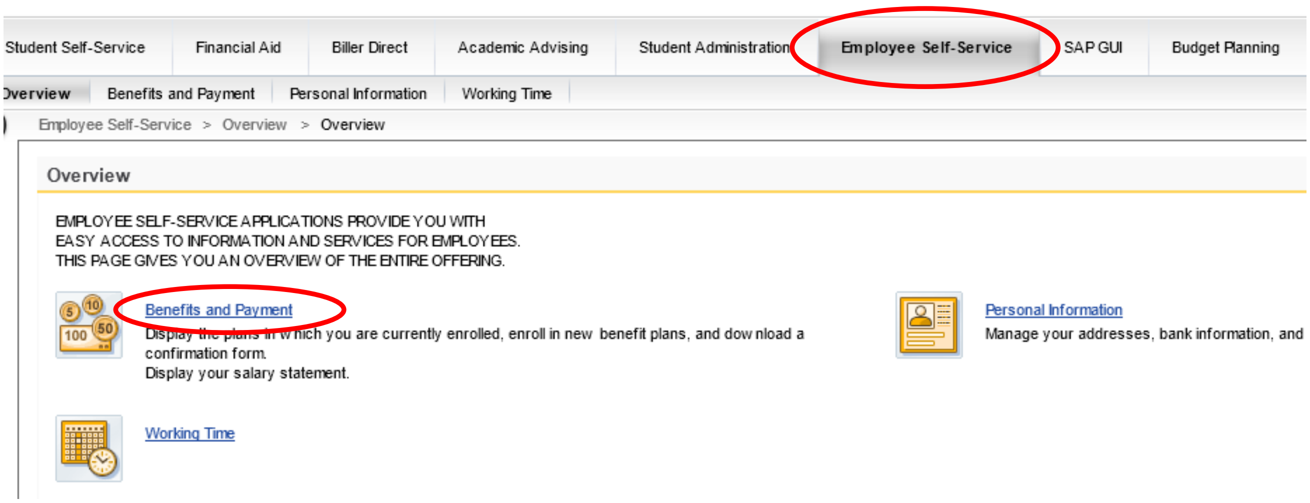
Employee Self-Service Tab

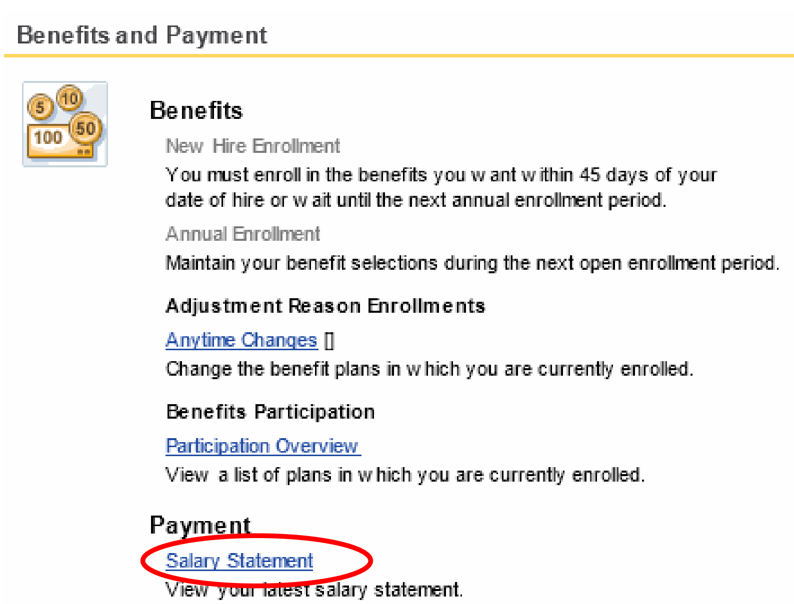
Common tasks performed within the ESS tab include view pay statement, display benefit plans in which you are currently enrolled, enroll in new benefit plans, download a benefits confirmation form, manage addresses, bank information, and information about family members and dependents, and change own data.

View pay statement

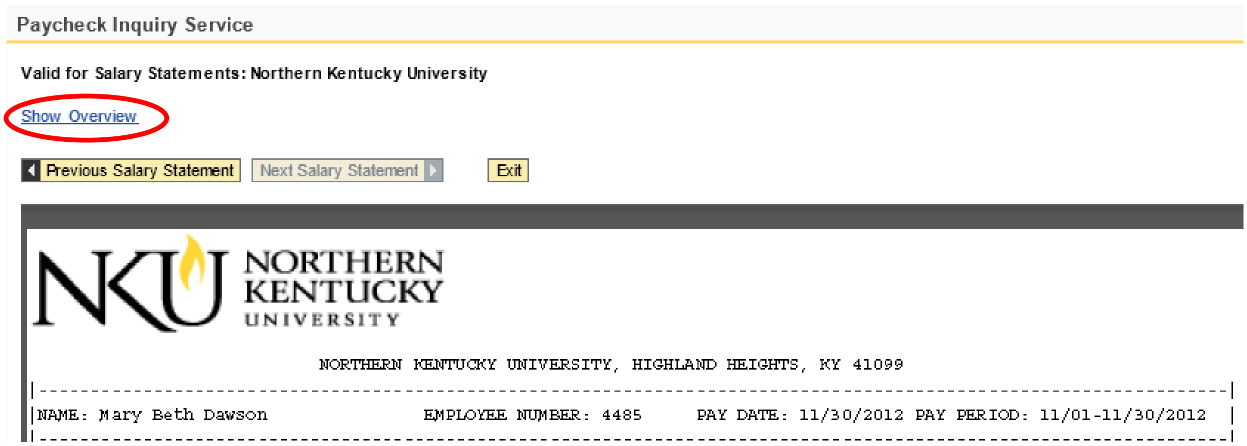
1. Select the Employee Self-Service tab.
2. Click Benefits and Payment.



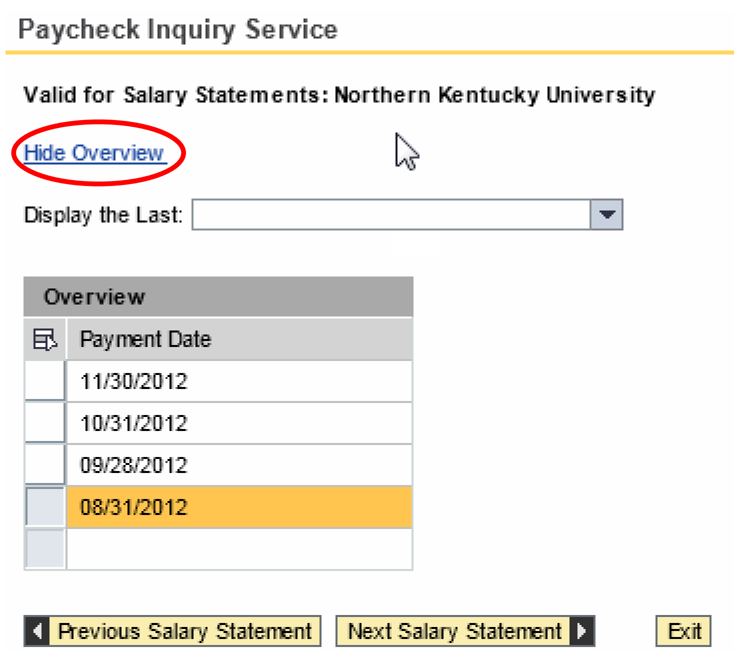
3. Click Salary Statement.



4. The most recent pay statement will load in Adobe reader format.
5. Click Previous Salary Statement to view prior pay statements.
   Note: This link will be active when prior pay statements exist.
6. Click Show Overview link to view the list of pay statements displayed.
   Note: See steps 7 & 8 below.



7. Choose a pay statement to display.
8. Click Hide Overview to close the Overview area.



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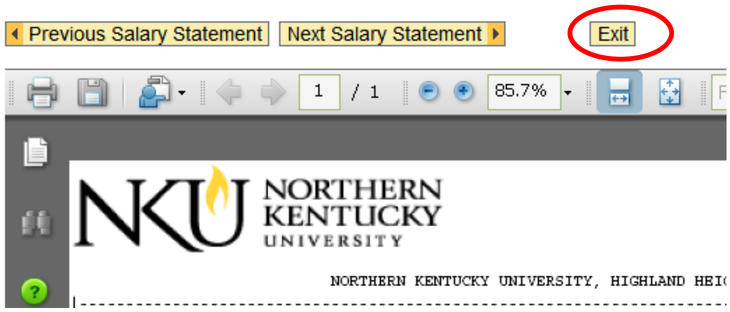
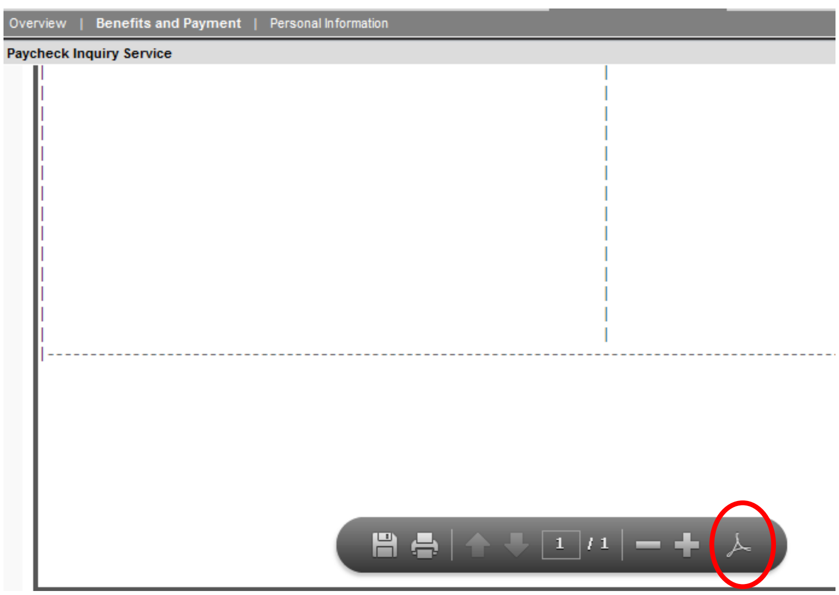
9. Click Exit to return to the Benefits and Payment area.

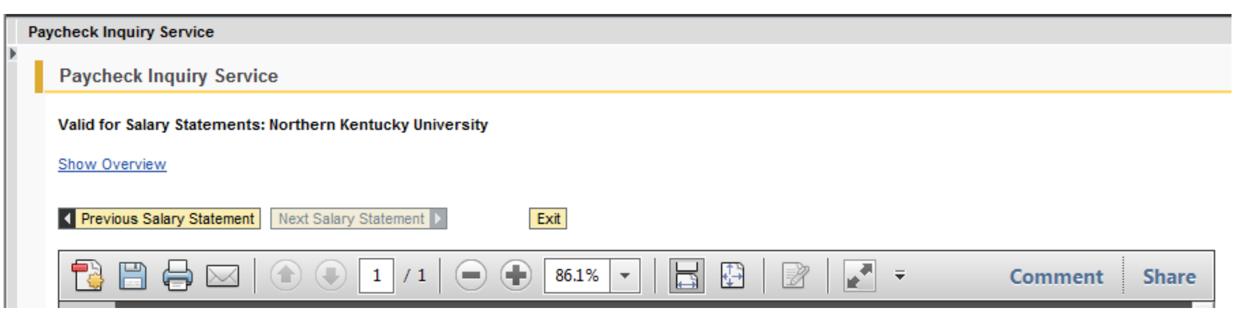


The latest copy of **Adobe Reader** will need to be installed on your computer to view pay statements. Pay statements may be saved or printed from the Adobe Reader toolbar.

In the new version of Adobe Acrobat (Version X) there is a "floating" toolbar. Click toward the bottom of the pay statement to view the floating toolbar. If you click on the Adobe symbol at the far right of that floater, the toolbar will **<u>temporarily</u>** appear at the top like in version 9.



The toolbar now appears at the top of the pay statement as in Adobe Reader X.



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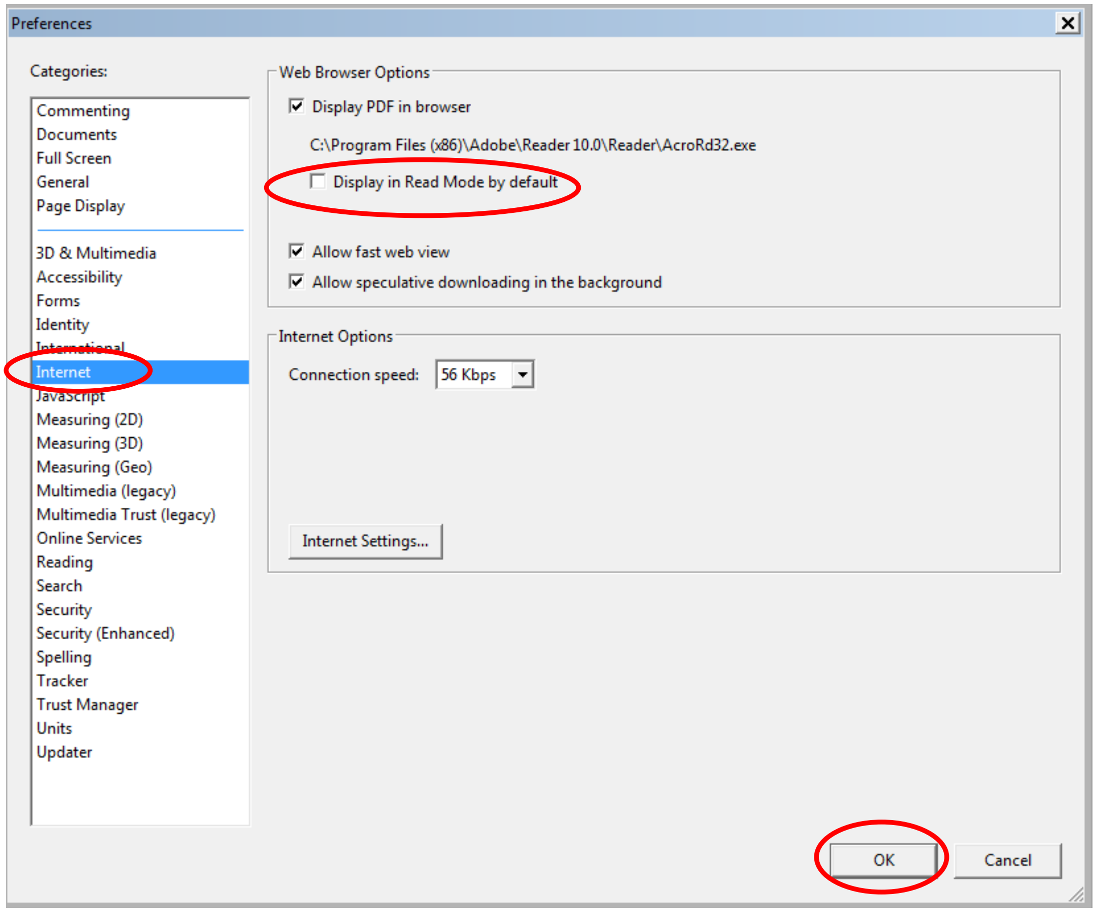
To permanently move the toolbar to the top of the document:

1. Launch Adobe Reader X
2. Click Edit
3. Click Preferences
4. Click the Internet category
5. Uncheck Display in read only by default
6. Click OK



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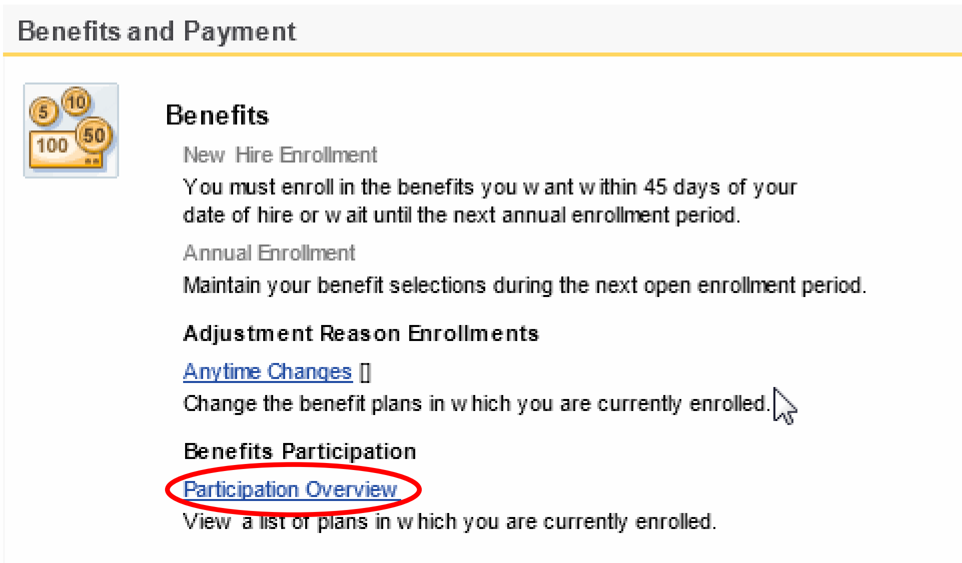
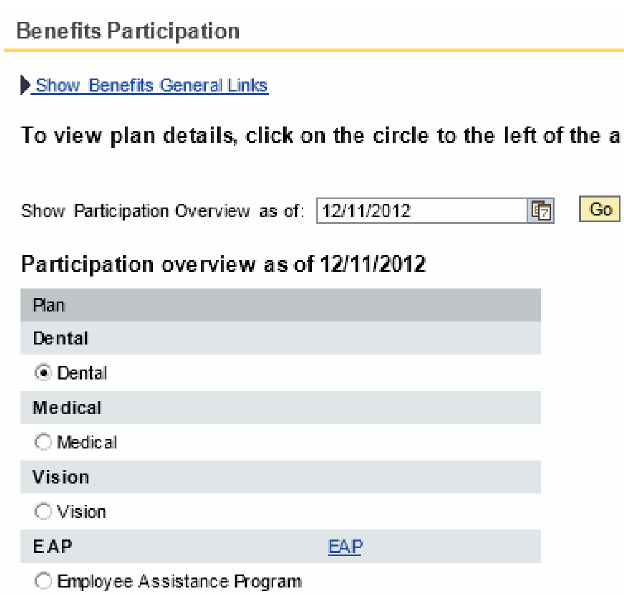
Display benefit plans in which you are currently enrolled

1. Select the Employee Self-Service tab.
2. Click Participation Overview.



3. The benefits plans will display as of the current date. The radio button for Dental is the default selection.
4. To view details of other benefit plans: medical, group term life, retirement, etc., click the radio button below the benefit plan to view.
    a. Click the link to the right of the benefit plan to access the Web site of the benefits provider.



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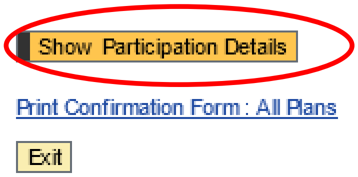
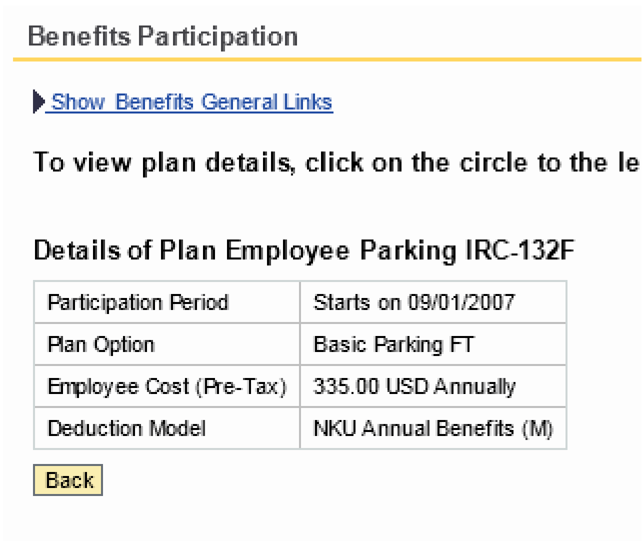
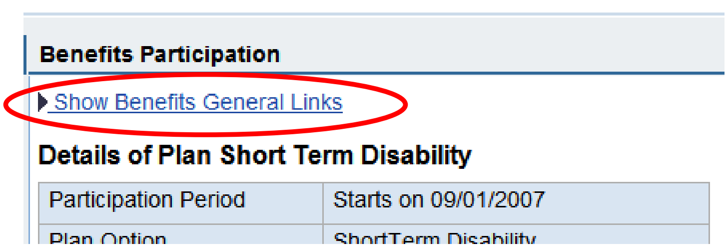
5. Click Show Participation Details (displays at the bottom of the screen).



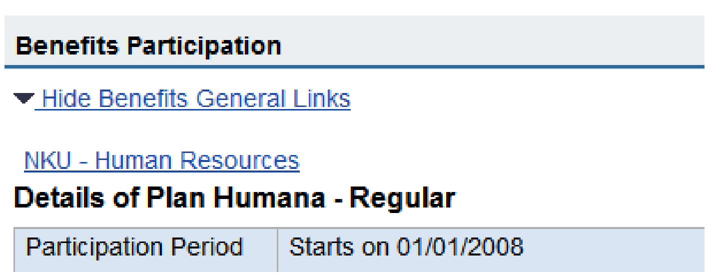
6. The details for the plan selected are displayed.



7. Click Show Benefits General Links to display links for general benefits information.



8. The Benefits General Links are displayed.



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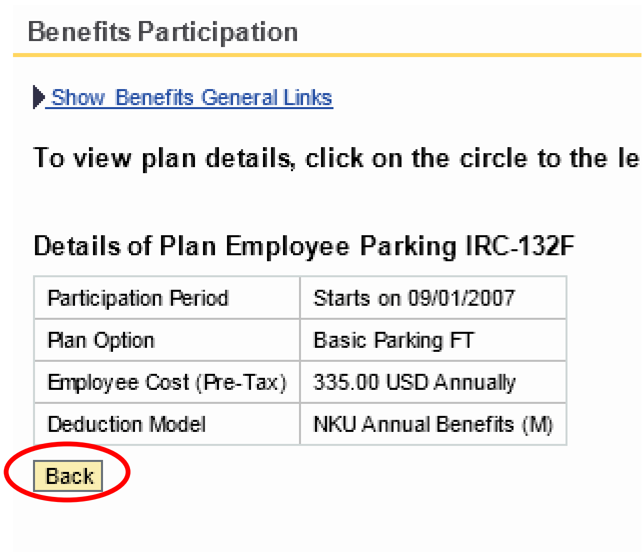
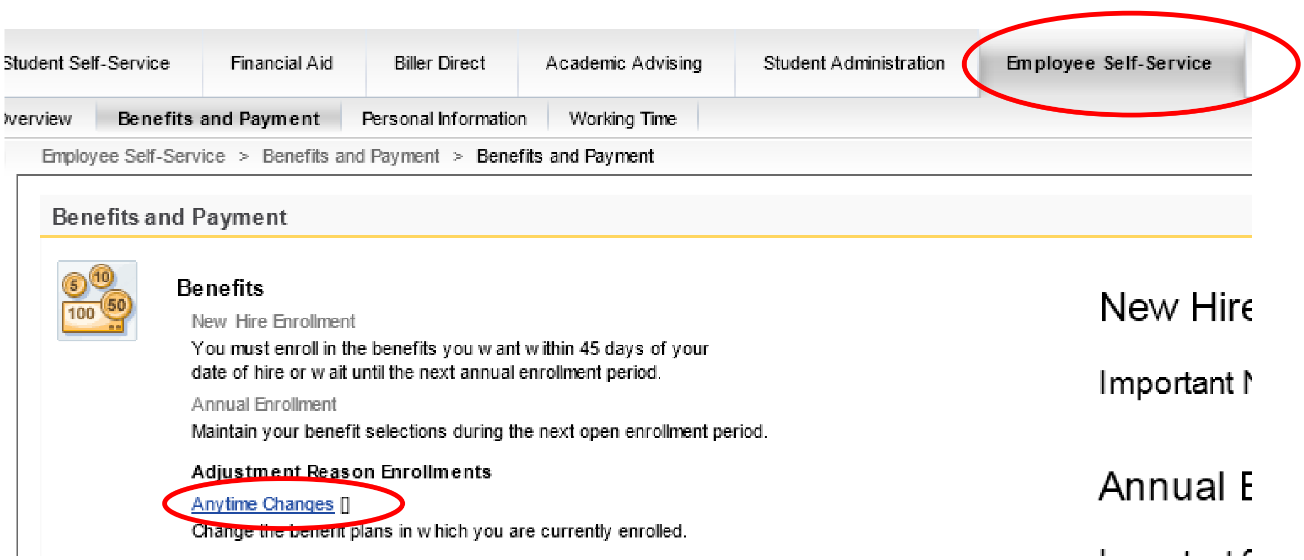
9. Click Back to return to the plan selection screen.



Change the benefit plans in which you are currently enrolled

1. Select the Employee Self-Service tab.
2. Click Anytime Changes.



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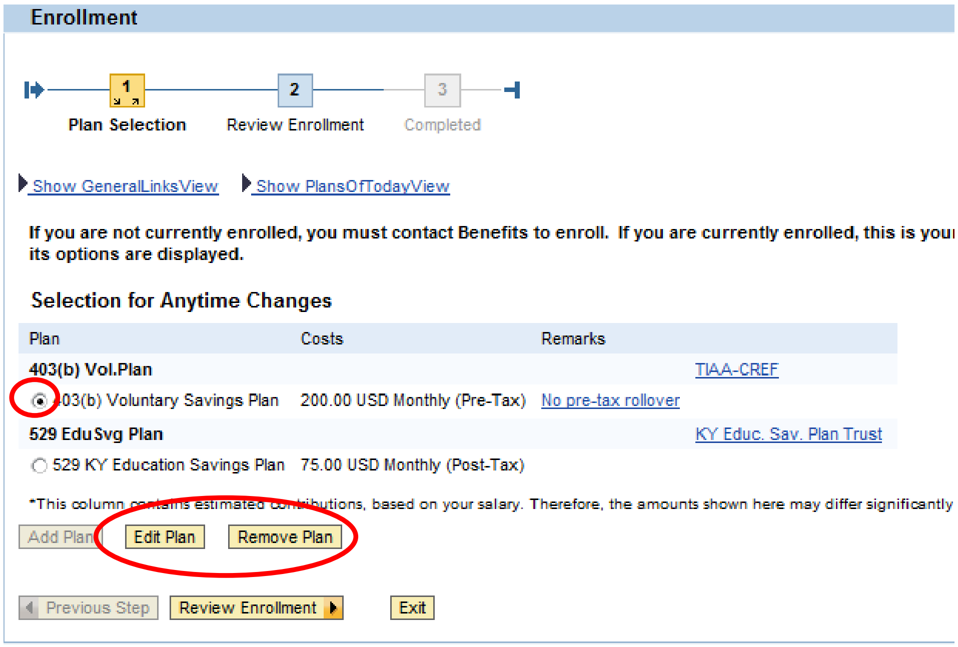
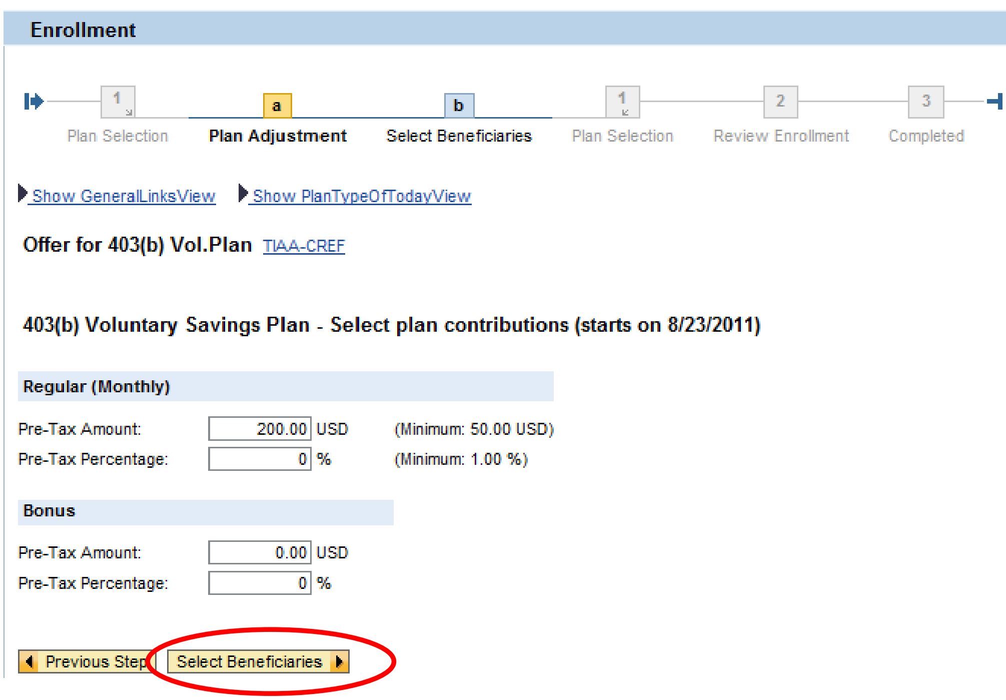
3. If you are participating in more than 1 plan, select the plan you wish to change.
4. Click Edit Plan to change your contribution amount or click Remove Plan to delete plan and stop contributions.

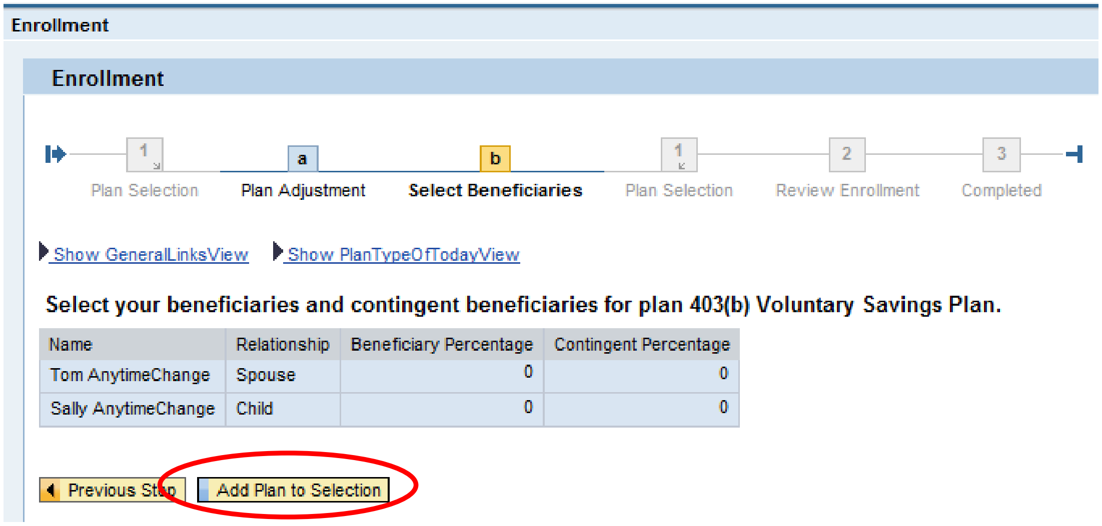


Edit Plan

5. Maintain the plan.
    a. Change your Regular contribution amount in dollars or percentage
6. Click Select Beneficiaries.

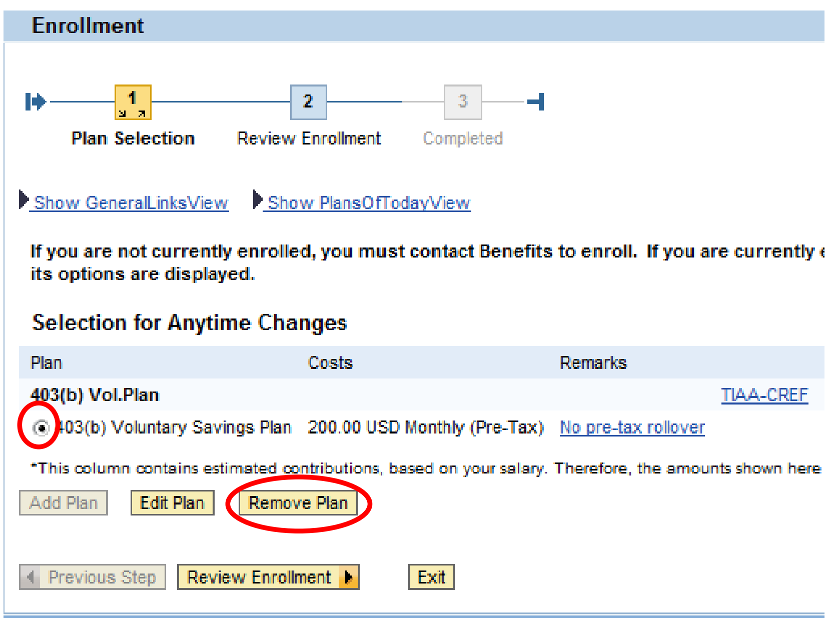


7. Select beneficiaries.
8. Click Add Plan to Selection.

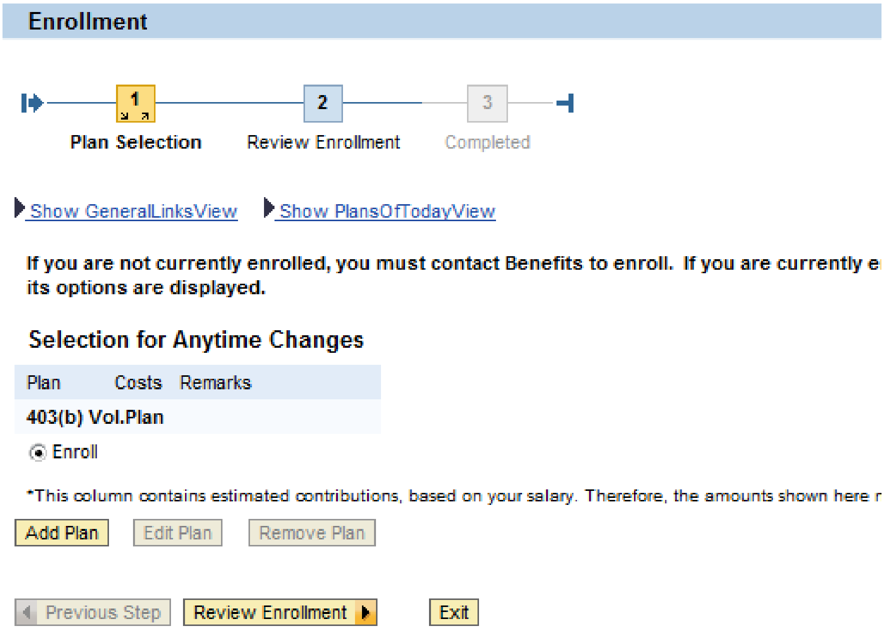


Remove Plan

9. Select the plan.
10. Click Remove Plan.

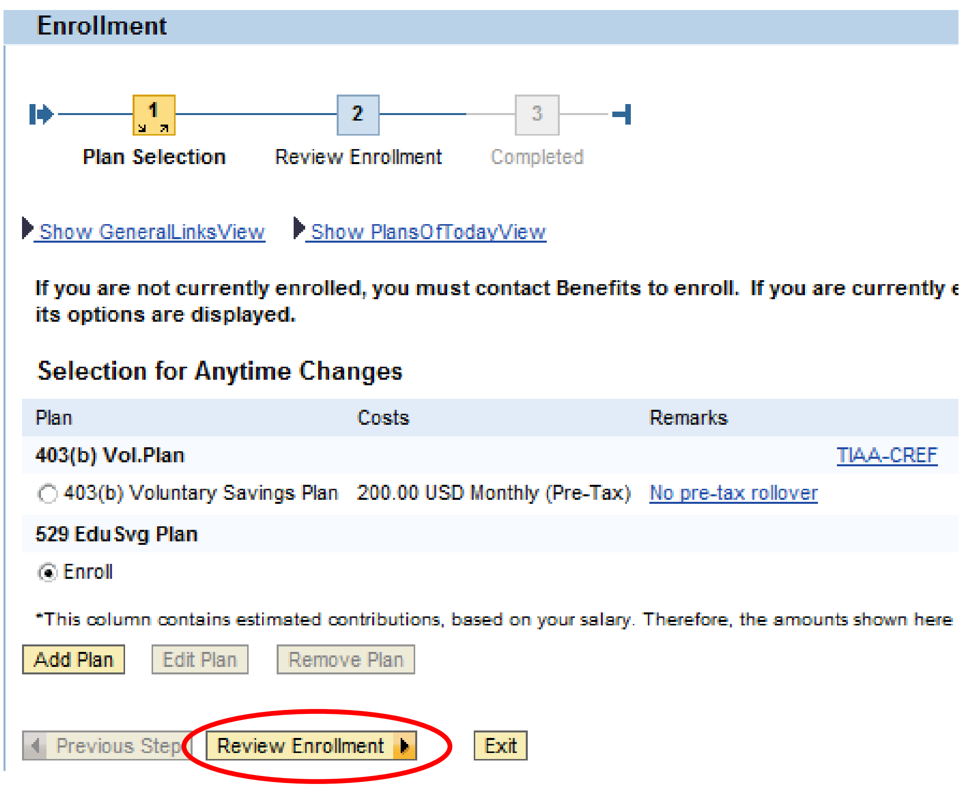


11. The plan is removed and now displays as “Enroll.”



Review Enrollment

12. Click Review Enrollment.



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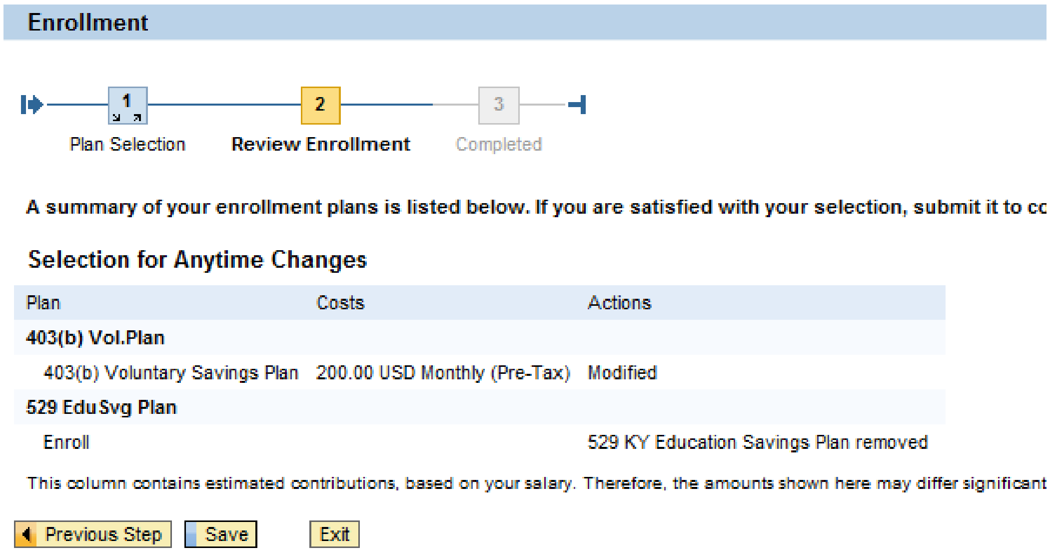
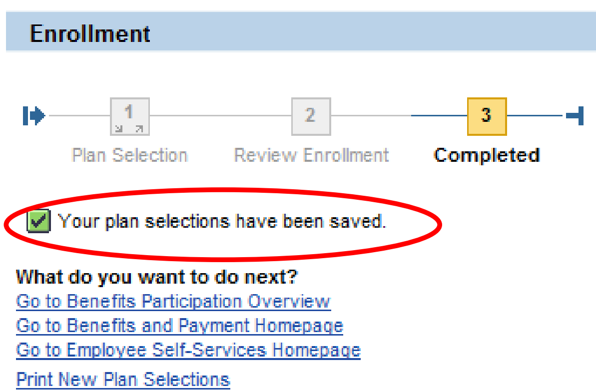
13. Review edits.
14. Click Save.

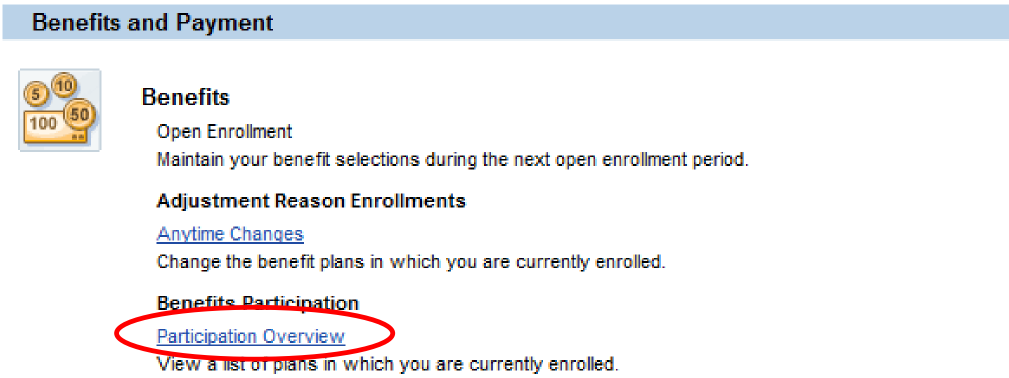


15. A confirmation message will appear at the top of the screen.

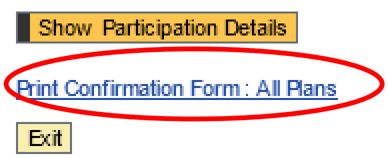


Download a Benefits Confirmation Form

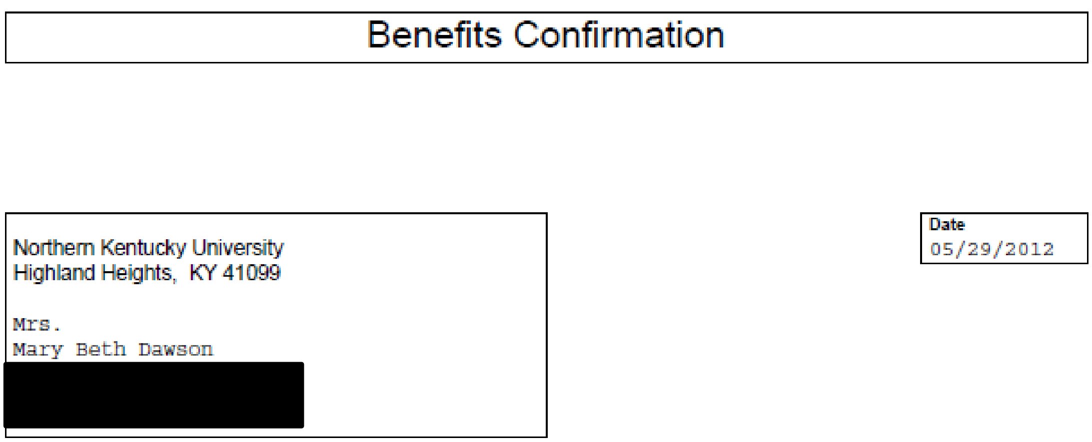
1. Select the Employee Self-Service tab.
2. Click Participation Overview.



3. Click Print Confirmation Form: All Plans to send a copy to your default printer.
    a. **Note**: You may need to scroll down to view this link.



A Benefits Confirmation form will open in a new window as a .pdf document.


Benefits Confirmation

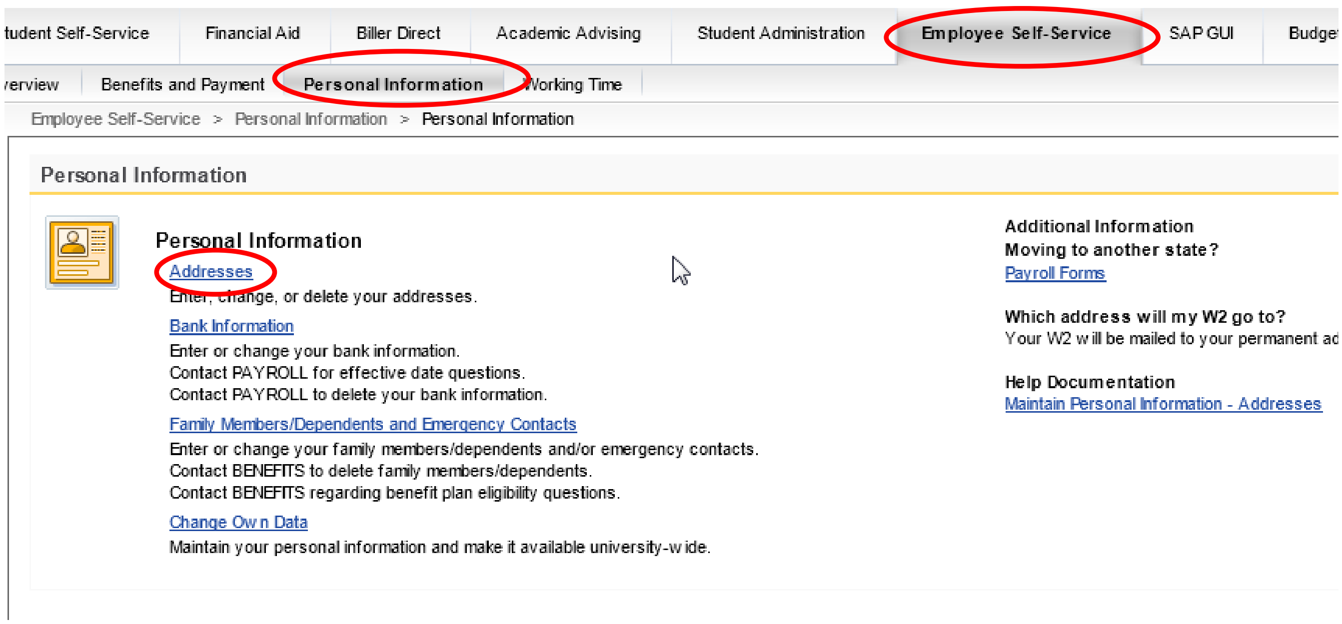
Northern Kentucky University
Highland Heights, KY 41099

Mrs.
Mary Beth Dawson
[redacted]

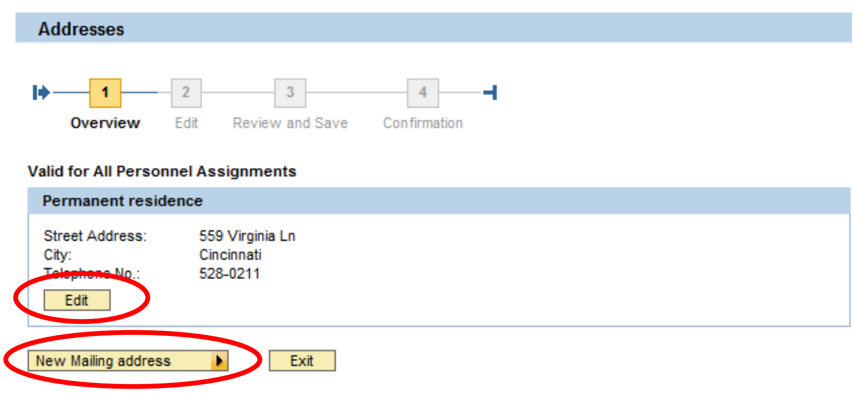
Date
05/29/2012

Manage Addresses

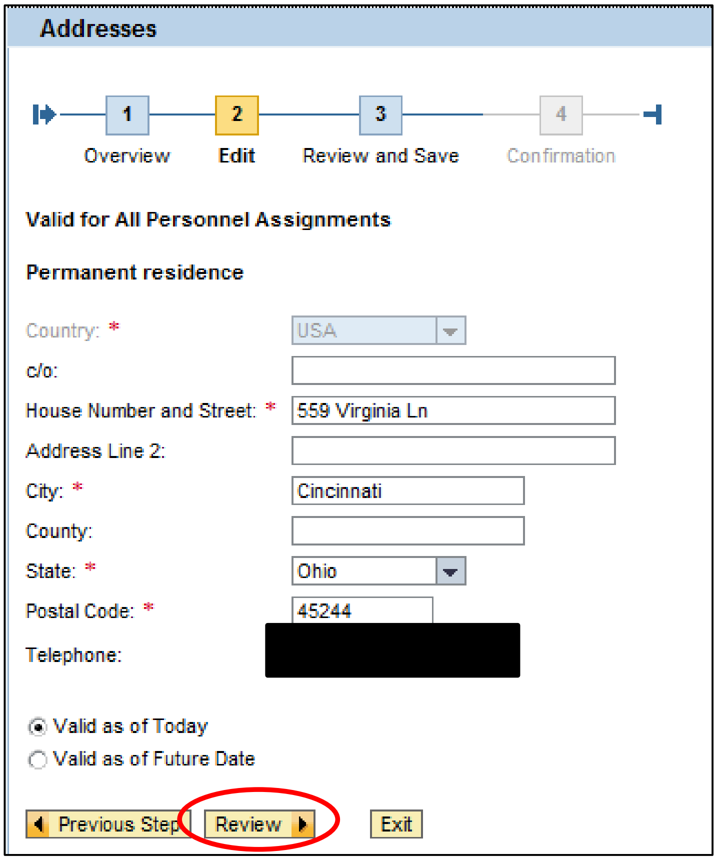
1. Select the Employee Self-Service tab.
2. Click the Personal Information sub-tab.
3. Click Addresses.



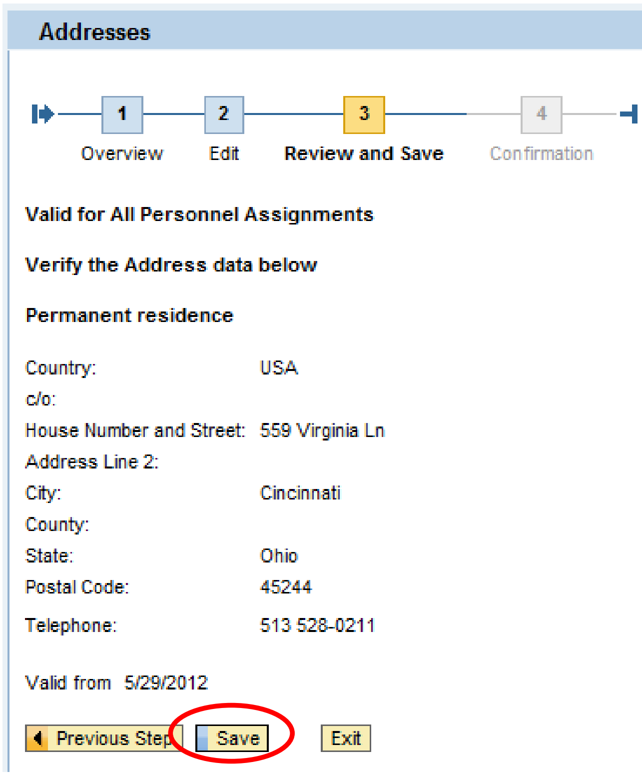
4. Click Edit to maintain your permanent address.
5. Click New Mailing address to add a mailing address.



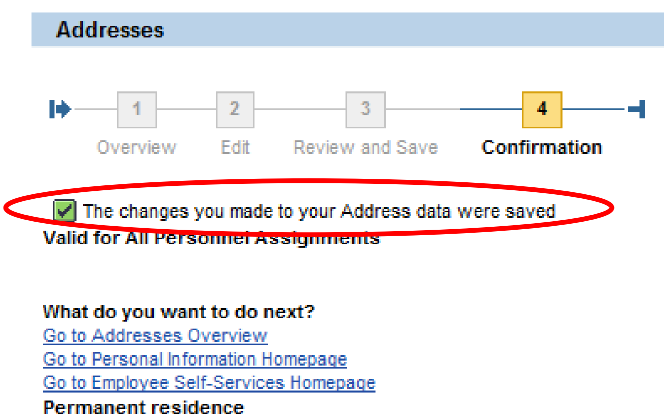
6. Maintain address data.
7. Click Review.



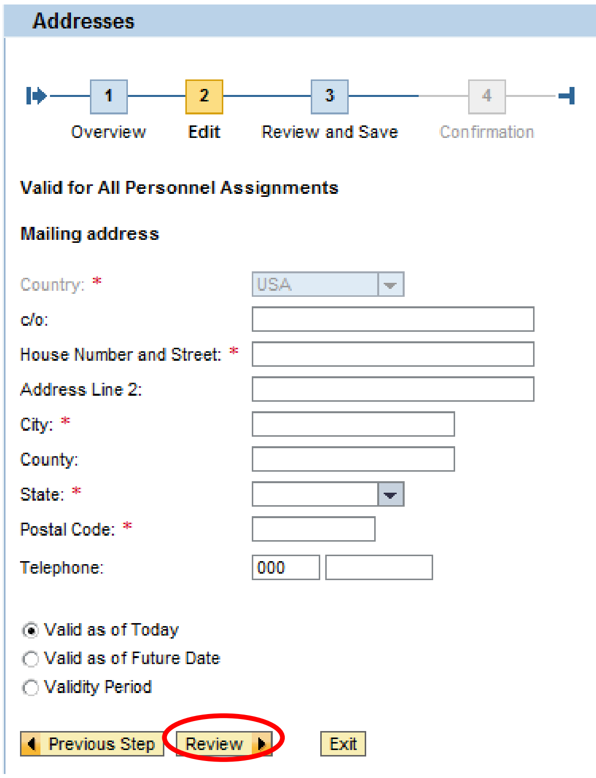
8. Verify the address data.
9. Click Save.



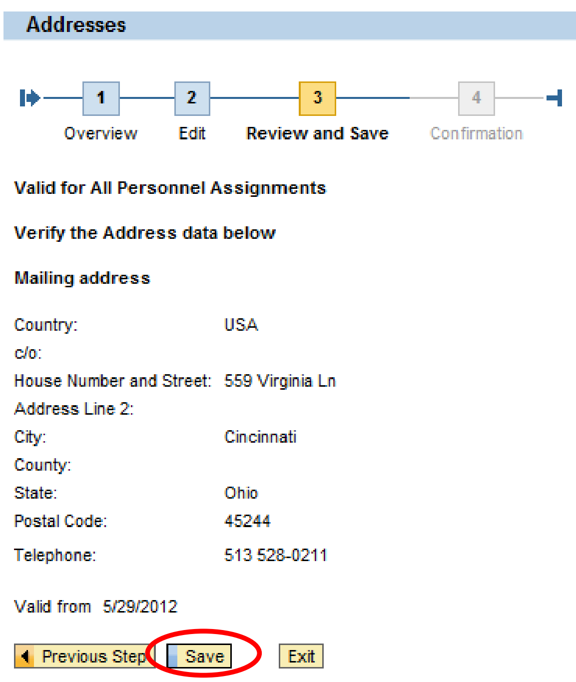
10. A confirmation message will appear.



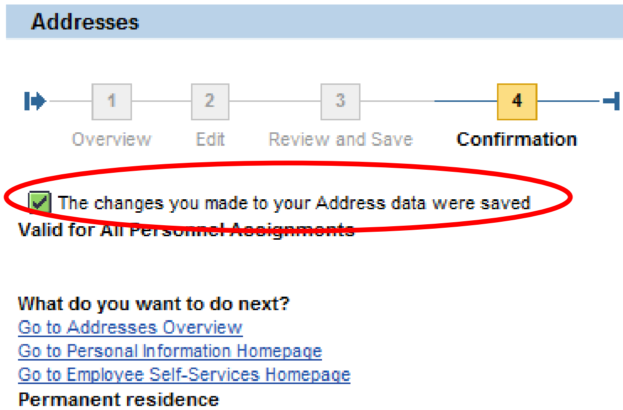
11. Add address data.
12. Click Review.



13. Verify the address data.
14. Click Save.

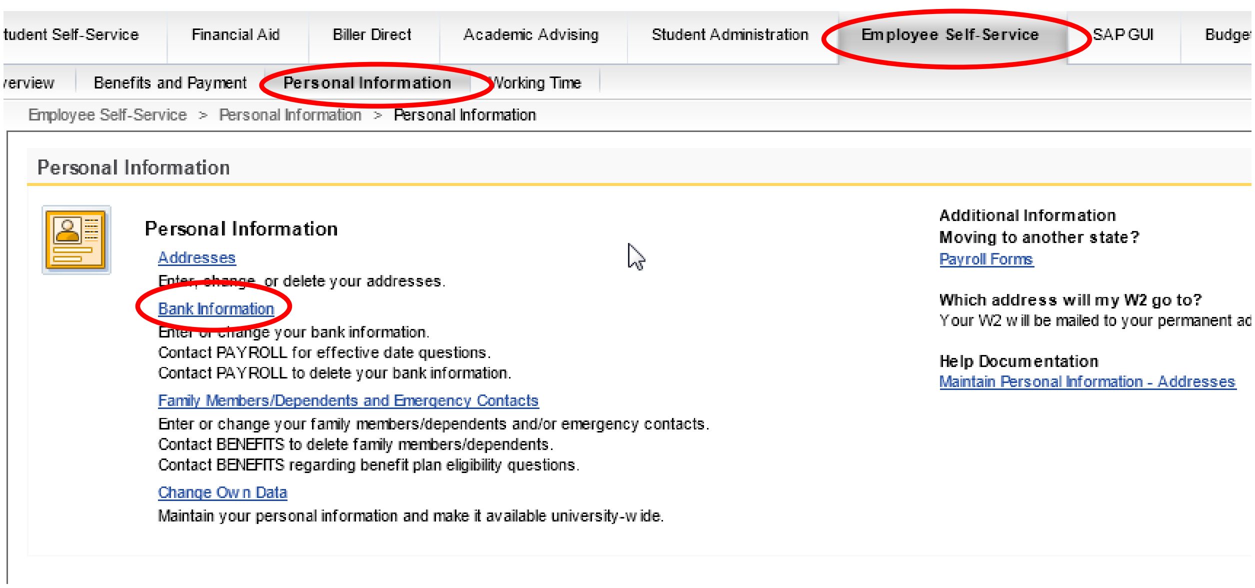


15. A confirmation message will appear.

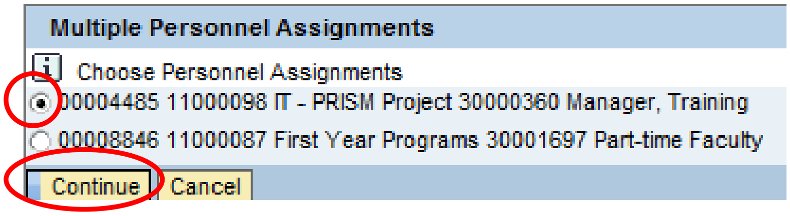


Bank Information

1. Select the Employee Self-Service tab.
2. Select the Personal Information sub-tab.
3. Click Bank Information.

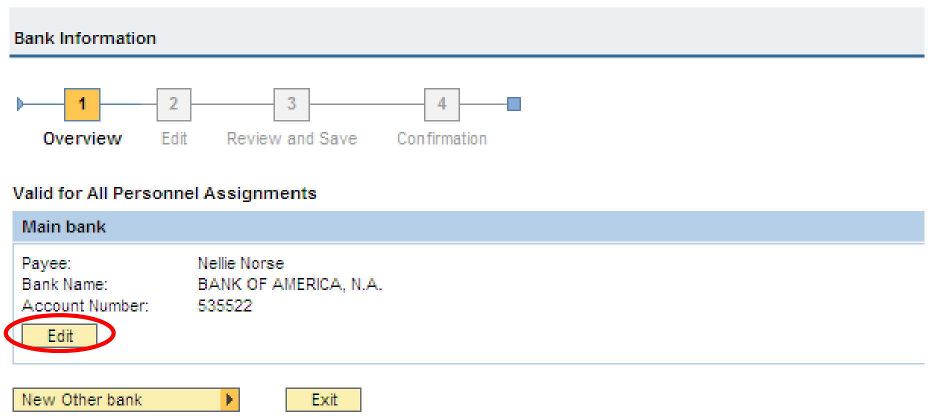


Note: If you have more than one assignment at the University, you will need to select your main assignment. Click Continue.



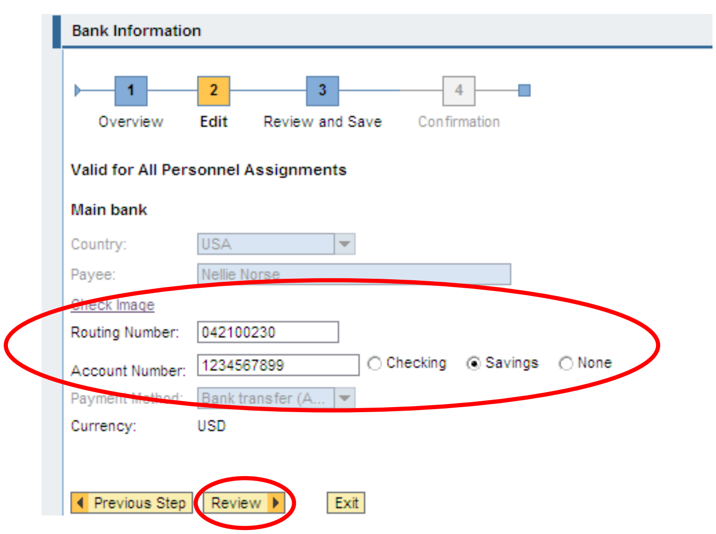
Edit Bank Information:

1. Click Edit.

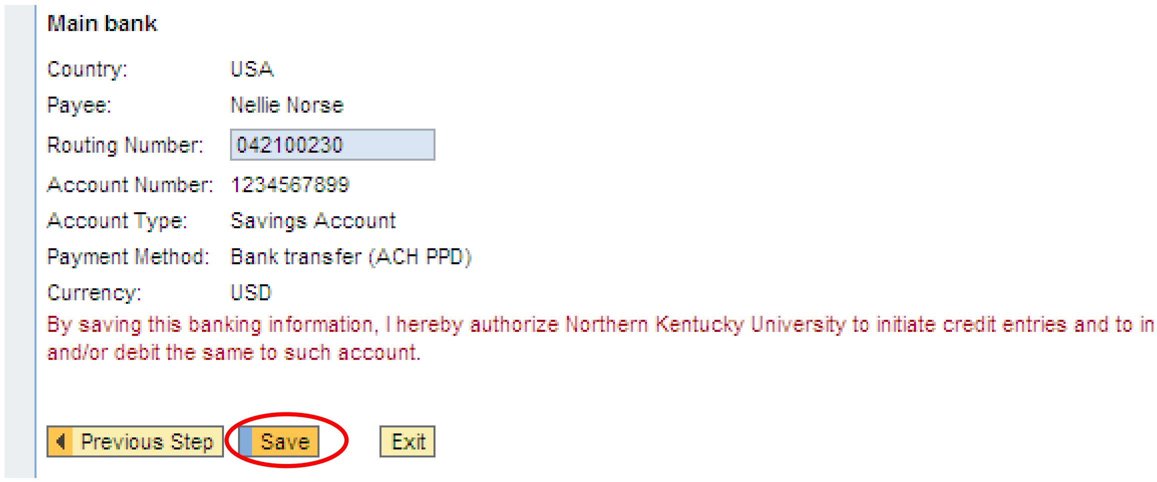


2. Edit the routing number or account number.
3. Click Review.

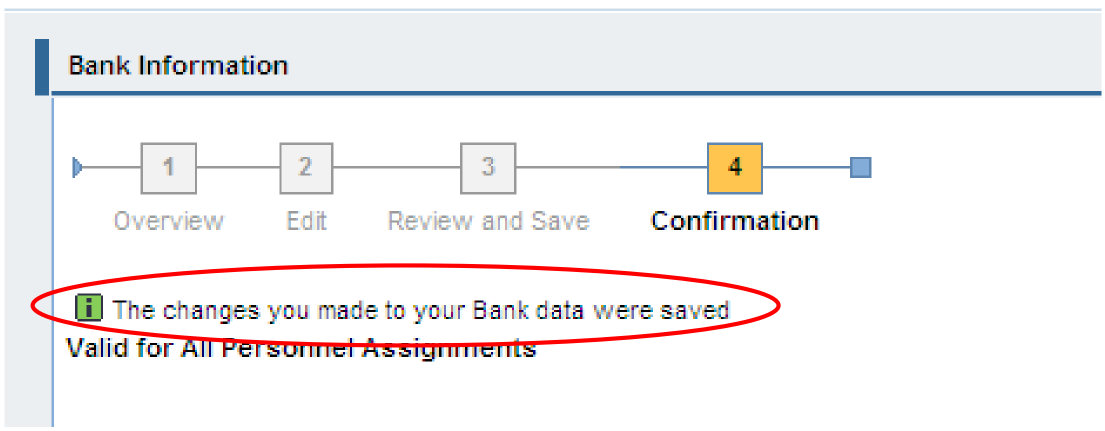
Note: Click Check Image to open a window that will display where to find the routing number and account number on a check.



4. Click Save.

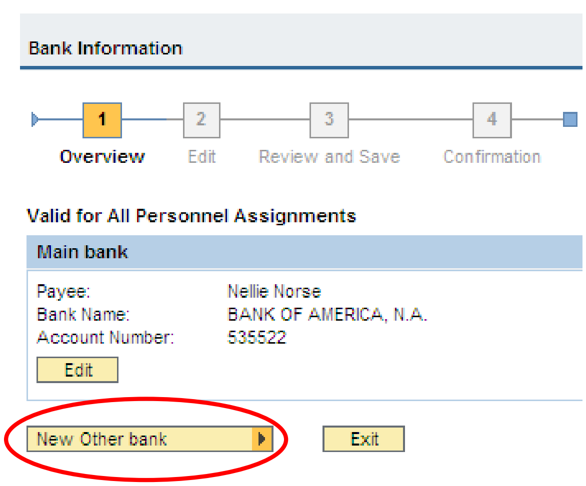


5. A confirmation message will appear at the top of the screen.

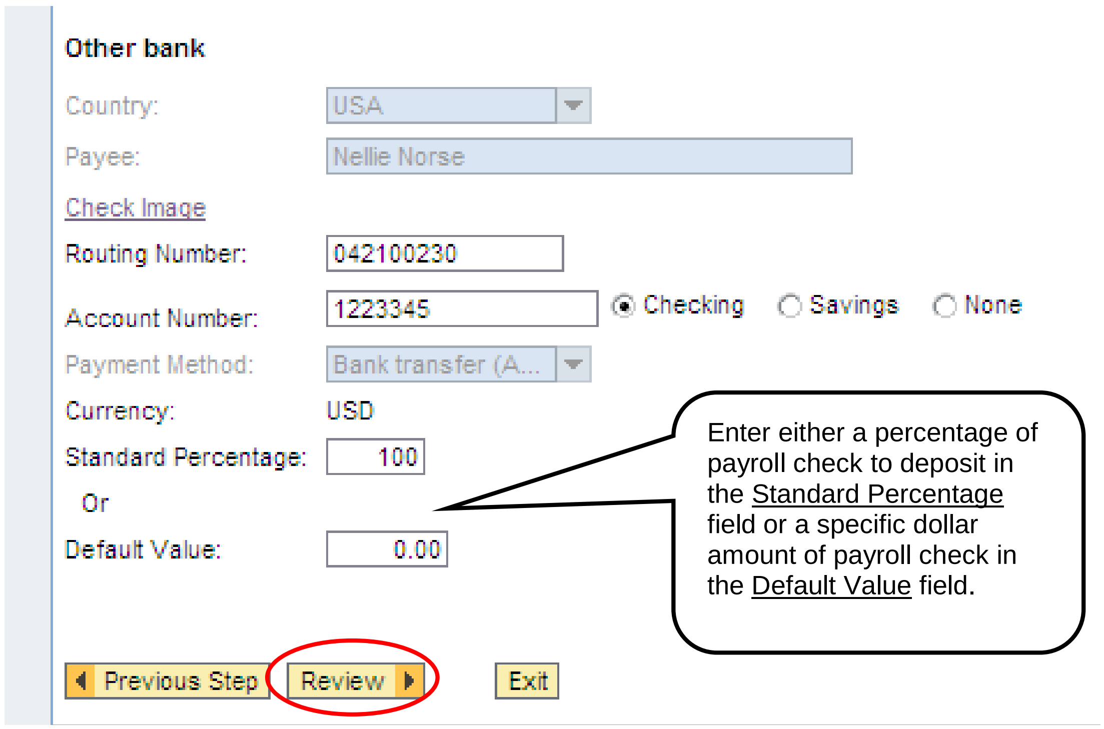


Add New Bank information:

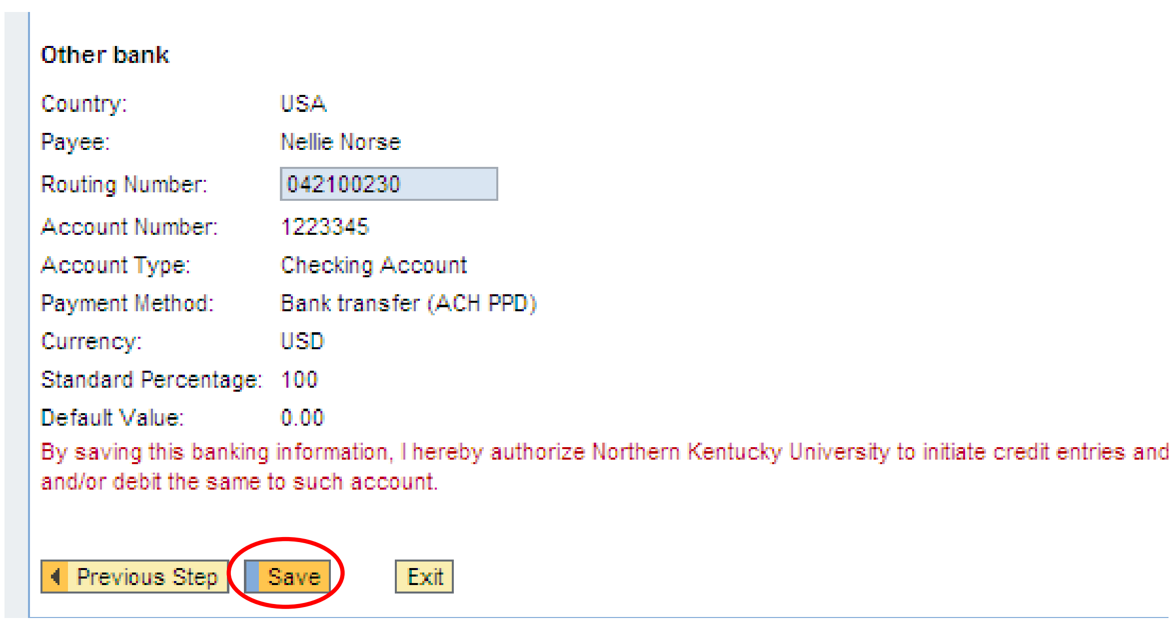
1. Click New Other bank.



2. Maintain routing number, account numbers (checking or savings), Standard Percentage, or Default Value.
3. Click Review.



4. Click Save.



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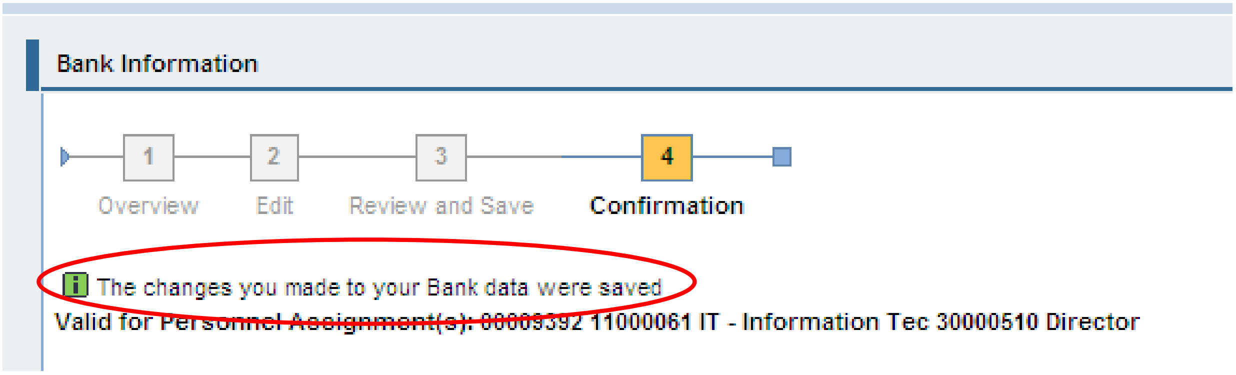
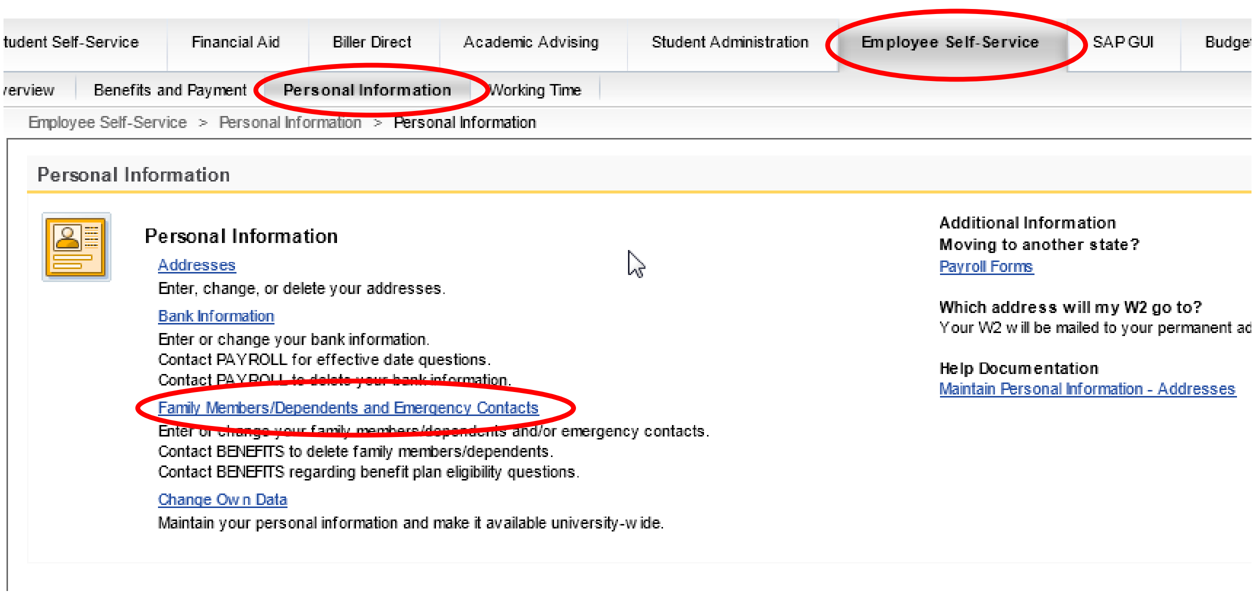
5. A confirmation message will appear at the top of the screen.



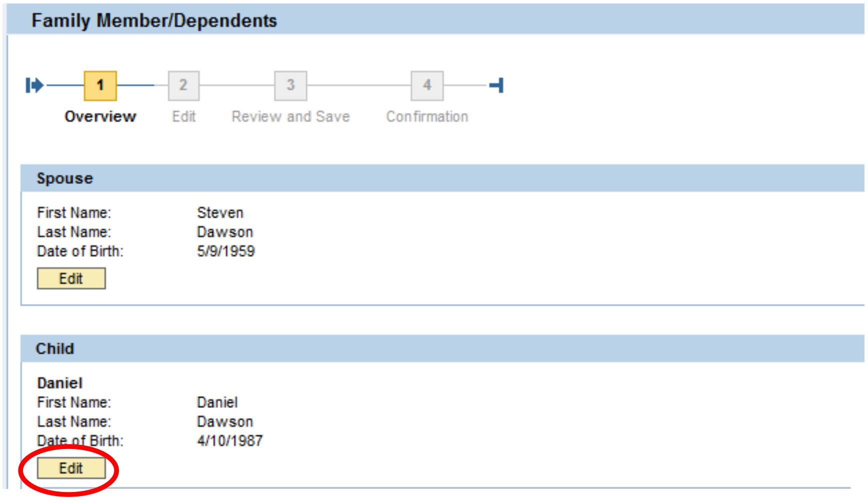
Family Members and Dependents

1. Select the Employee Self-Service tab.
2. Select the Personal Information sub-tab.
3. Click Family Members/Dependents.

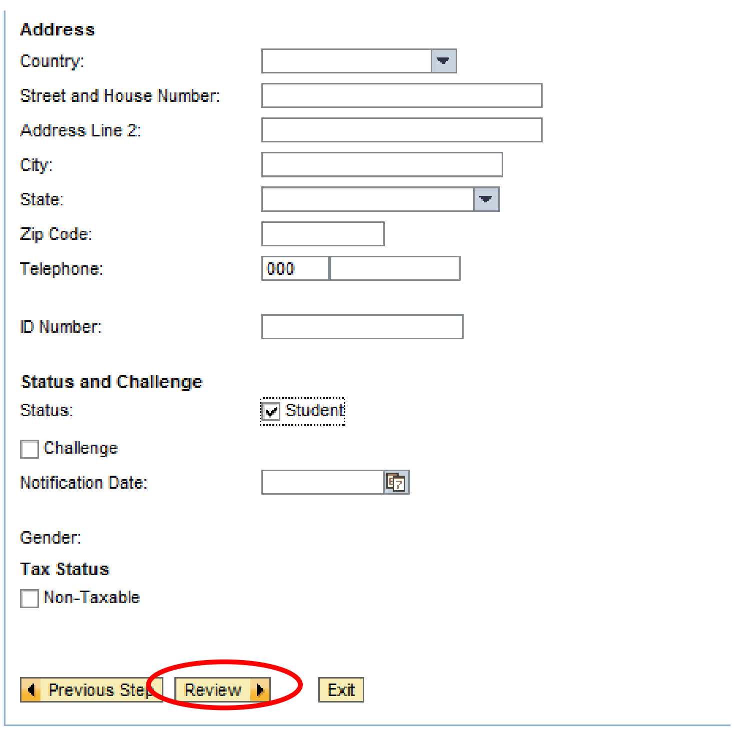


Edit Family Member / Dependent

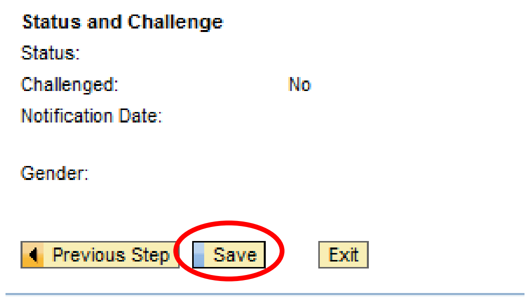
4. Click Edit for the dependent to maintain.



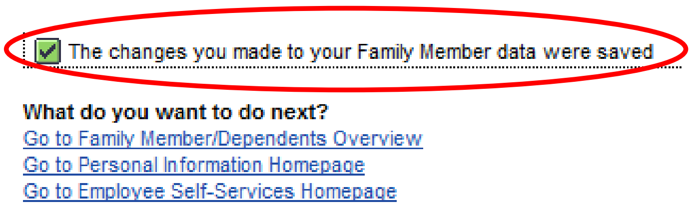
5. Maintain the dependent.
6. Click Review.



7. Click Save.

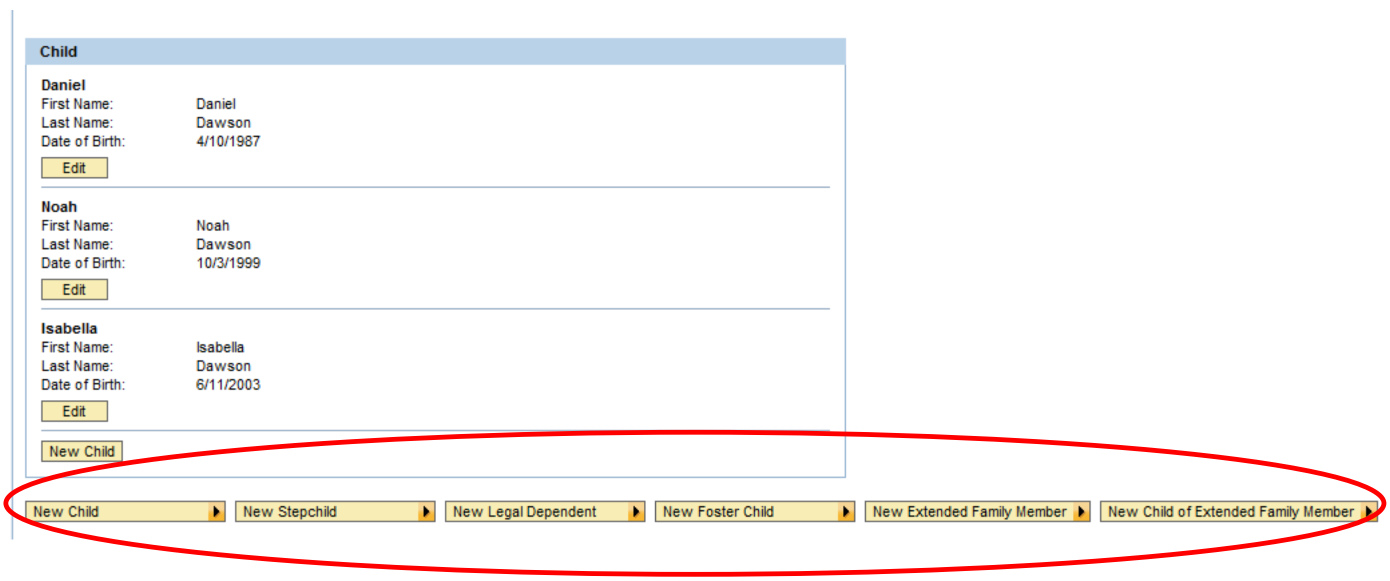


8. A confirmation appears at the top of the page.

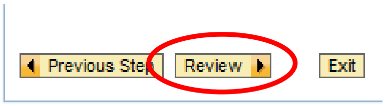


New Family Member / Dependent

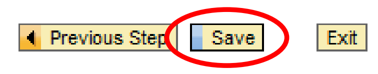
1. Click the appropriate button at the bottom of the page.



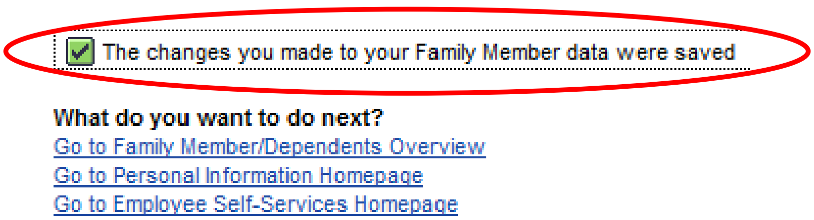
2. Complete all necessary information.
3. Click Review.



4. Click Save.

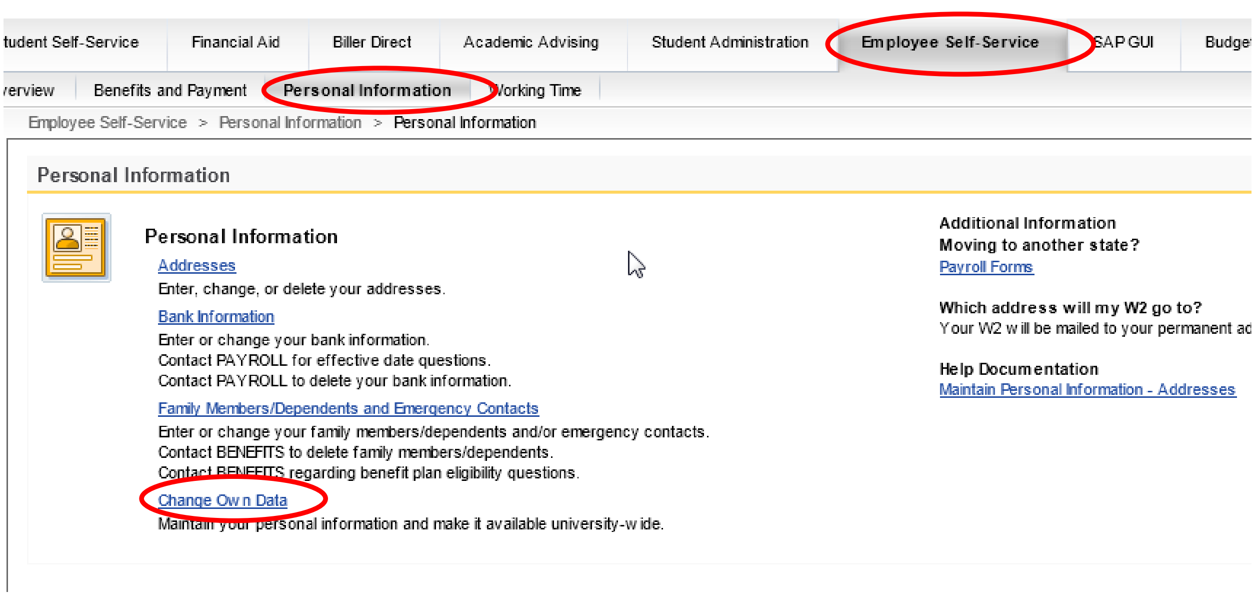


A confirmation appears at the top of the page.

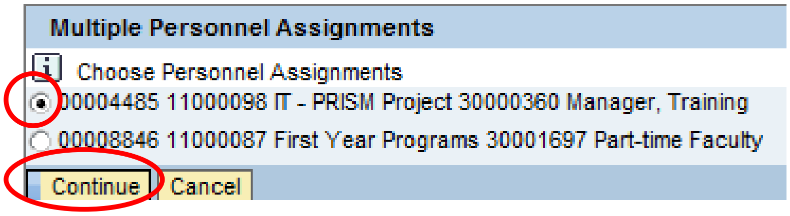


Change Own Data

1. Select the Employee Self-Service tab.
2. Click Change Own Data.

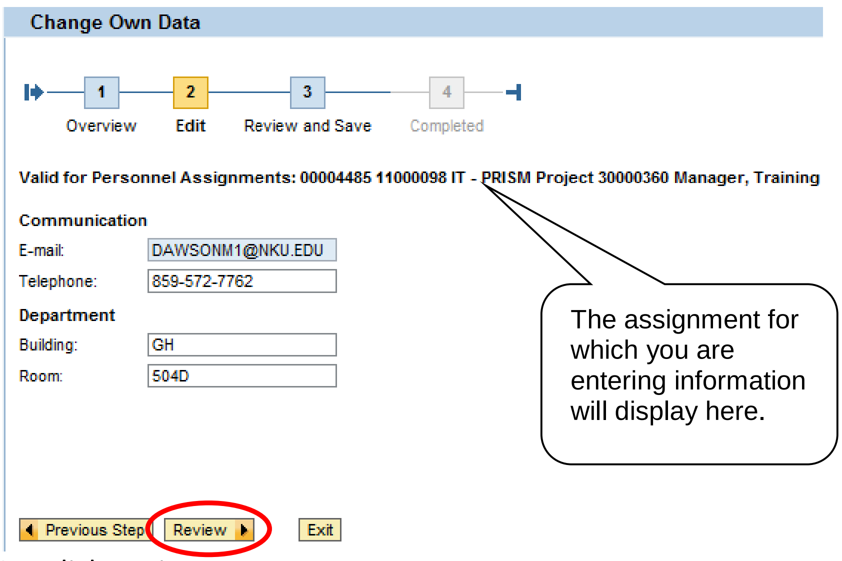


Note: If you have more than one assignment at the University, you will need to select your main assignment. Click Continue.

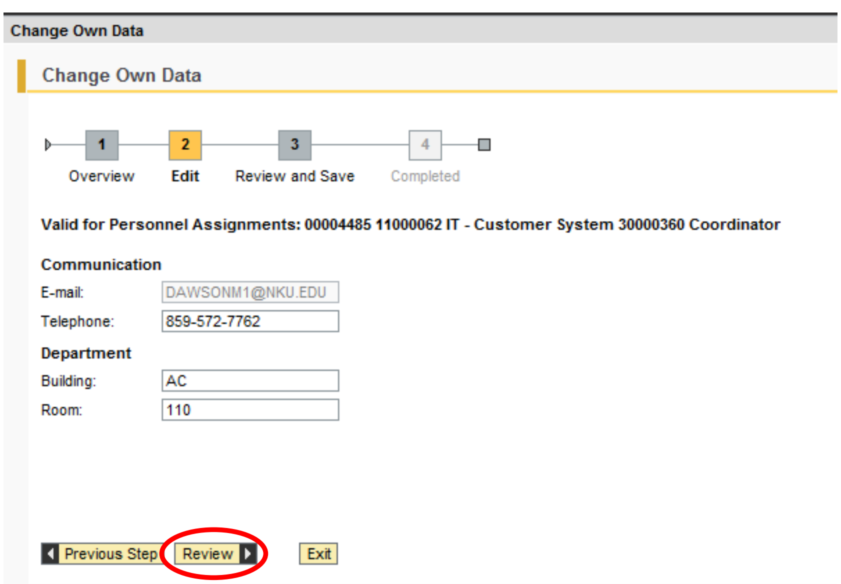


Edit Office Communication and Department Data

1. Click Edit.
2. Edit your telephone number, building and room location on campus.

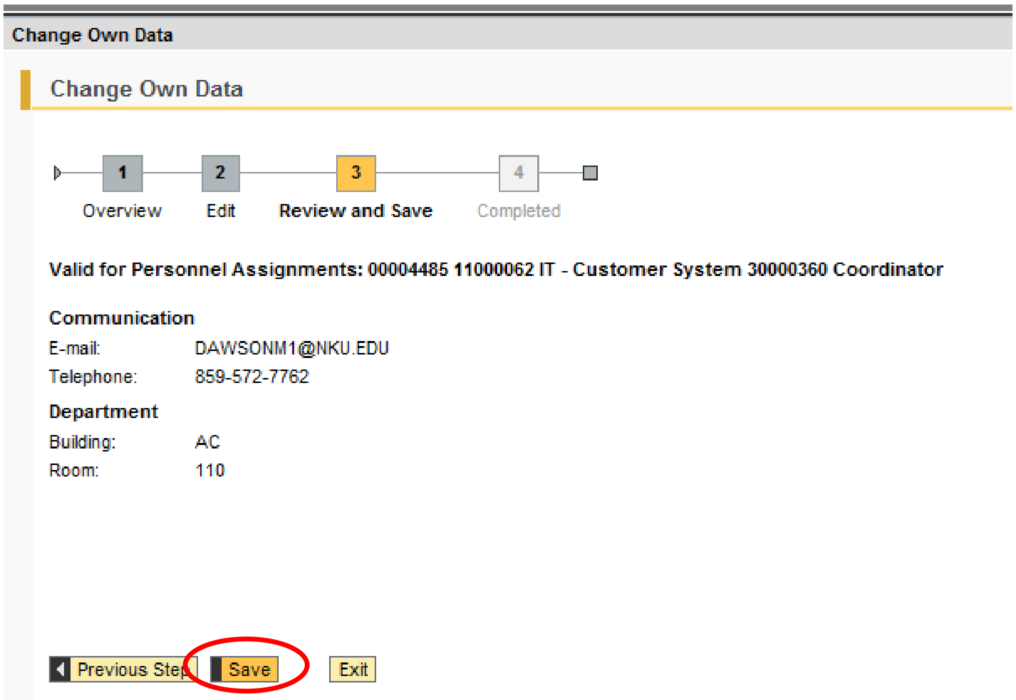


3. Click Review.

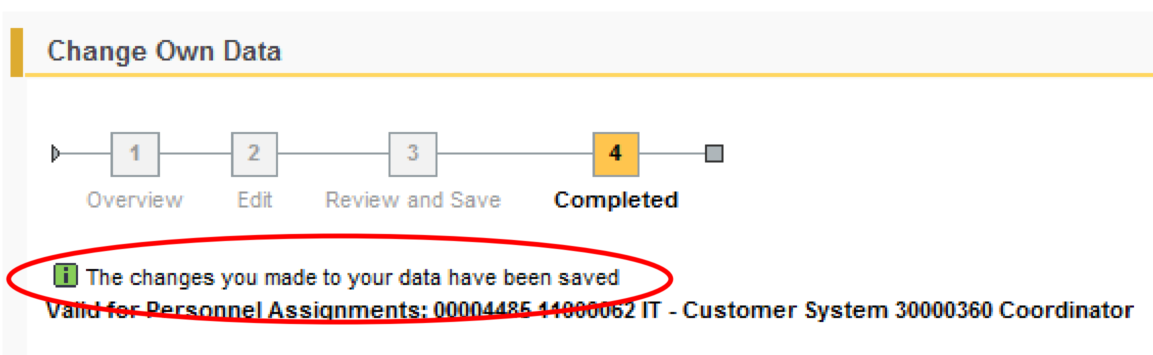


4. Verify the information.
5. Click Save.

Note: If there are changes that still need to be made, the previous step button will take you back to the edit page.



6. A confirmation message will appear at the top of the screen indicating changes were saved.

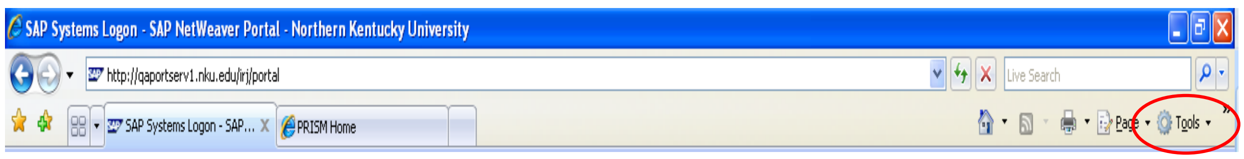


Pop-up Windows

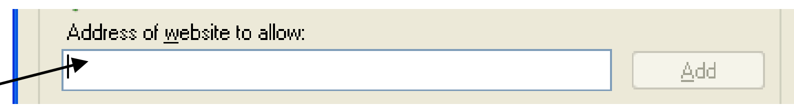
SAP utilizes pop-up windows for various functions; therefore, it is necessary to allow pop-ups for the mynku.nku.edu site.

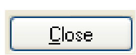
Internet Explorer (IE)

1. Click **Tools** on the Menu Bar.



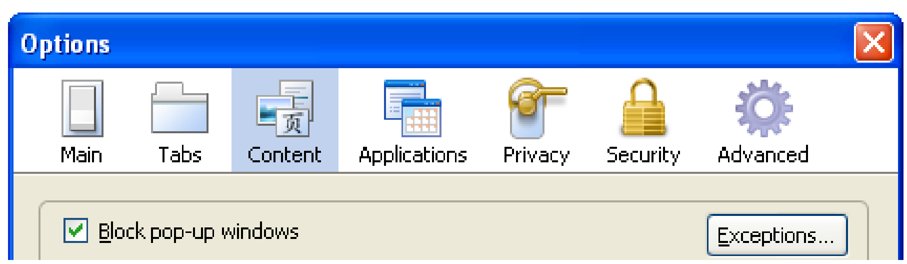
2. Go to Pop-up Blocker, and then click Pop-up Blocker Settings.



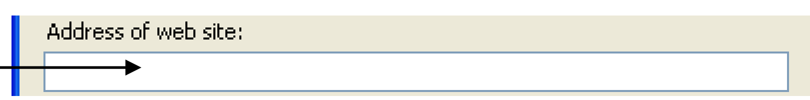
3. Type mynku.nku.edu in Address of website to allow: field
4. Hit **Enter**.
5. Click  at the bottom of this window.

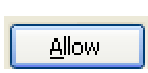
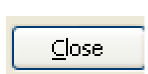
Firefox

1. Click **Tools** in the Mozilla Firefox Menu Bar.
2. Go to **Options…**
3. Click on the **Content** tab.
4. Click **Exceptions….**



5. Type mynku.nku.edu in the Address of web site: box.



6. Click  then click  to exit the Allowed Sites window.

7. Click **OK** to exit the Options window.

Note: In both IE and Firefox, you can enter **.nku.edu* and the browser will know to allow pop-ups from any site within the NKU domain.

Toolbars

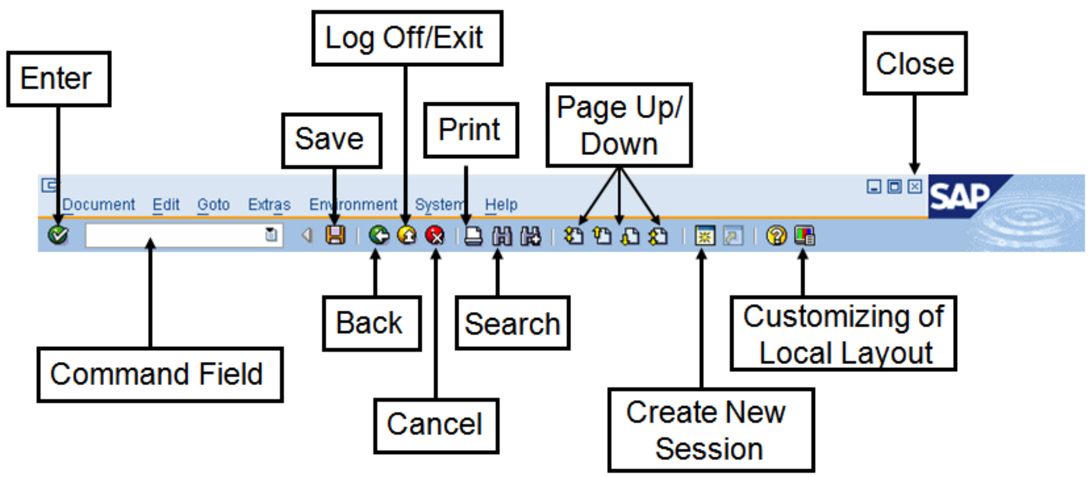
Within SAP, there are multiple toolbars available to assist you with common tasks.

Menu Bar

This toolbar allows you to permit various tasks while in SAP GUI. With these buttons you can make changes to your favorite's folder as well as specify your personal settings.

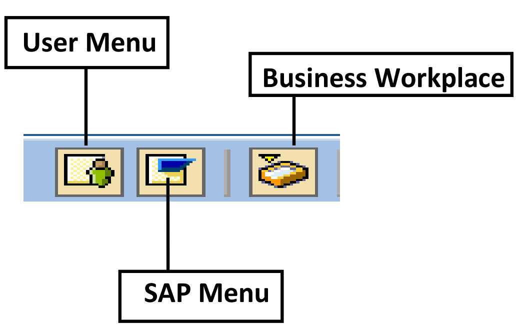
Standard Toolbar

This toolbar displays the standard SAP buttons. It remains constant throughout SAP GUI. Be aware, buttons may be inactive depending on your location within the system.



Application Toolbar

The final toolbar is located directly above the user menu. Below is an example of what you'll find on the Application toolbar upon login, as you navigate through the system these buttons will vary.



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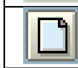
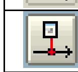
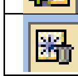
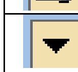
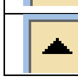
The following contains a reference guide to several more buttons found on the Application toolbar.

	**Trash**
	**Change Favorites OR Edit**
	**Indicates a drop-down menu**
	**Display**
	**Delete**
	**Enter new information**
	**Execute**
	**Overview**
	**Sort Ascending**
	**Sort Descending**
	**Note Overview**
	**Key Date**
	**Insert**
	**Filter**
	**More Detail**
	**Note Overview**
	**Add to Favorites**
	**Delete Favorites**
	**Move Favorites Down**
	**Move Favorites Up**

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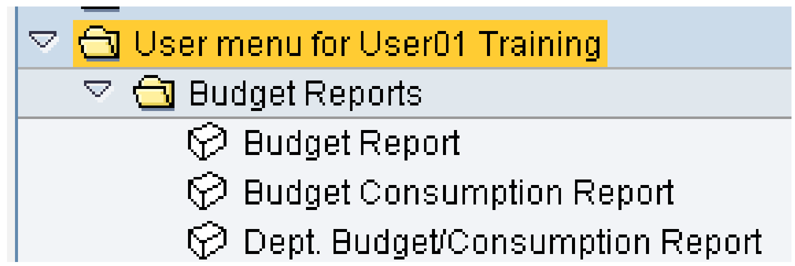
Menus

SAP GUI provides two types of menus: the User Menu and the SAP Menu. These menus contain the commands, or transaction codes, that allow you to launch an action.

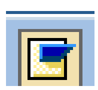
User Menu

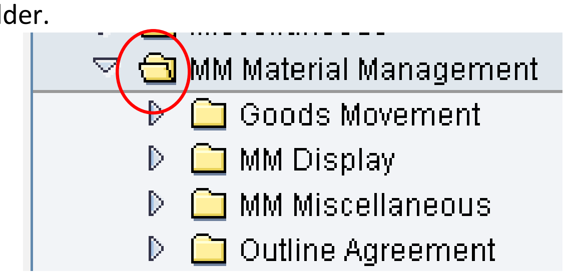
This is your default menu, the first you'll see upon login to SAP GUI. This menu is personalized, displaying all transactions you have access to. It also displays any favorites that you've added.

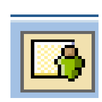


SAP Menu

This is where you'll find the entire SAP menu tree. All transaction codes are stored in this menu; however you only have access to those associated with your security in the system.

1. Click the User Menu  button on the Application Toolbar.
2. Double-click the folder icon to expand any Folder.



3. To return to your personalized User Menu, click 

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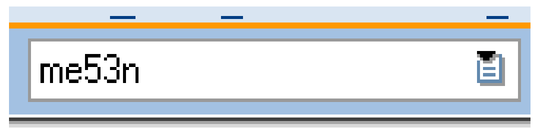
Transaction Codes

The SAP GUI system uses transaction codes, or T Codes, to navigate. Transaction codes are a series of letters and/or numbers that identify any action in SAP GUI. You will use these codes to add data into the system for things like creating purchase requisitions. You will also use T Codes to retrieve information from the system. An example would be displaying a purchase requisition. Any transaction code that begins with a “Z” has been customized to meet NKU’s needs.

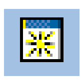
Entering a T Code

1. Type any transaction code into the text box.



NOTE: This text box is NOT case sensitive.

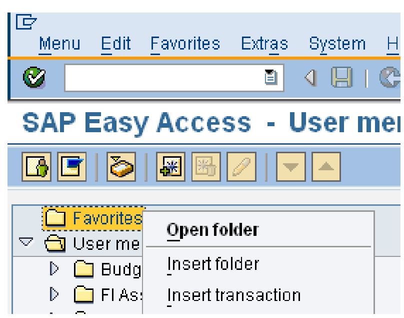
2. Click the Enter  button.

NOTE: SAP allows two transaction codes to be open at the same time. To do so, click the Create New Session  button.

Favorites Menu

You can add your commonly used T Codes to your Favorites Folder for quick access.

1. Right-click on the Favorites Folder.
2. Click **Insert Transaction**.



3. Type the Transaction Code.
4. Hit **Enter.**

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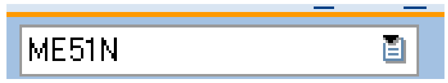
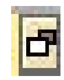
Match Codes

Match Codes are a helpful tool for searching the system. This button generates a list of possible entries in a specific field.

For an example:

1. Enter the T Code ME51N.



2. Hit **Enter**.
3. Click in the **Delivery Date** field, then click the Match Code button  that appears.

Note: A Calendar appears because this is a DATE field. There are many other Match Code options depending on the field that is selected.

Wildcards

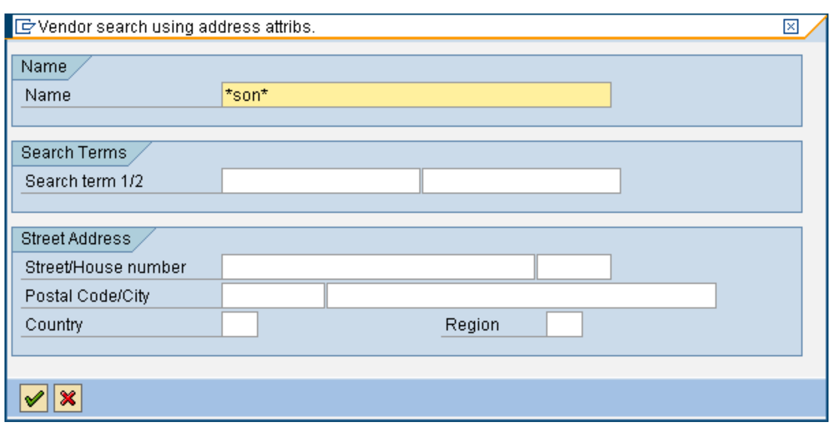
Wildcard searches allow the user to find any record(s) containing a specific sequence of letters. After completing either search you simply double-click the appropriate entry and the system populates the field for you.

For an example:

1. Enter the T Code ME51N.

2. Hit **Enter**.
3. Click in the **Desired Vendor** field, and then click the Match Code button that appears.
4. Type *son* in the **Name** field.

Note: The asterisk (*) notifies SAP to search the database for a sequence of letters. The above search found anything with *son* in the name. A search of *son** would seek out any vendor whose name begins with “son.” Finally, a search of **son* would search the database for any vendor name ending in “son.”



5. Hit **Enter**.

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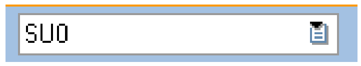
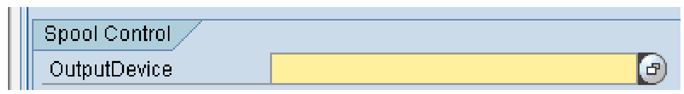
Printer Set-Up

While SAP is intended to provide users with an electronic trail of their transactions, users still have the ability to print; however, printing is not typically necessary.

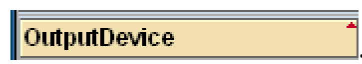
1. Enter T Code SU0. 

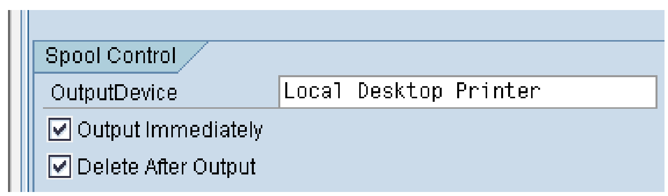
2. Hit **Enter**.

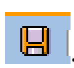
3. Click on the Defaults tab. 

4. In the Output Device field, click the match code button.


5. In the next pop-up window, click the .

6. Double-click the appropriate printer from the column titled .

7. Ensure that both Output Immediately AND Delete After Output are checked.


8. Click Save .

Printing

1. Click the Customizing of Local Layout  button.

2. Click on Hard Copy. 

Note: Printing in SAP GUI is very different from other programs; all your printing is a screen shot. There is no way to change this, as it is not a personal setting.

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Virtual Private Networking (VPN)

NKU has implemented a Virtual Private Network (VPN) as a means to provide faculty, staff and students with a secure connection to the NKU Intranet. Using VPN technology, remote users can access the NKU network and databases from home via the Internet.

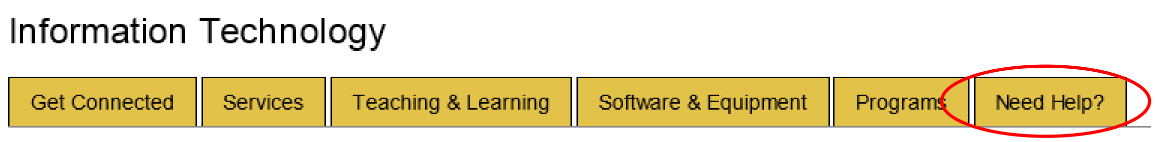
VPN connection instructions are located at http://oit.nku.edu/vpn/vpnconnectingtonku.html

IT Service Request

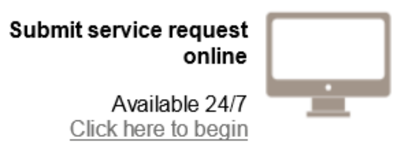
To report a problem or request assistance, please submit an IT Service Request form.

1. Navigate to http://oit.nku.edu/ in your Internet Explorer.

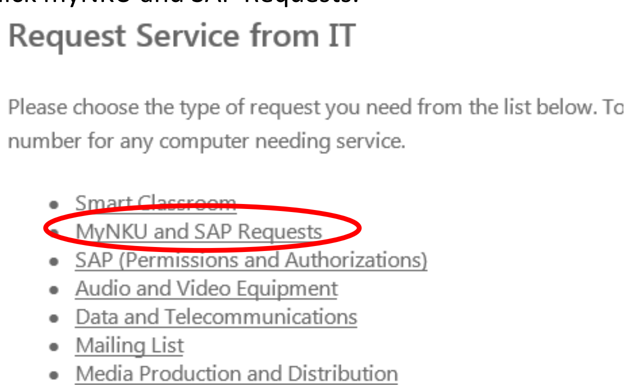
2. Click the Need Help? tab.



3. Click Submit service request online, located on the right hand side.



4. Click myNKU and SAP Requests.



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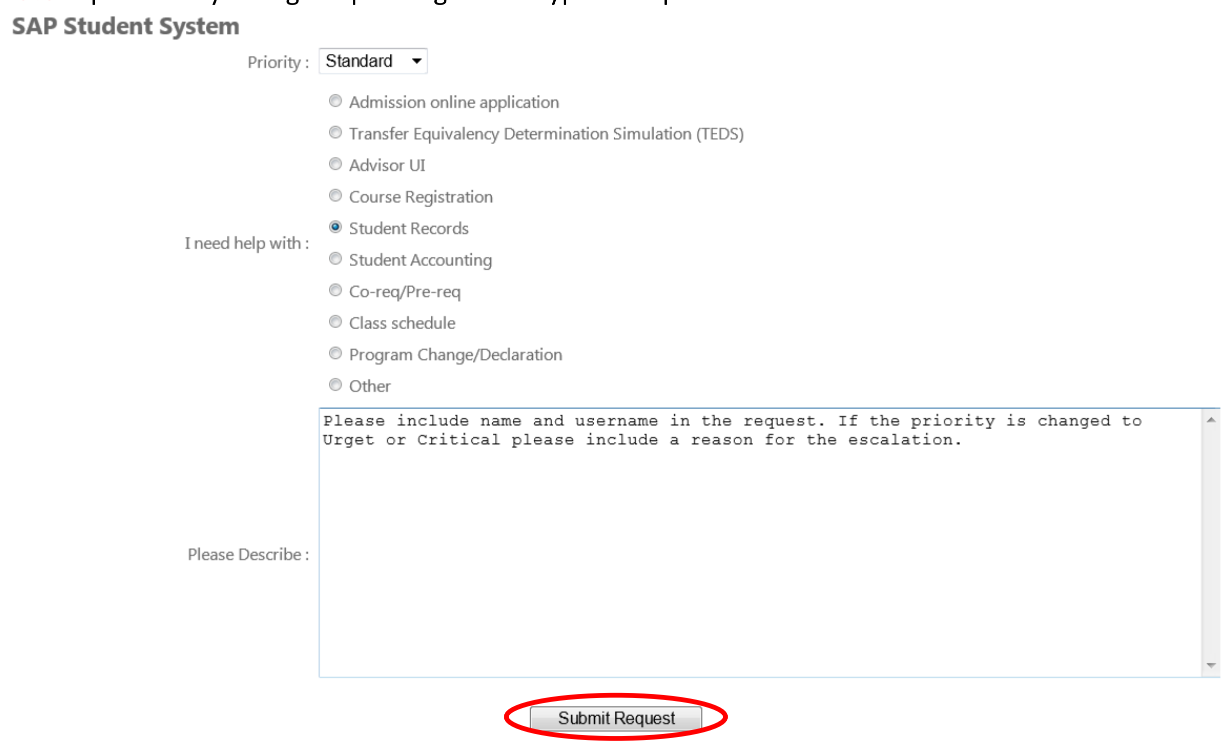
5. Choose the appropriate issue.
   - MyNKU Portal
     - No Portal Roles / Missing a Tab
     - Employee Self Service
     - Manager Self Service
   - Reporting / Business Warehouse
   - Finance
     - Budget
     - Purchasing
     - Grants
     - Business Workplace
     - Travel
   - Human Resouces
     - Benefits
     - Forms
     - Time Entry
   - Student System
     - Admission online application
     - Transfer Equivalency Determination Simulation (TEDS)
     - Advisor UI

6. Log in with your NKU username and password.

7. Complete all fields then click Submit Request.
   Note: Options may change depending on the type of request to be submitted.


SAP Student System

Priority : Standard

I need help with :

- Admission online application
- Transfer Equivalency Determination Simulation (TEDS)
- Advisor UI
- Course Registration
- Student Records
- Student Accounting
- Co-req/Pre-req
- Class schedule
- Program Change/Declaration
- Other

Please Describe : Please include name and username in the request. If the priority is changed to Urget or Critical please include a reason for the escalation.

Submit Request

You will be contacted via e-mail regarding your service request.

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