



Introduction to myNKU & SAP



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.

Logging into myNKU

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

The screenshot displays the myNKU website interface. At the top, there is a dark navigation bar with several sections:

- Show me more for:** A dropdown menu currently set to "Students" and an "A-Z INDEX" link.
- Academic Advising:** Campus Recreation, Code of Conduct, Digital Measures, Financial Assistance.
- Health & Counseling:** Learning Assistance, Majors, Online Student Evals, Public Safety.
- Student Government:** Student Life, Student Wellness, Undergraduate Catalog.
- Quick Links:** Blackboard, Calendars, Directory/Find-It!, Library, Steely, **myNKU** (highlighted with a red box), Registration Guide, Schedule of Classes, Webmail.

Below the navigation bar, the main content area features a grid of news and event tiles:

- CURRENT STUDENTS:** PARENTS, FACULTY & STAFF, ALUMNI & FRIENDS, COMMUNITY, BUSINESS, P-12.
- NKU NEWS AND EVENTS:**
 - Traffic Alert: Friday, Dec. 14 - Bill Gaither Concert
 - NKU's Cynthia Siddens awarded NEAT professional development scholarship
 - Community gardeners share bounty through partnership with Harvest Stewards
 - NKU students lift patients' spirits
 - NKU to host national evidence-based school counseling conference March 18-19
- MATH/STAT ART CONTEST WINNER STATES: IT'S IN THE GENES** (with image of a student).
- INFORMATICS STUDENTS WORKED ON WEBSITE FOR NEW YORK CITY PARK** (with image of students).
- VISIT CAMPUS: NORSE DAY PROGRAMS** (with image of students).
- FOLLOW THE NORSE** (with image of basketball players).
- FIND AN UNDERGRADUATE MAJOR ?** (with image of a building).
- SCHEDULE A VISIT** (with image of a building).
- APPLY TO THE UNIVERSITY** (with image of a building).
- CALCULATE COSTS & SCHOLARSHIPS** (with image of a building).

A URL <https://mynku.nku.edu/ig/portal> is visible at the bottom left of the page.

Introduction to myNKU & SAP GUI

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.

Set your initial password here.', 'To reset your network password using the ISO# on your NKU ID card, visit the [Password Change Page.](#)', and 'For help, visit our [support information site.](#) or call the IT Service Center at 859-572-6911.' In the bottom right corner, the NKU logo is displayed with the tagline 'QUALITY-MADE. COMMUNITY-DRIVEN' and a small box containing 'NKU: Quality'." data-bbox="144 185 914 514"/>

Northern Kentucky University
Welcome to myNKU

User *

Passw ord *

New student without an NKU ID card? [Set your initial password here.](#)

To reset your network password using the ISO# on your NKU ID card, visit the [Password Change Page.](#)

For help, visit our [support information site.](#) or call the IT Service Center at 859-572-6911.

NKU
QUALITY-MADE.
COMMUNITY-DRIVEN
NKU: Quality

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.

Introduction to myNKU & SAP GUI

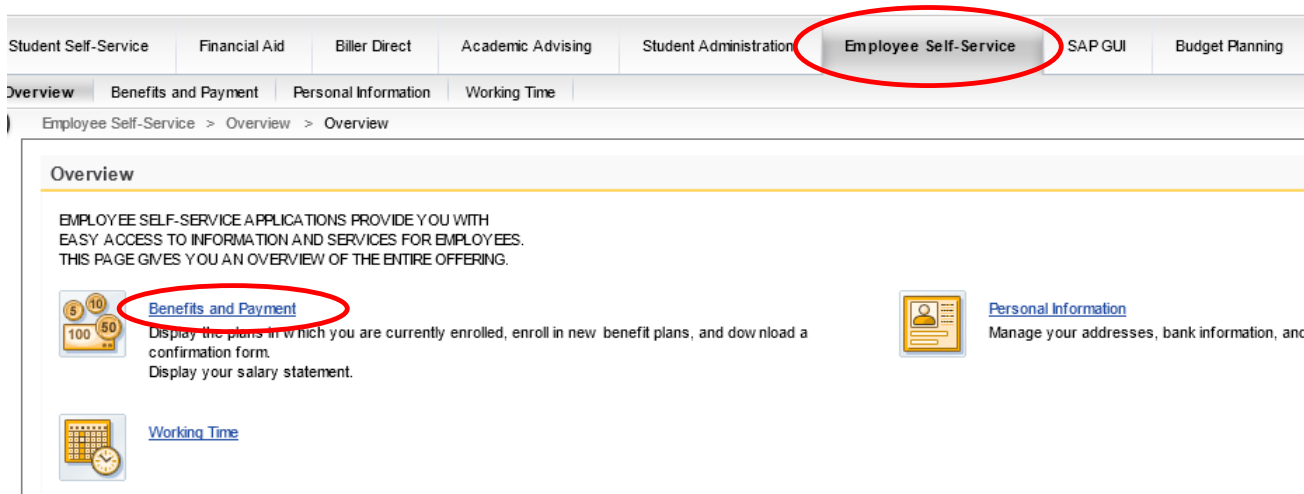
Manager Self-Service	<p>The Manager Self-Service (MSS) component of myNKU provides employees who perform management tasks with a quick overview of all the data relevant for their area of responsibility allowing them to make decisions quickly and effectively. Tasks related to planning can be executed directly using this component. Create Personnel Actions Requests (PARs), change communication data for employees, and view employee record including compensation information.</p>
SAP GUI	<p>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.</p>
Student Administration	<p>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).</p>
Student Self-Service	<p>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.</p>
Universal Worklist	<p>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.</p>

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.




Student Self-Service Financial Aid Biller Direct Academic Advising Student Administration **Employee Self-Service** SAP GUI Budget Planning


Overview Benefits and Payment Personal Information Working Time


Employee Self-Service > Overview > Overview

Overview

EMPLOYEE SELF-SERVICE APPLICATIONS PROVIDE YOU WITH EASY ACCESS TO INFORMATION AND SERVICES FOR EMPLOYEES. THIS PAGE GIVES YOU AN OVERVIEW OF THE ENTIRE OFFERING.

 [Benefits and Payment](#)
Display the plans in which you are currently enrolled, enroll in new benefit plans, and download a confirmation form.
Display your salary statement.

 [Personal Information](#)
Manage your addresses, bank information, and

 [Working Time](#)

3. Click Salary Statement.

Benefits and Payment



Benefits

New Hire Enrollment

You must enroll in the benefits you want within 45 days of your date of hire or wait until the next annual enrollment period.

Annual Enrollment

Maintain your benefit selections during the next open enrollment period.

Adjustment Reason Enrollments

[Anytime Changes](#) []

Change the benefit plans in which you are currently enrolled.

Benefits Participation

[Participation Overview](#)

View a list of plans in which you are currently enrolled.

Payment

[Salary Statement](#)

View your latest salary statement.

Introduction to myNKU & SAP GUI

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.

Paycheck Inquiry Service

Valid for Salary Statements: Northern Kentucky University

[Show Overview](#)

[Previous Salary Statement](#) [Next Salary Statement](#) [Exit](#)

NKU NORTHERN KENTUCKY UNIVERSITY

NORTHERN KENTUCKY UNIVERSITY, HIGHLAND HEIGHTS, KY 41099

NAME: Mary Beth Dawson EMPLOYEE NUMBER: 4485 PAY DATE: 11/30/2012 PAY PERIOD: 11/01-11/30/2012


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

Paycheck Inquiry Service

Valid for Salary Statements: Northern Kentucky University

[Hide Overview](#)

Display the Last:

Overview	
	Payment Date
<input type="checkbox"/>	11/30/2012
<input type="checkbox"/>	10/31/2012
<input type="checkbox"/>	09/28/2012
<input checked="" type="checkbox"/>	08/31/2012
<input type="checkbox"/>	

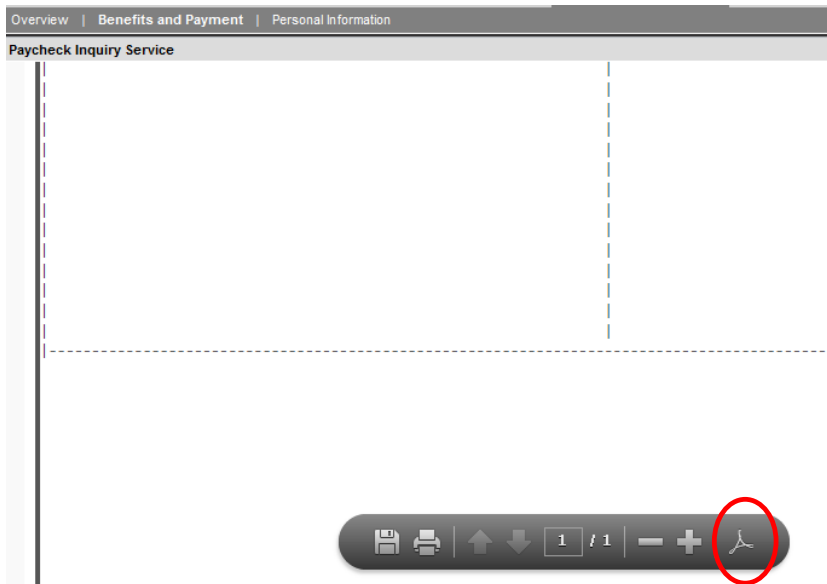
[Previous Salary Statement](#) [Next Salary Statement](#) [Exit](#)

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

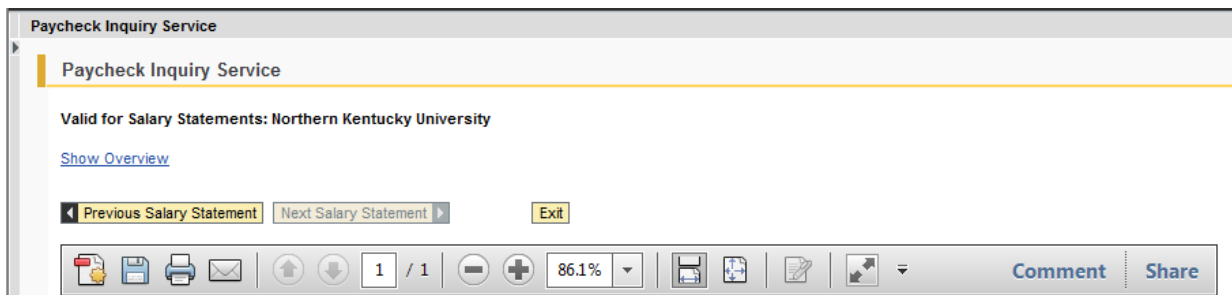


The latest copy of **Adobe Reader** will need to be installed on your computer to view pay statements. Pay statements may be saved or printed from the Adobe Reader toolbar.

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 **temporarily** appear at the top like in version 9.

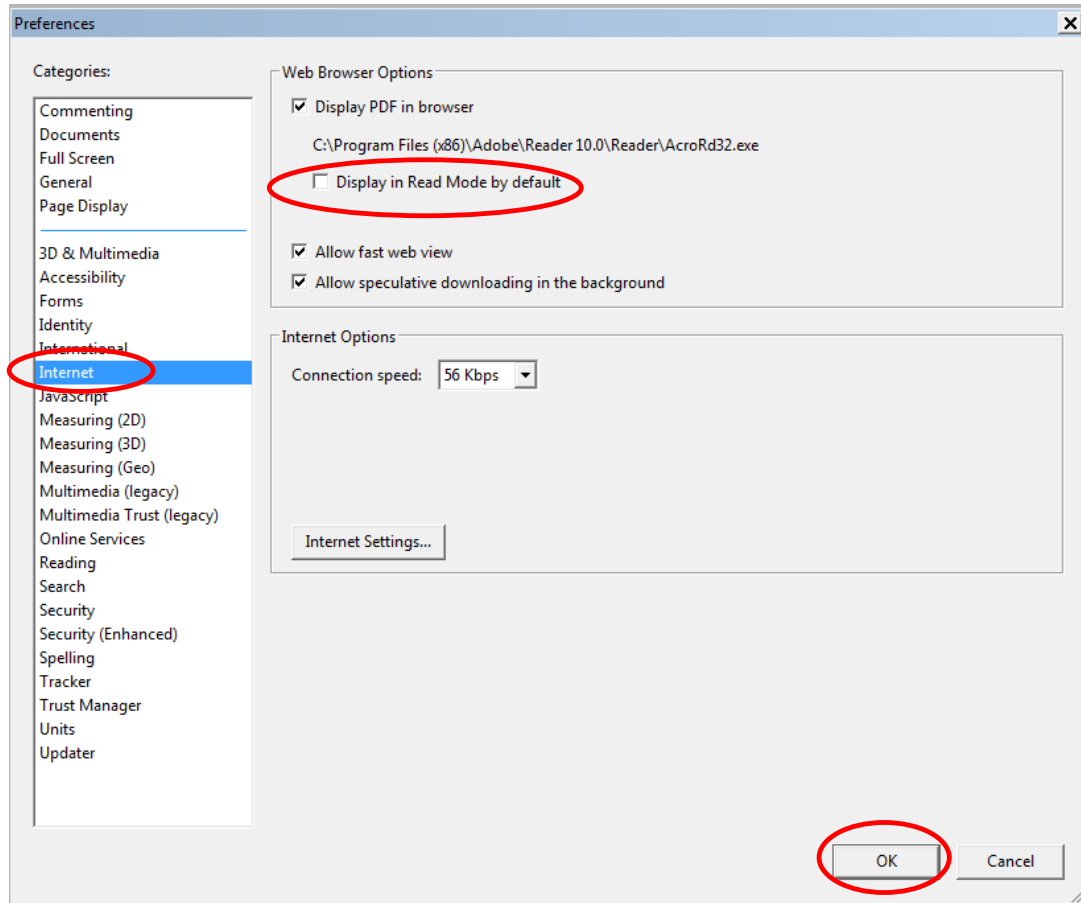


The toolbar now appears at the top of the pay statement as in Adobe Reader X.



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



Display benefit plans in which you are currently enrolled

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

Benefits and Payment



Benefits

New Hire Enrollment
You must enroll in the benefits you want within 45 days of your date of hire or wait until the next annual enrollment period.

Annual Enrollment
Maintain your benefit selections during the next open enrollment period.

Adjustment Reason Enrollments
[Anytime Changes](#) []
Change the benefit plans in which you are currently enrolled.

Benefits Participation
[Participation Overview](#)
View a list of plans in which you are currently enrolled.

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.

Benefits Participation

► [Show Benefits General Links](#)

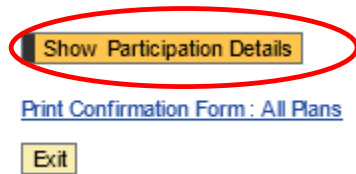
To view plan details, click on the circle to the left of the ap

Show Participation Overview as of:

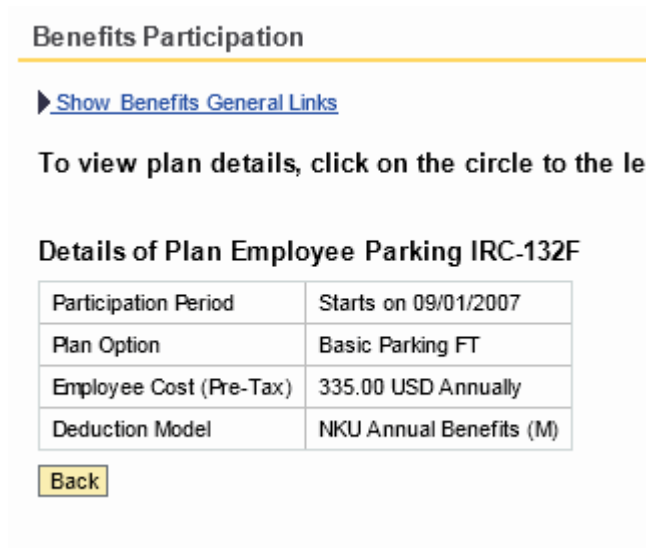
Participation overview as of 12/11/2012

Plan
Dental
<input checked="" type="radio"/> Dental
Medical
<input type="radio"/> Medical
Vision
<input type="radio"/> Vision
EAP EAP
<input type="radio"/> Employee Assistance Program

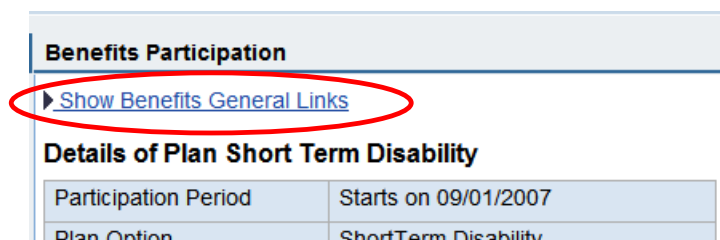
5. Click Show Participation Details (displays at the bottom of the screen).



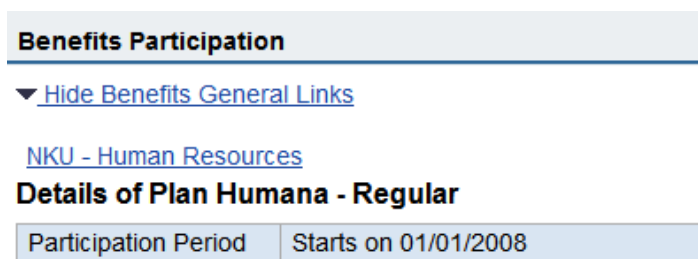
6. The details for the plan selected are displayed.



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



8. The Benefits General Links are displayed.



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

Benefits Participation

[▶ Show Benefits General Links](#)

To view plan details, click on the circle to the left of the plan name.

Details of Plan Employee Parking IRC-132F

Participation Period	Starts on 09/01/2007
Plan Option	Basic Parking FT
Employee Cost (Pre-Tax)	335.00 USD Annually
Deduction Model	NKU Annual Benefits (M)

[Back](#)

Change the benefit plans in which you are currently enrolled

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

The screenshot shows the myNKU SAP GUI interface. At the top, there is a navigation bar with several tabs: Student Self-Service, Financial Aid, Biller Direct, Academic Advising, Student Administration, and Employee Self-Service. The Employee Self-Service tab is highlighted and circled in red. Below the navigation bar, there is a sub-navigation bar with tabs for Overview, Benefits and Payment, Personal Information, and Working Time. The Benefits and Payment tab is selected. The main content area displays the 'Benefits and Payment' section. On the left, there is a 'Benefits' icon with a dollar sign and the number 10. Below the icon, the text reads: 'Benefits', 'New Hire Enrollment', 'You must enroll in the benefits you want within 45 days of your date of hire or wait until the next annual enrollment period.', 'Annual Enrollment', 'Maintain your benefit selections during the next open enrollment period.', and 'Adjustment Reason Enrollments'. The 'Anytime Changes' link is circled in red. On the right side of the screen, there are three large buttons: 'New Hire', 'Important', and 'Annual Enrollment'.

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.

Enrollment

1 → 2 → 3
Plan Selection Review Enrollment Completed

[Show GeneralLinksView](#) [Show PlansOfTodayView](#)

If you are not currently enrolled, you must contact Benefits to enroll. If you are currently enrolled, this is your options are displayed.

Selection for Anytime Changes

Plan	Costs	Remarks
403(b) Vol.Plan		TIAA-CREF
<input checked="" type="radio"/> 403(b) Voluntary Savings Plan	200.00 USD Monthly (Pre-Tax)	No pre-tax rollover
529 EduSvg Plan		KY Educ. Sav. Plan Trust
<input type="radio"/> 529 KY Education Savings Plan	75.00 USD Monthly (Post-Tax)	

*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly

[Add Plan](#) [Edit Plan](#) [Remove Plan](#)

[Previous Step](#) [Review Enrollment](#) [Exit](#)

Edit Plan

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

Enrollment

1 → a → b → 1 → 2 → 3
Plan Selection Plan Adjustment Select Beneficiaries Plan Selection Review Enrollment Completed

[Show GeneralLinksView](#) [Show PlanTypeOfTodayView](#)

Offer for 403(b) Vol.Plan [TIAA-CREF](#)

403(b) Voluntary Savings Plan - Select plan contributions (starts on 8/23/2011)

Regular (Monthly)

Pre-Tax Amount: USD (Minimum: 50.00 USD)
 Pre-Tax Percentage: % (Minimum: 1.00 %)

Bonus

Pre-Tax Amount: USD
 Pre-Tax Percentage: %

[Previous Step](#) [Select Beneficiaries](#)

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

Enrollment

Enrollment

Plan Selection → Plan Adjustment → **Select Beneficiaries** → Plan Selection → Review Enrollment → Completed

[Show GeneralLinksView](#) [Show PlanTypeOfTodayView](#)

Select your beneficiaries and contingent beneficiaries for plan 403(b) Voluntary Savings Plan.

Name	Relationship	Beneficiary Percentage	Contingent Percentage
Tom AnytimeChange	Spouse	0	0
Sally AnytimeChange	Child	0	0

Remove Plan

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

Enrollment

Plan Selection → Review Enrollment → Completed

[Show GeneralLinksView](#) [Show PlansOfTodayView](#)

If you are not currently enrolled, you must contact Benefits to enroll. If you are currently enrolled, your options are displayed.

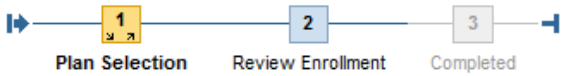
Selection for Anytime Changes

Plan	Costs	Remarks
403(b) Vol.Plan		TIAA-CREF
<input checked="" type="radio"/> 403(b) Voluntary Savings Plan	200.00 USD Monthly (Pre-Tax)	No pre-tax rollover

*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here

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

Enrollment



[Show GeneralLinksView](#) [Show PlansOfTodayView](#)

If you are not currently enrolled, you must contact Benefits to enroll. If you are currently enrolled, your enrollment options are displayed.

Selection for Anytime Changes

Plan	Costs	Remarks
403(b) Vol.Plan		
<input checked="" type="radio"/> Enroll		

*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here r

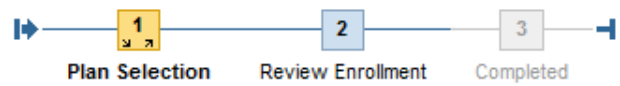
[Add Plan](#) [Edit Plan](#) [Remove Plan](#)

[Previous Step](#) [Review Enrollment](#) [Exit](#)

Review Enrollment

12. Click Review Enrollment.

Enrollment



[Show GeneralLinksView](#) [Show PlansOfTodayView](#)

If you are not currently enrolled, you must contact Benefits to enroll. If you are currently enrolled, your enrollment options are displayed.

Selection for Anytime Changes

Plan	Costs	Remarks
403(b) Vol.Plan		TIAA-CREF
<input type="radio"/> 403(b) Voluntary Savings Plan	200.00 USD Monthly (Pre-Tax)	No pre-tax rollover
529 EduSvg Plan		
<input checked="" type="radio"/> Enroll		

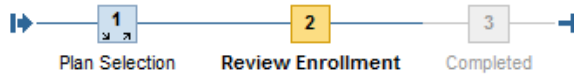
*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here

[Add Plan](#) [Edit Plan](#) [Remove Plan](#)

[Previous Step](#) [Review Enrollment](#) [Exit](#)

13. Review edits.
14. Click Save.

Enrollment



A summary of your enrollment plans is listed below. If you are satisfied with your selection, submit it to cc

Selection for Anytime Changes

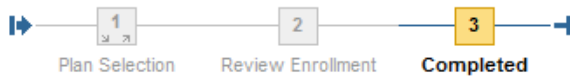
Plan	Costs	Actions
403(b) Vol.Plan		
403(b) Voluntary Savings Plan	200.00 USD Monthly (Pre-Tax)	Modified
529 EduSvg Plan		
Enroll		529 KY Education Savings Plan removed

This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significant

[◀ Previous Step](#) [Save](#) [Exit](#)

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

Enrollment



Your plan selections have been saved.


What do you want to do next?

- [Go to Benefits Participation Overview](#)
- [Go to Benefits and Payment Homepage](#)
- [Go to Employee Self-Services Homepage](#)
- [Print New Plan Selections](#)

Download a Benefits Confirmation Form

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

Benefits and Payment



Benefits
Open Enrollment
Maintain your benefit selections during the next open enrollment period.

Adjustment Reason Enrollments
[Anytime Changes](#)
Change the benefit plans in which you are currently enrolled.

Benefits Participation
[Participation Overview](#)
View a list of plans in which you are currently enrolled.

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.

[Show Participation Details](#)

[Print Confirmation Form : All Plans](#)

[Exit](#)

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

Benefits Confirmation

Northern Kentucky University Highland Heights, KY 41099	Date 05/29/2012
Mrs. Mary Beth Dawson [REDACTED]	

Manage Addresses

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

Student Self-Service Financial Aid Biller Direct Academic Advising Student Administration **Employee Self-Service** SAP GUI Budget

Review Benefits and Payment **Personal Information** Working Time

Employee Self-Service > Personal Information > Personal Information

Personal Information

Personal Information

Addresses
Enter, change, or delete your addresses.

[Bank Information](#)
Enter or change your bank information.
Contact PAYROLL for effective date questions.
Contact PAYROLL to delete your bank information.

[Family Members/Dependents and Emergency Contacts](#)
Enter or change your family members/dependents and/or emergency contacts.
Contact BENEFITS to delete family members/dependents.
Contact BENEFITS regarding benefit plan eligibility questions.

[Change Own Data](#)
Maintain your personal information and make it available university-wide.

Additional Information
[Moving to another state?](#)
[Payroll Forms](#)

Which address will my W2 go to?
Your W2 will be mailed to your permanent address.

Help Documentation
[Maintain Personal Information - Addresses](#)

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

Addresses

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Valid for All Personnel Assignments

Permanent residence

Street Address: 559 Virginia Ln
City: Cincinnati
Telephone No.: 528-0211

[Edit](#)

[New Mailing address](#) [Exit](#)

6. Maintain address data.
7. Click Review.

Addresses

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Valid for All Personnel Assignments

Permanent residence

Country: * USA

c/o:

House Number and Street: * 559 Virginia Ln

Address Line 2:

City: * Cincinnati

County:

State: * Ohio

Postal Code: * 45244

Telephone:

Valid as of Today
 Valid as of Future Date

◀ Previous Step Review ▶ Exit

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

Addresses

➔ 1 Overview — 2 Edit — 3 **Review and Save** — 4 Confirmation ➔

Valid for All Personnel Assignments

Verify the Address data below

Permanent residence

Country: USA
c/o:
House Number and Street: 559 Virginia Ln
Address Line 2:
City: Cincinnati
County:
State: Ohio
Postal Code: 45244
Telephone: 513 528-0211

Valid from 5/29/2012

◀ Previous Step **Save** Exit

10. A confirmation message will appear.

Addresses

➔ 1 Overview — 2 Edit — 3 Review and Save — 4 **Confirmation** ➔

The changes you made to your Address data were saved

Valid for All Personnel Assignments

What do you want to do next?
[Go to Addresses Overview](#)
[Go to Personal Information Homepage](#)
[Go to Employee Self-Services Homepage](#)
Permanent residence

11. Add address data.
12. Click Review.

Addresses

➔ 1 Overview — 2 Edit — 3 Review and Save — 4 Confirmation ➔

Valid for All Personnel Assignments

Mailing address

Country: * USA

c/o:

House Number and Street: *

Address Line 2:

City: *

County:

State: *

Postal Code: *

Telephone: 000

Valid as of Today
 Valid as of Future Date
 Validity Period

◀ Previous Step **Review** ▶ Exit

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

Addresses

➔ 1 Overview — 2 Edit — 3 Review and Save — 4 Confirmation ➔

Valid for All Personnel Assignments

Verify the Address data below

Mailing address

Country: USA

c/o:

House Number and Street: 559 Virginia Ln

Address Line 2:

City: Cincinnati

County:

State: Ohio

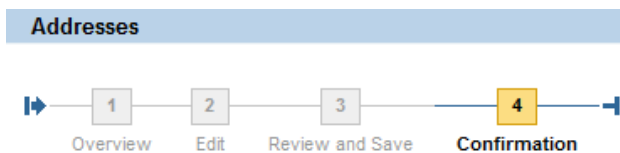
Postal Code: 45244

Telephone: 513 528-0211

Valid from 5/29/2012

◀ Previous Step **Save** ▶ Exit

15. A confirmation message will appear.



The changes you made to your Address data were saved
Valid for All Personnel Assignments

What do you want to do next?

[Go to Addresses Overview](#)

[Go to Personal Information Homepage](#)

[Go to Employee Self-Services Homepage](#)

Permanent residence

Bank Information

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

Student Self-Service Financial Aid Biller Direct Academic Advising Student Administration **Employee Self-Service** SAP GUI Budget

Overview Benefits and Payment **Personal Information** Working Time

Employee Self-Service > Personal Information > Personal Information

Personal Information

Personal Information

[Addresses](#)
Enter, change, or delete your addresses.

[Bank Information](#)
Enter or change your bank information.
Contact PAYROLL for effective date questions.
Contact PAYROLL to delete your bank information.

[Family Members/Dependents and Emergency Contacts](#)
Enter or change your family members/dependents and/or emergency contacts.
Contact BENEFITS to delete family members/dependents.
Contact BENEFITS regarding benefit plan eligibility questions.

[Change Own Data](#)
Maintain your personal information and make it available university-wide.

Additional Information
Moving to another state?
[Payroll Forms](#)

Which address will my W2 go to?
Your W2 will be mailed to your permanent address.

Help Documentation
[Maintain Personal Information - Addresses](#)

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

Multiple Personnel Assignments

Choose Personnel Assignments

00004485 11000098 IT - PRISM Project 30000360 Manager, Training

00008846 11000087 First Year Programs 30001697 Part-time Faculty

Continue **Cancel**

Edit Bank Information:

1. Click Edit.

Bank Information

1 2 3 4

Overview Edit Review and Save Confirmation

Valid for All Personnel Assignments

Main bank

Payee: Nellie Norse

Bank Name: BANK OF AMERICA, N.A.

Account Number: 535522

Edit

New Other bank Exit

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.

Bank Information

1 2 3 4

Overview Edit Review and Save Confirmation

Valid for All Personnel Assignments

Main bank

Country: USA

Payee: Nellie Norse

[Check Image](#)

Routing Number: 042100230

Account Number: 1234567899 Checking Savings None

Payment Method: Bank transfer (A...)

Currency: USD

Previous Step **Review** Exit

4. Click Save.

Main bank

Country: USA
Payee: Nellie Norse
Routing Number: 042100230
Account Number: 1234567899
Account Type: Savings Account
Payment Method: Bank transfer (ACH PPD)
Currency: USD

By saving this banking information, I hereby authorize Northern Kentucky University to initiate credit entries and to in and/or debit the same to such account.

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

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

i The changes you made to your Bank data were saved
Valid for All Personnel Assignments

Add New Bank information:

1. Click New Other bank.

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Valid for All Personnel Assignments

Main bank

Payee: Nellie Norse
Bank Name: BANK OF AMERICA, N.A.
Account Number: 535522

Introduction to myNKU & SAP GUI

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

Other bank

Country: USA

Payee: Nellie Norse

[Check Image](#)

Routing Number: 042100230

Account Number: 1223345 Checking Savings None

Payment Method: Bank transfer (A...)

Currency: USD

Standard Percentage: 100

Or

Default Value: 0.00

Enter either a percentage of payroll check to deposit in the Standard Percentage field or a specific dollar amount of payroll check in the Default Value field.

◀ Previous Step **Review** ▶ Exit

4. Click Save.

Other bank

Country: USA

Payee: Nellie Norse

Routing Number: 042100230

Account Number: 1223345

Account Type: Checking Account

Payment Method: Bank transfer (ACH PPD)

Currency: USD

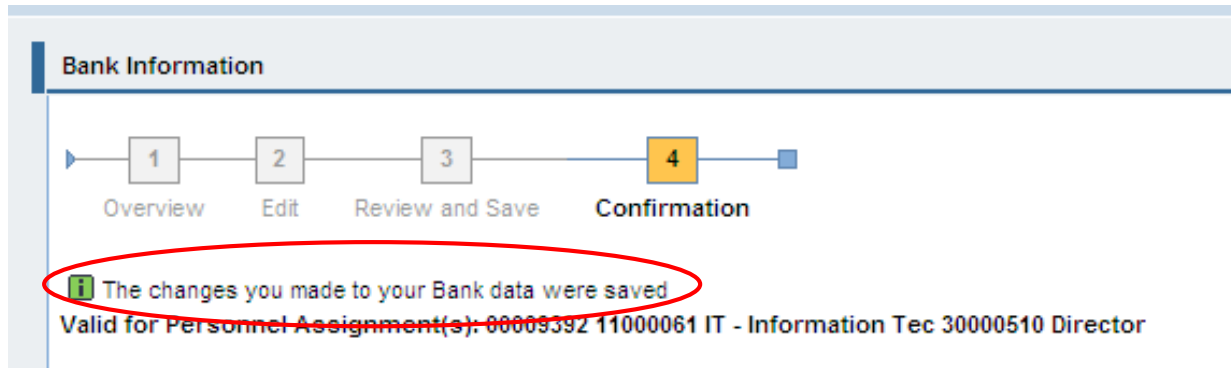
Standard Percentage: 100

Default Value: 0.00

By saving this banking information, I hereby authorize Northern Kentucky University to initiate credit entries and and/or debit the same to such account.

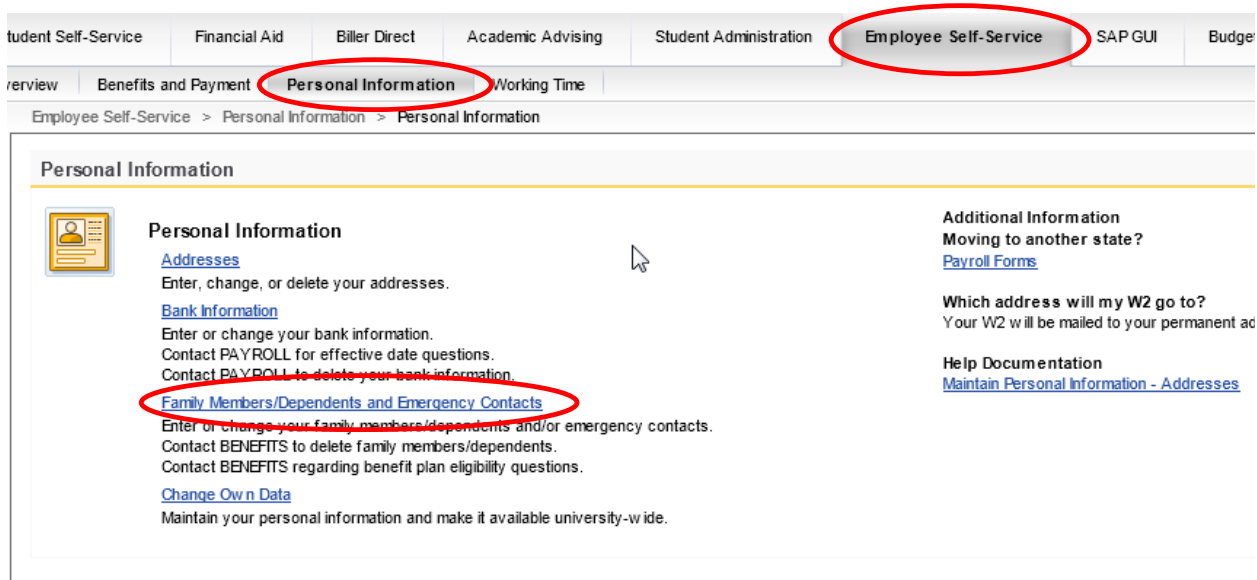
◀ Previous Step **Save** Exit

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.

Family Member/Dependents

➔ 1 — 2 — 3 — 4 ➔

Overview Edit Review and Save Confirmation

Spouse

First Name: Steven
Last Name: Dawson
Date of Birth: 5/9/1959

Child

Daniel
First Name: Daniel
Last Name: Dawson
Date of Birth: 4/10/1987

5. Maintain the dependent.
6. Click Review.

Address

Country:

Street and House Number:

Address Line 2:

City:

State:

Zip Code:

Telephone:

ID Number:

Status and Challenge

Status: Student

Challenge

Notification Date:

Gender:

Tax Status

Non-Taxable

7. Click Save.

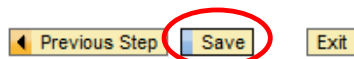
Status and Challenge

Status:

Challenged: No

Notification Date:

Gender:



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



What do you want to do next?

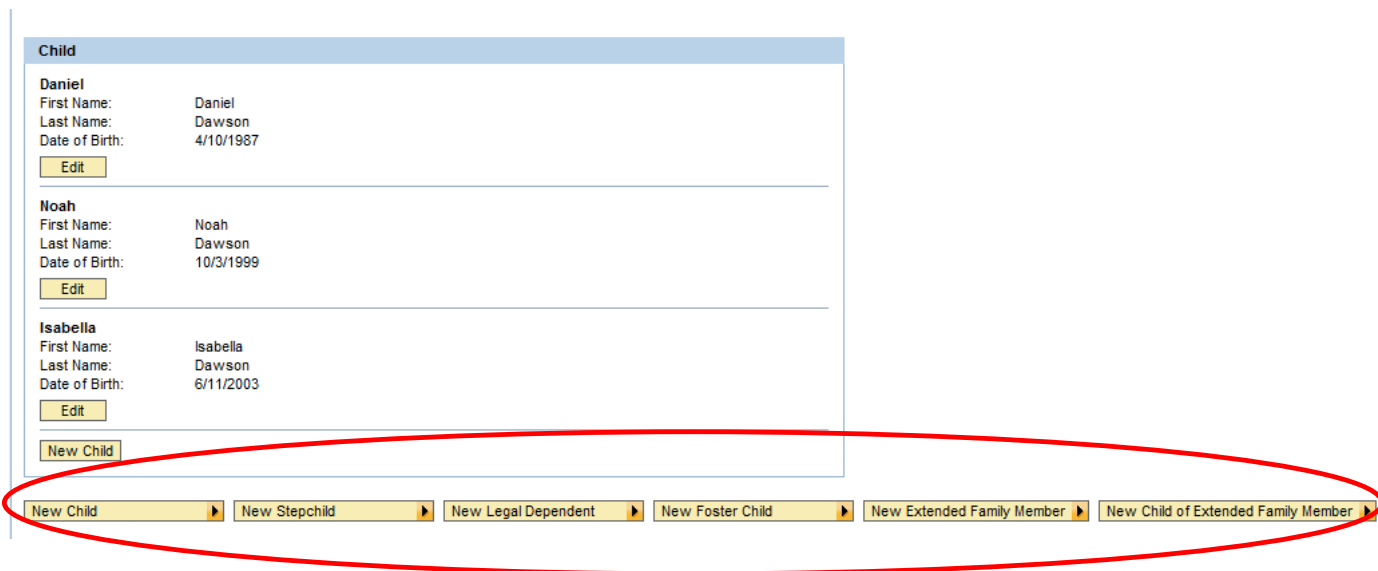
[Go to Family Member/Dependents Overview](#)

[Go to Personal Information Homepage](#)

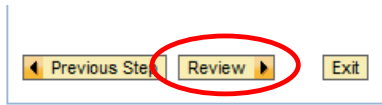
[Go to Employee Self-Services Homepage](#)

New Family Member / Dependent

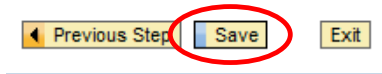
1. Click the appropriate button at the bottom of the page.



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



4. Click Save.



A confirmation appears at the top of the page.

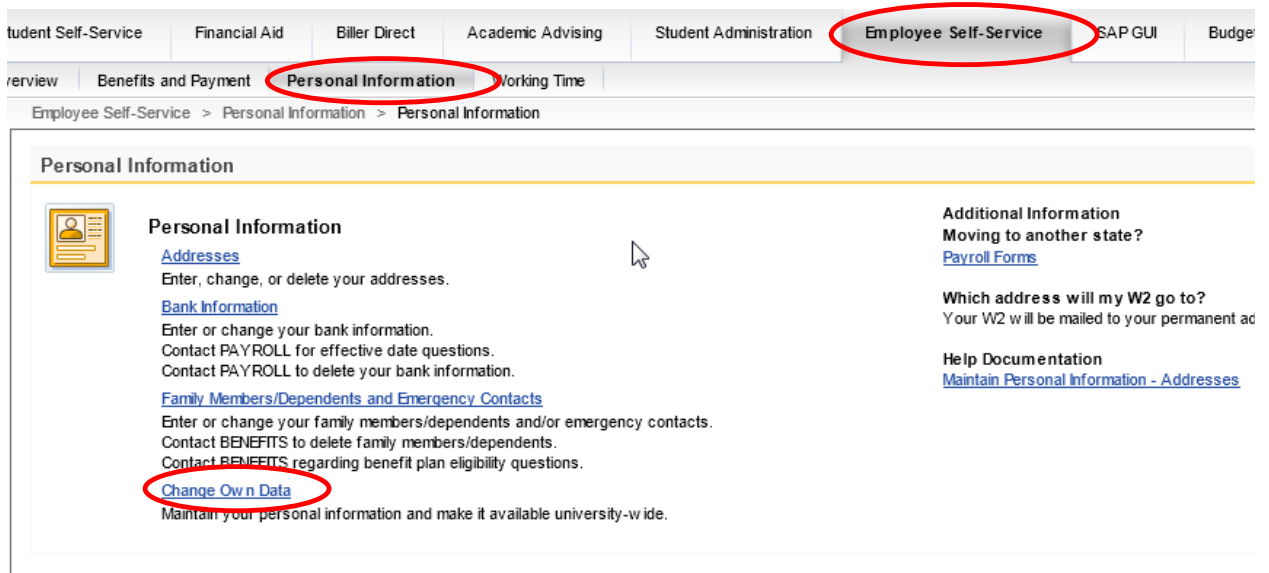


What do you want to do next?

- [Go to Family Member/Dependents Overview](#)
- [Go to Personal Information Homepage](#)
- [Go to Employee Self-Services Homepage](#)

Change Own Data

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



The screenshot shows the SAP GUI interface. At the top, there is a navigation bar with tabs: Student Self-Service, Financial Aid, Biller Direct, Academic Advising, Student Administration, Employee Self-Service (circled in red), SAP GUI, and Budget. Below this, there is a sub-navigation bar with tabs: Overview, Benefits and Payment, Personal Information (circled in red), and Working Time. The main content area shows the 'Personal Information' page. On the left, there is a sidebar with a 'Personal Information' icon. The main content area has a heading 'Personal Information' and a list of links: Addresses, Bank Information, Family Members/Dependents and Emergency Contacts, and Change Own Data (circled in red). On the right, there is an 'Additional Information' section with links for 'Moving to another state?' and 'Payroll Forms', and a 'Help Documentation' section with a link for 'Maintain Personal Information - Addresses'.

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

The screenshot shows a dialog box titled "Multiple Personnel Assignments". It contains a list of two assignments with radio buttons. The first assignment, "00004485 11000098 IT - PRISM Project 30000360 Manager, Training", is selected. Below the list are "Continue" and "Cancel" buttons. Red circles highlight the selected radio button and the "Continue" button.

Edit Office Communication and Department Data

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

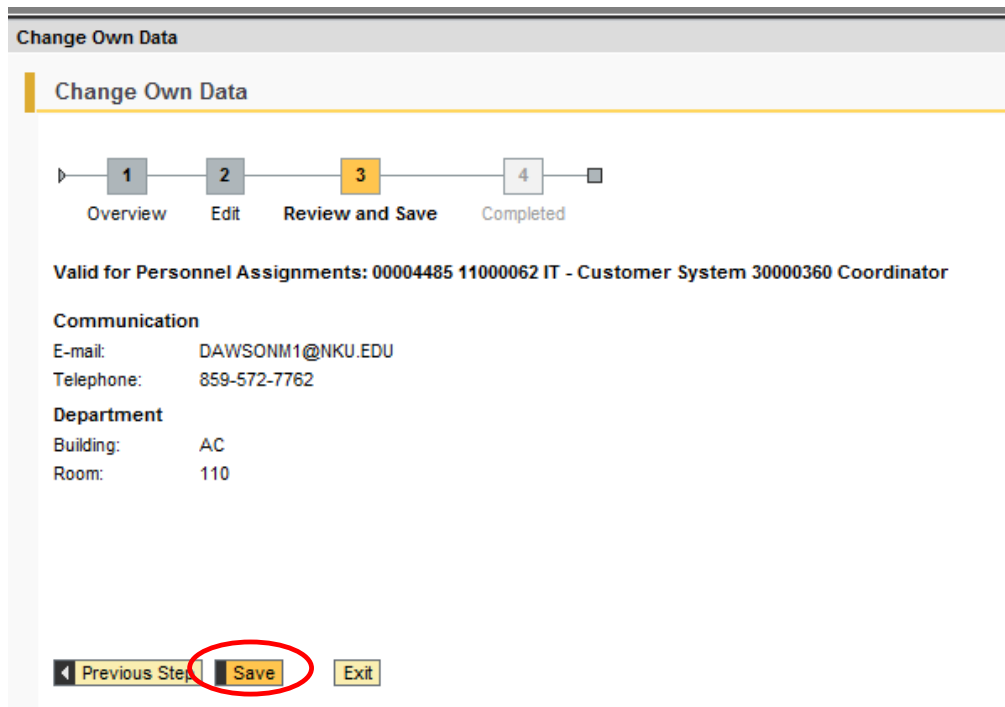
The screenshot shows the "Change Own Data" screen in the "Edit" step. A progress bar at the top indicates four steps: Overview, Edit, Review and Save, and Completed. The current assignment is "Valid for Personnel Assignments: 00004485 11000098 IT - PRISM Project 30000360 Manager, Training". The "Communication" section has fields for E-mail (DAWSONM1@NKU.EDU) and Telephone (859-572-7762). The "Department" section has fields for Building (GH) and Room (504D). A callout box points to the assignment name with the text: "The assignment for which you are entering information will display here." At the bottom, the "Review" button is circled in red.

3. Click Review.

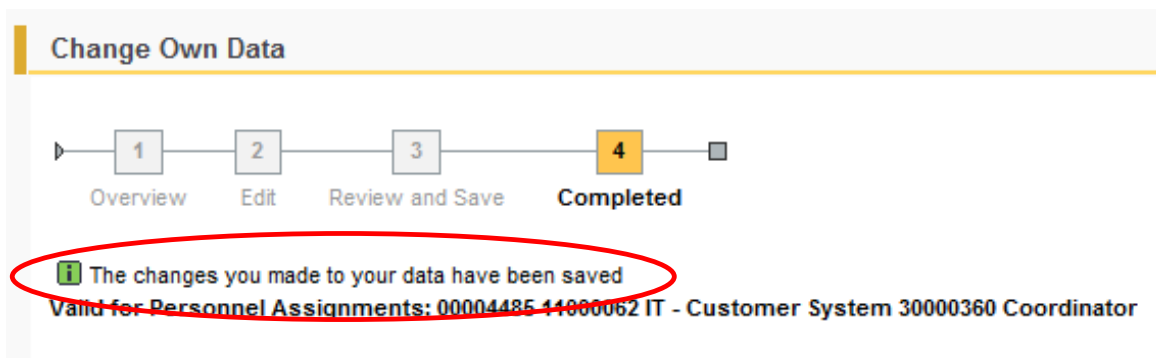
The screenshot shows the "Change Own Data" screen in the "Review" step. The progress bar now highlights the "Review and Save" step. The current assignment is "Valid for Personnel Assignments: 00004485 11000062 IT - Customer System 30000360 Coordinator". The "Communication" section has fields for E-mail (DAWSONM1@NKU.EDU) and Telephone (859-572-7762). The "Department" section has fields for Building (AC) and Room (110). At the bottom, the "Review" button is circled in red.

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.

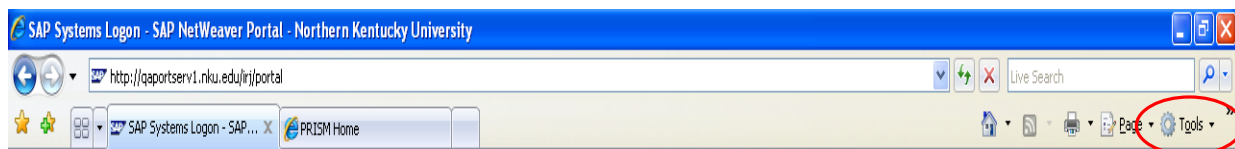


Pop-up Windows

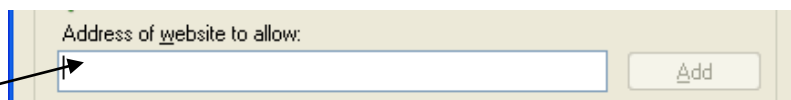
SAP utilizes pop-up windows for various functions; therefore, it is necessary to allow pop-ups for the mynku.nku.edu site.

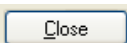
Internet Explorer (IE)

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



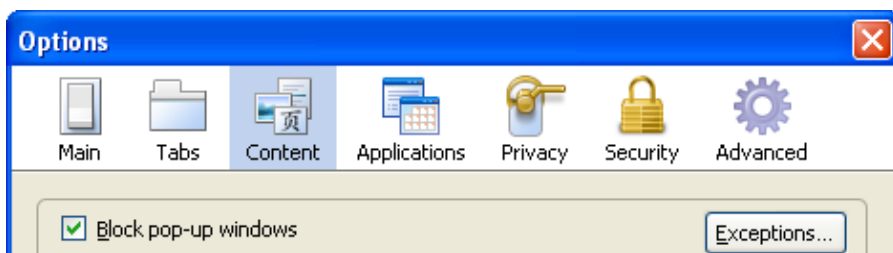
2. Go to Pop-up Blocker, and then click Pop-up Blocker Settings.



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

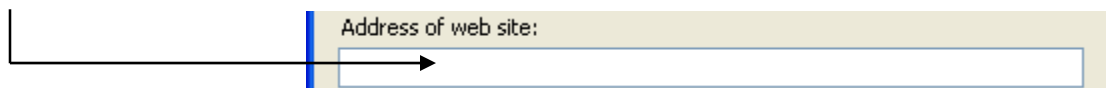
Firefox

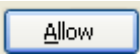

1. Click **Tools** in the Mozilla Firefox Menu Bar.
2. Go to **Options...**
3. Click on the **Content** tab.



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.

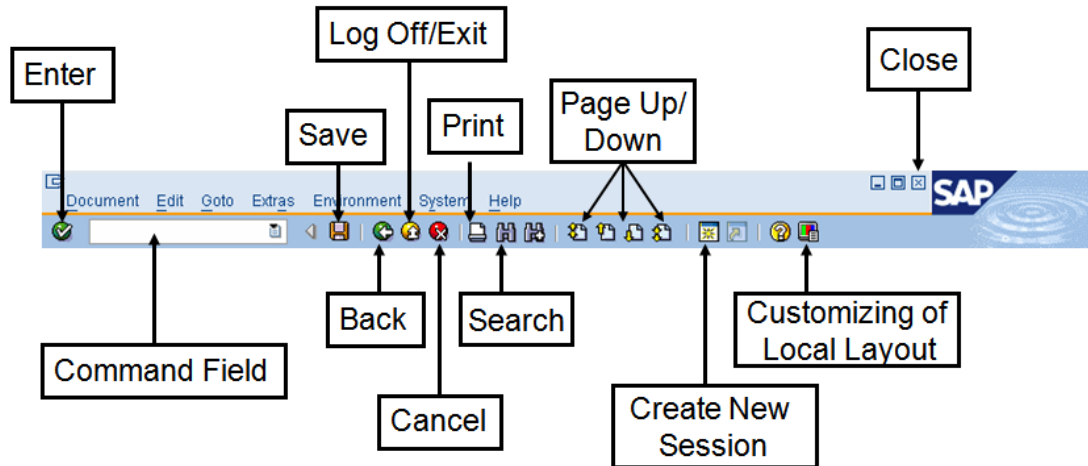
Menu Bar

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.



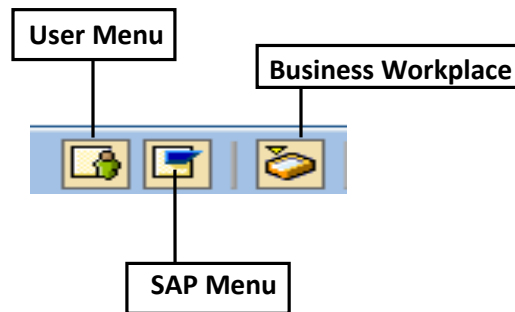
Standard Toolbar

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.



Introduction to myNKU & SAP GUI

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

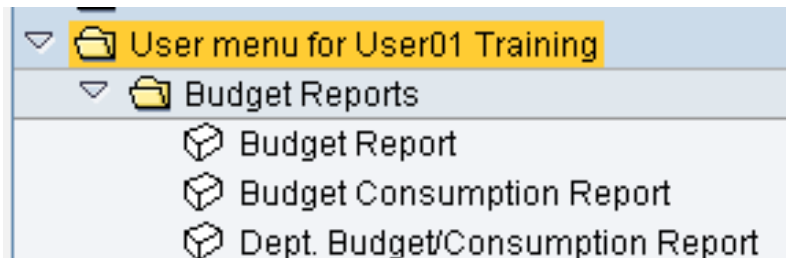
	Trash
	Change Favorites OR Edit
	Indicates a drop-down menu
	Display
	Delete
	Enter new information
	Execute
	Overview
	Sort Ascending
	Sort Descending
	Note Overview
	Key Date
	Insert
	Filter
	More Detail
	Note Overview
	Add to Favorites
	Delete Favorites
	Move Favorites Down
	Move Favorites Up

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

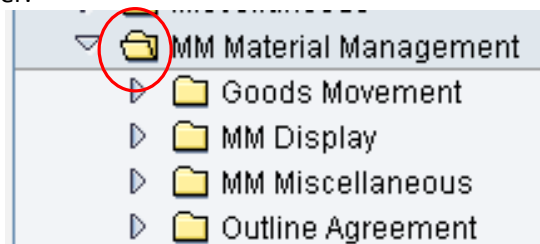
This is your default menu, the first you'll see upon login to SAP GUI. This menu is personalized, displaying all transactions you have access to. It also displays any favorites that you've added.



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



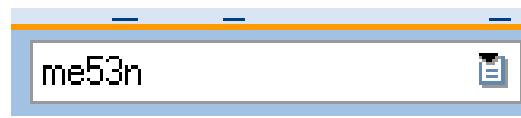
Transaction Codes

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.

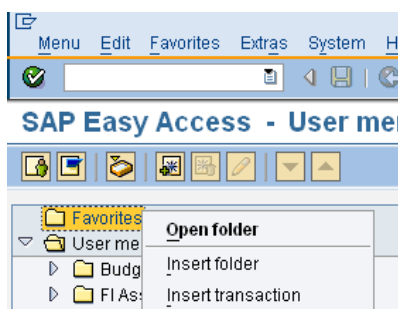
NOTE: SAP allows two transaction codes to be open at the same time. To do so, click the Create New Session  button.

Favorites Menu

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

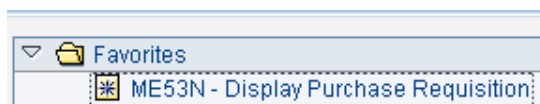
1. Right-click on the Favorites Folder.

2. Click **Insert Transaction**.



3. Type the Transaction Code.

4. Hit **Enter**.

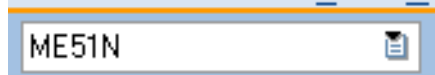


Match Codes


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.

A screenshot of a SAP input field containing the text 'ME51N'. To the right of the text is a small icon of a document with a magnifying glass, representing the Match Code button.

2. Hit **Enter**.

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

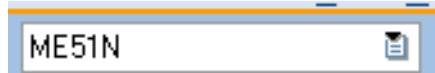
Note: A Calendar appears because this is a DATE field. There are many other Match Code options depending on the field that is selected.

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.

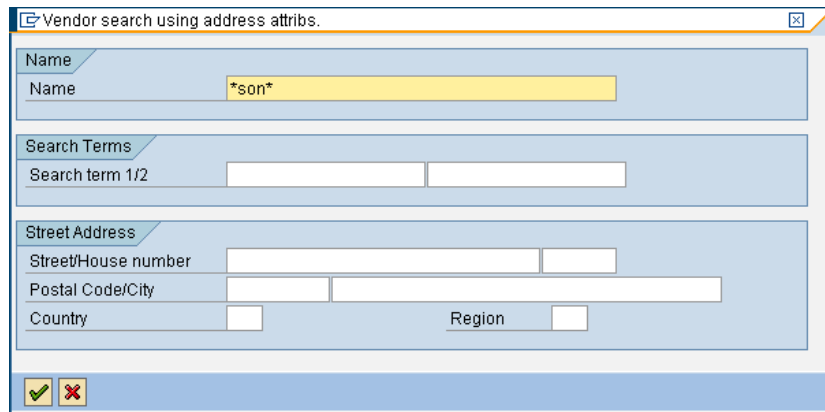
A screenshot of a SAP input field containing the text 'ME51N'. To the right of the text is a small icon of a document with a magnifying glass, representing the Match Code button.

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."

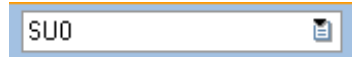
A screenshot of the SAP 'Vendor search using address attribs.' dialog box. The 'Name' field contains the wildcard search term '*son*'. Below this are sections for 'Search Terms', 'Street Address', and 'Country/Region' with various input fields. At the bottom, there are checkmark and X icons.

5. Hit **Enter**.

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.

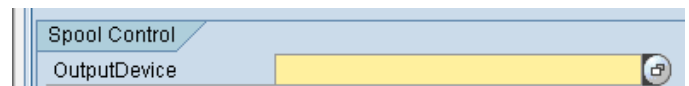
A screenshot of a text input field in the SAP GUI. The field contains the text 'SU0' and has a small icon of a document with a magnifying glass to its right.

2. Hit **Enter**.

3. Click on the Defaults tab.

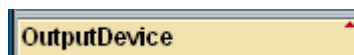
A screenshot of two tabs in a SAP GUI window. The 'Address' tab is currently selected and highlighted in blue, while the 'Defaults' tab is visible behind it.

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

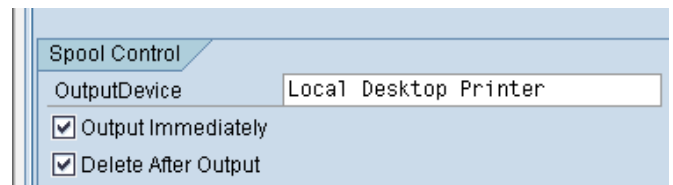
A screenshot of the 'Spool Control' dialog box in SAP. The 'OutputDevice' field is highlighted in yellow and contains a match code button (a small icon of a document with a magnifying glass).

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

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


A screenshot of a column header in a SAP list view. The column is titled 'OutputDevice' and is highlighted in yellow.

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

A screenshot of the 'Spool Control' dialog box. The 'OutputDevice' field is set to 'Local Desktop Printer'. Below the field, there are two checkboxes: 'Output Immediately' and 'Delete After Output', both of which are checked.

8. Click Save .

Printing

1. Click the Customizing of Local Layout  button.

2. Click on Hard Copy.

A screenshot of a button labeled 'Hard Copy' in a SAP GUI. The button is highlighted in orange.

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.

Virtual Private Networking (VPN)

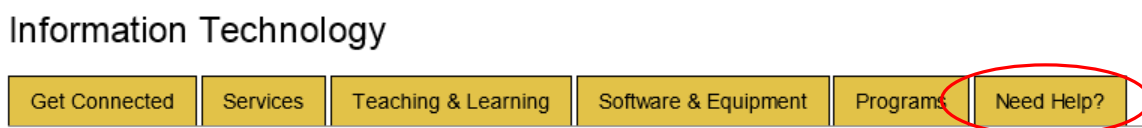
NKU has implemented a Virtual Private Network (VPN) as a means to provide faculty, staff and students with a secure connection to the NKU Intranet. Using VPN technology, remote users can access the NKU network and databases from home via the Internet.

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.

Request Service from IT

Please choose the type of request you need from the list below. To number for any computer needing service.

- ~~Smart Classroom~~
- **MyNKU and SAP Requests**
- [SAP \(Permissions and Authorizations\)](#)
- [Audio and Video Equipment](#)
- [Data and Telecommunications](#)
- [Mailing List](#)
- [Media Production and Distribution](#)

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 Resources
 - 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:

- 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 include name and username in the request. If the priority is changed to Urgent or Critical please include a reason for the escalation.

Please Describe :

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