Access to myNKU Systems

Several roles have been defined for staff and faculty that have a need to access the myNKU financial, human resources, student records, and reporting systems. For most departments those roles can be briefly summarized as described below; however, additional security levels and access may be requested based on the specific duties for which an employee is responsible. Depending on job duties, some employees may serve in multiple roles described.

Unless otherwise indicated in the role descriptions below, access should be requested by submitting an IT service request with documentation attached indicating approval from the person responsible for the cost/fund center or departmental node to which you are requesting access, and/or the head of the organizational unit to whom you report.

Finance (FI)

FI access is primarily defined by association with cost and fund centers. Cost/fund centers are grouped by department into *nodes*, according to the university's organizational chart. Access requests must be approved by the person responsible for the individual cost/fund center or its departmental node.

Travel User – creates travel request and travel expense reports for him/herself in ESS Travel. Security roles for employee travel are generally provided automatically.

General FI User – creates purchase requisitions, goods receipts, parked vendor invoices, and travel requests and expense reports for him/herself and others in the unit; initiates budget transfers; can initiate new cost/fund center requests; and can view financial account reports.

Administrator – General FI User access plus: approves purchase requisitions, parked vendor invoices, travel request and expense reports, budget transfers, and new cost/fund center requests.

Requests to change to the person responsible (PR) for cost/fund centers and departmental nodes must be made by email to Karen Mefford and Becky Bishop in the Office of the Comptroller for university and NKU Research Foundation cost/fund centers, or by email to John Bailey in Foundation Accounting for NKU Foundation, Inc. cost/fund centers. Requests should be submitted by the supervising divisional VP, AVP, or dean, and must include the details for one of these two scenarios: a) for specific fund/cost centers or nodes, indicate who should be the PR, and for which specific fund/cost centers or nodes; or b) if replacing another person, as in administrator transitions, indicate the current PR, and that the new person should be made PR for all the fund/cost centers or nodes assigned to him/her.

Human Resources (HR)

HR access is defined primarily by association with organizational units, which are grouped according to the university's organizational chart. Access requests must be approved by the head of the organizational unit.

General Employee – accesses all functions offered in Employee Self-Service (benefits enrollment, view pay statement, personal data updates, and time worked/absence entry). Security roles for this level of access are provided automatically to faculty, staff, and student employees.

PAR Initiator – creates personnel action requests (PARs) for employees within own unit. Requires supervisor approval.
PAR Approver – approves PARs for employees within their organizational unit.

Time Administrator/Approver – ensures that time is released to the payroll office by the biweekly and monthly deadlines, approves time worked/absences for employees within the unit on behalf of Supervisor, and enters time worked or absences on behalf of employees in the unit when necessary. Requires supervisor approval.

ECM Planner – plans compensation changes for employees within own unit; reserved to those who serve as the chief of an organizational unit, such as chairs, directors, or deans. Assigned automatically to organizational unit chiefs during the annual ECM process.

ECM Approver – approves the compensation planning completed by subordinate units; typically reserved to Deans or Assistant Vice Presidents and higher in the organizational chart. Assigned automatically to administrators during the annual ECM process.

Student Life Cycle Management (SLCM)

SCLM access is defined primarily by association with organizational units, which are grouped according to the university's organizational chart. Access requests must be approved by the head of the organizational unit.

Student – views own student records, including grades, degree audit, and unofficial transcript; searches course and section information and registers for classes; views class schedule and book order list; pays tuition and fees; accepts/rejects financial aid; changes declared academic programs; applies for graduation. Security roles for students are generally provided automatically.

Faculty Member – views course and section information and students enrolled in own course sections; enters grades for own course sections and initiates grade change requests. Security roles for faculty members are generally provided automatically.

General Advisor – view student information record, degree audit, class schedule, grades, and unofficial transcript; create and edit advisor assignments and advising notes; release advising holds. Training is required before access to advisor security will be provided.

Power Advisor – may include any or all of the following in addition to general advisor security: entry of course permits, course registration on behalf of students, and program change/ declarations on behalf of students. General Advisor training is required before access to advisor security will be provided.

Event Planning – create and edit course offering schedule; update section seats, instructors, and workload. Training is required before access to event planning security will be provided.

Department Chair – view department pre-/co-requisite and chair view of grades reports, course completion check, faculty class roster, and registration cart view; approve grade and program change/declaration requests.

Deans and Assistant/Associate Deans – Department Chair access plus: grant course overloads for students approved for over 18 credit hours in a semester.

Business Warehouse Reporting (BW)

BW reporting access is defined by a combination of cost/fund center and organizational unit security, which are grouped according to the university's organizational chart. Access requests must be approved by the head of the organizational unit and, occasionally, the business unit which serves as steward of the data to be queried.

General BW User – generates reports related to student and course enrollment, specialization data, instructor and advising assignments.

BEx Portfolio User – generates and saves reports within the BEx Portfolio folder structure, used primarily for interdepartmental collaboration.

Department Administrator – generates reports including financial (budget management), HR (labor distribution), and student/course (grade distribution) data within his/her organizational unit.

Grants Management

Grants management access may include a mix of FI, HR, and BW roles, and is defined by a combination of cost/fund center, grant, and organizational unit security, which are grouped according to the university's organizational chart. Access for Principal Investigators (PIs) is provided during the setup of the grant in myNKU; access for other employees must be approved by the PI.

Grant-Funded Employee – certifies and submits percentage of time dedicated to grant-funded activities, as required by the federal Office of Management and Budget (OMB).

Grant FI User – creates purchase requisitions, goods receipts, parked vendor invoices, and travel requests and expense reports for him/herself and others funded by a grant; and can view financial account reports.

Grant Principal Investigator/Supervisor – FI Administrator access for grant account plus: approves or rejects certification of time and effort submitted by employees whose positions are fully or partially funded by grant dollars.

Grant PAR Initiator – creates personnel action requests (PARs) for employees within unit housing grant. Requires PI approval.

Grant PAR Approver – approves PARs for grant-funded employees; typically the PI, or his/her supervisor for PARs on which the PI is being paid.

Grant BW User – generates reports specific to financial and HR data for grant funds.