

# myNKU COURSE DESCRIPTIONS

## myNKU

**INT 100 Introduction to myNKU & SAP GUI** Introduction to the various myNKU portal tabs, why and when to use; Employee Self-Service explanation with detail on viewing pay statement, anytime changes, personal information, and bank information; and basic SAP GUI functionality and navigation.

## Finance (FI)

**FI 200 Requisitioning/Parked Vendor Invoices – Part I** Introduction to the requisitioning process at NKU. SAP coding, create a purchase requisition, personal settings, document overview, and electronic attachments are introduced and practiced within a training environment. **PREREQ: INT 100**

**FI 201 Requisitioning/Parked Vendor Invoices – Part II** Instruction on how to display and maintain requisitions in SAP, understand release strategy for requisitions, check the status of purchase orders, create goods receipts, check payment status of vendors, and create parked vendor invoices. This course will use classroom exercise data from Requisitioning – Part I for classroom instruction and practice. **PREREQ: INT 100, FI 200**

**FI 202 Grants Management Overview & Reporting** Grant Principle Investigators and academic coordinators will learn about the policies governing post award external grant administration. Additionally, the course will empower participants in completing myNKU functions associated with management of a grant award. Topics covered include: overview, policies, approvals & reporting.

**FI 203 Travel** Instruction on how to create a travel request and expense, the approval process, and display trip information in myNKU portal. **PREREQ: INT 100**

**FI 300 FI/HR Reporting** Instruction on how to view available financial and human resources reports in SAP GUI, Business Warehouse, and instruction on how and when to create a budget transfer. **PREREQ: INT 100, FI 200, FI 201, FI 203, BW 100.**

**FI 301 Foundation Reporting** Introduction to the Foundation, instruction on how to view the available cash balance for non-budgeted accounts and how to view budgeted foundation accounts. **PREREQ: INT 100**

**FI 400 BI-IP Budget Planning** The BI-IP budget planning for Unit Reallocation will train the participant on using the unit reallocation budget planning layout. This training session is intended for Unit Administrators who have never had experience using BI-IP layouts or feel that they would benefit from this 1 ½ hour session. Competency center sessions will be available later for those individuals who feel support is sufficient in their planning. **PREREQ: INT 100**

**FI 500 Cost Center Reconciliation** The objectives of the course are to train the participant on the reconciliation of commitments, actuals, and budget documents. The participant will learn procurement, travel, and budget transfer/documents workflow. The participant is strongly urged to bring departmental receipts and invoices to the workshop. **PREREQ: INT 100, FI 200, FI 201, FI 203, FI 300, BW 100**

### **Human Resources (HR)**

**HR 110 Manager Self Service (MSS)** Instruction on how to view subordinate employee information, change communication data, view absence and sick quota, view pay grade, and salary history. **PREREQ: INT 100**

**HR 200 ESS/MSS Time Administrator** Time Administrator instruction on how to enter student, bi-weekly/non-exempt time, and monthly/exempt absences into myNKU. Time Administrators will learn how to run reports to monitor time entry and how to approve or reject recorded time. **PREREQ: INT 100**

**HR 201 MSS – Personnel Action Requests** Instruction on the various PAR forms that are used at the University, a checklist and timeline for PAR processing, clarification of the integration of the data being collected via the PAR forms and the impact on reporting, such as the SCH/FTE report, beneficial information displayed within the Manager Self Service tab of myNKU, how to enter the supplemental pay form via myNKU portal, how to enter the part time faculty form via myNKU portal, how to enter the separation form via myNKU portal, and how to run the HR PAR Listing report within SAP GUI. **PREREQ: INT 100**

**HR 300 Employee Compensation Planning** Instruction on how to enter annual salary compensation data into SAP. **PREREQ: INT 100**

**HR 500 Human Capital Management – VP Office** Instruction on how to view employee data to make timely decisions and plan hiring and compensation for the division. **PREREQ: INT 100**

## **Student Life Cycle Management (CM)**

**CM 200 Academic Advising - Basic** Instruction for using the Academic Advising tab and the functionality contained within student records. Participants will learn how to access a students' record, & view/edit information contained within each record.

**PREREQ: INT 100**

**CM 201 Academic Advising – Course Registration** Instruction on how to choose the program type and academic period, understanding header information, working with my course and registration cart, and using search feature to find classes. **PREREQ: INT 100, CM 200**

**CM 300 Event Planning** Instruction on how to create and edit course offerings during the schedule building process. Particular instruction is designed for adding, editing, and cancelling a section. **PREREQ: INT 100**

**CM 301 Faculty Services** Instruction on how to view teaching schedule, class rosters for course offerings, view number enrolled, capacity, location, and instructor, enter grades/attendance for reporting attendance/non-attendance, mid-term grades and final grading. Early Alert can also be accessed via the Faculty Services sub tab. **PREREQ: INT 100**

**CM 400 Program Change/Declaration** Instruction on how to submit a specialization change (addition, change or deletion) on behalf of a degree-seeking undergraduate student. Participants may also learn how to approve or deny such submissions. **PREREQ: INT 100**

## **Business Warehouse (BW)**

**BW 100 Business Warehouse Reporting** Instruction on the differences of SAP R/3 reporting and Business Warehouse reporting; including accessing BW, generating a BW report, understanding the benefits of BW such as formatting and filtering reports, changing the appearance of the report, saving favorites, exporting to excel, and printing. The concepts learned in this course can be applied to any BW report. **PREREQ: INT 100**

**BW 200 Operational Reporting: Department Chair** Course provides academic department management instruction required to assess the current status of their department, in regards to the academic operational data provided in the Department Chair Operational Reporting application. **PREREQ: INT 100, BW 100**

**BW 201 Operational Reporting: Grant Principal Investigator** Grant Principal Investigators and academic coordinators will learn how to access the Grant Management Reporting application. Additionally, the course will cover topics on assessing the current status of the external grant awards, in regards to the financial operational data provided within in the application. **PREREQ: INT 100, BW 100, FI 302**