

## Employee Compensation Approval

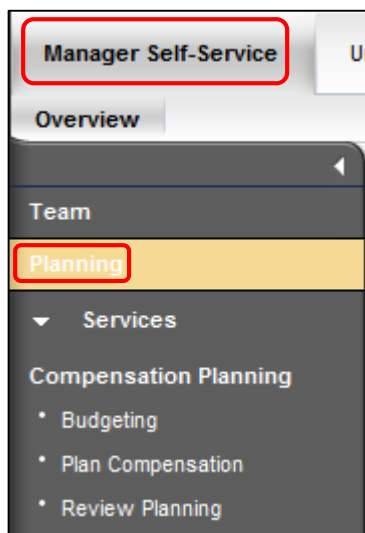
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### Location(s):

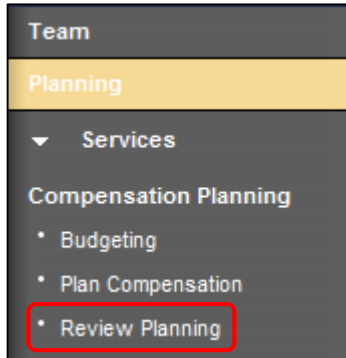
#### Manager Self-Service tab

**Purpose:** Manager Self Service (MSS) tab is available to all managers within NKU. With the annual salary process, position base salaries are established in SAP for review by Managers/Directors and Academic Department Chairs. In years where NKU has a salary increase or non-recurring one-time payment, this will be the mechanism that will assist Managers/Directors and Academic Department Chairs in allocating merit increases. Planning occurs annually in the spring, and complete plans are sent electronically to executives for approval. Approvers are Vice Presidents, Associate Vice Presidents, and Deans. MSS tab will be used to approve complete plans.

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select the Manager Self Service tab.
3. Click Planning.



4. Click Review Planning.
  - a. A new window will open.



5. Select the Planning Manager.
6. Click Review Details to review the plan.
  - a. A new window will open.
  - b. See **step 10**.
7. Click Display Progress to review the planning progress.
  - c. A new window will open.
  - d. See **step 12**.
8. Click Approve to accept the plan.
  - e. A new window will open.

**NOTE:** All Direct Reports must be Planned in order to proceed.
9. Click Reject to deny approval.
  - f. A new window will open.

The Direct Reports will display who has Planned and Not Planned.

**Planning Overview for Nellie Norse**

Compensation Review Salary Process 19

Expand All Collapse All **Review Details** Display Progress Approve Reject

Planning Manager	Organizational Unit	Direct Reports	Status	Admin/Staff Pool	
				Total	Distributed
<input type="checkbox"/>	College of Arts & Sciences	Not Planned	New	220,000.00	9,977.30
<input type="checkbox"/>	Biological Sciences	Planned	Completed	20,000.00	3,810.30
<input type="checkbox"/>	Chemistry and Biochemistry	Planned	Completed	20,000.00	6,167.00
<input type="checkbox"/>	Ctr Integrative Nat Science & Math	Not Planned	New	10,000.00	0.00
<input type="checkbox"/>	History & Geography	Not Planned	New	10,000.00	0.00
<input type="checkbox"/>	English	Not Planned	New	10,000.00	0.00
<input type="checkbox"/>	Mathematics and Statistics	Not Planned	New	10,000.00	0.00
<input type="checkbox"/>	Physics, Geology & Engineering Technology	Not Planned	New	10,000.00	0.00
<input type="checkbox"/>	PolSci/Criminal Justice/OrgLdrship	Not Planned	New	10,000.00	0.00
<input type="checkbox"/>	Psychological Science	Not Planned	New	10,000.00	0.00
<input type="checkbox"/>	Sociology, Anthropology, Philosophy	Not Planned	New	10,000.00	0.00
<input type="checkbox"/>	Kentucky Center for Mathematics	Not Planned	New	10,000.00	0.00
<input type="checkbox"/>	World Languages & Literatures	Not Planned	New	10,000.00	0.00
<input type="checkbox"/>	School of The Arts	Not Planned	New	40,000.00	0.00

10. Review the details for each tab.
11. If calculation is changed, click Save.

Admin/Staff Pool Budget Information

Budget	Total	Distributed	Remaining	Currency
001	10,000.00	0.00	10,000.00	USD

Admin/Staff Pool    Admin/Staff Revenue Pool    Faculty pool

Personalize    Filter On

Employee	Position	Budget	Calculation Base	Amount	Percentage	New Salary	Frequency	Effective on	Notes	Status
	<a href="#">Academic Coordinator</a>	001		0	0.00			1/1/2019	<a href="#">New</a>	New
	<a href="#">Faculty</a>	000								Ineligible
	<a href="#">Faculty</a>	000								Ineligible
	<a href="#">Faculty</a>	000								Ineligible
	<a href="#">Faculty</a>	000								Ineligible
	<a href="#">Faculty</a>	000								Ineligible
	<a href="#">Faculty</a>	000								Ineligible
	<a href="#">Faculty</a>	000								Ineligible
	<a href="#">Faculty</a>	000								Ineligible
	<a href="#">Secretary</a>	001		0	0.00			1/1/2019	<a href="#">New</a>	New

**Save**    Display all amounts in    Employee-Specific Currency

12. Review the planning progress.
13. Click Close.

**Planning Progress** [Close]

Planning Manager: \_\_\_\_\_

Organizational Unit: History & Geography

**Planning Progress**

Changed by	Changed On	Process Status	Action	Direct Reports	Note
	11/12/2019	In Planning	Change	Direct reports not planned	

**Close**