Employee Compensation Approval

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.

![Manager Self-Service tab](image)
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.
10. Review the details for each tab.
11. If calculation is changed, click Save.

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