

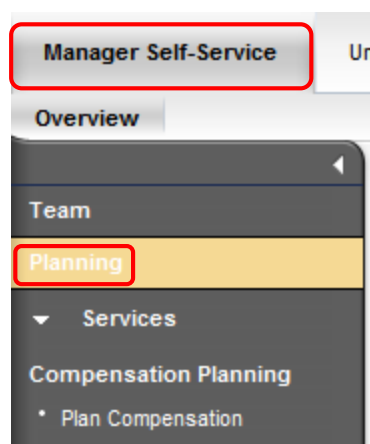
## Employee Compensation Planning

### Location(s):

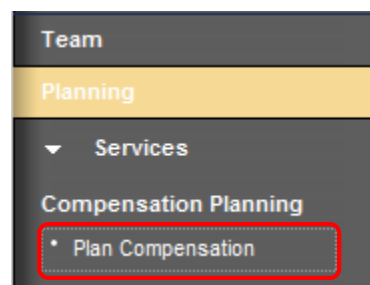
#### Manager Self-Service tab

**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.

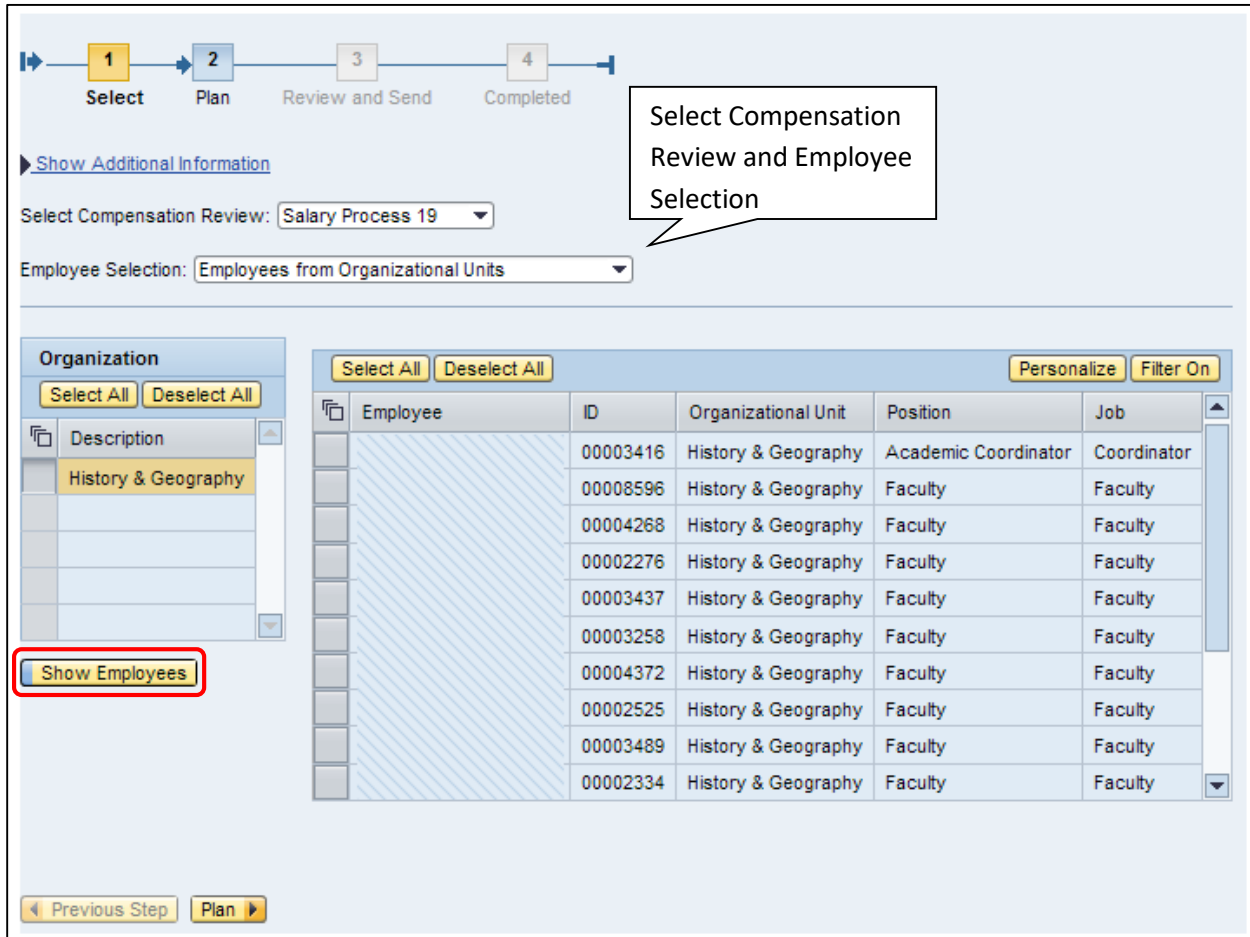
1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select the Manager Self Service tab.
3. Click Planning.



4. Click Plan Compensation.
  - a. A new window will open.



5. Select Compensation Review.
6. Select Employee Selection.
7. Select organization for planning or click Select All.
8. Click Show Employees.
  - b. The employees for the organization will display to the right.



1 Select 2 Plan 3 Review and Send 4 Completed

[Show Additional Information](#)

Select Compensation Review:

Employee Selection:

**Organization**

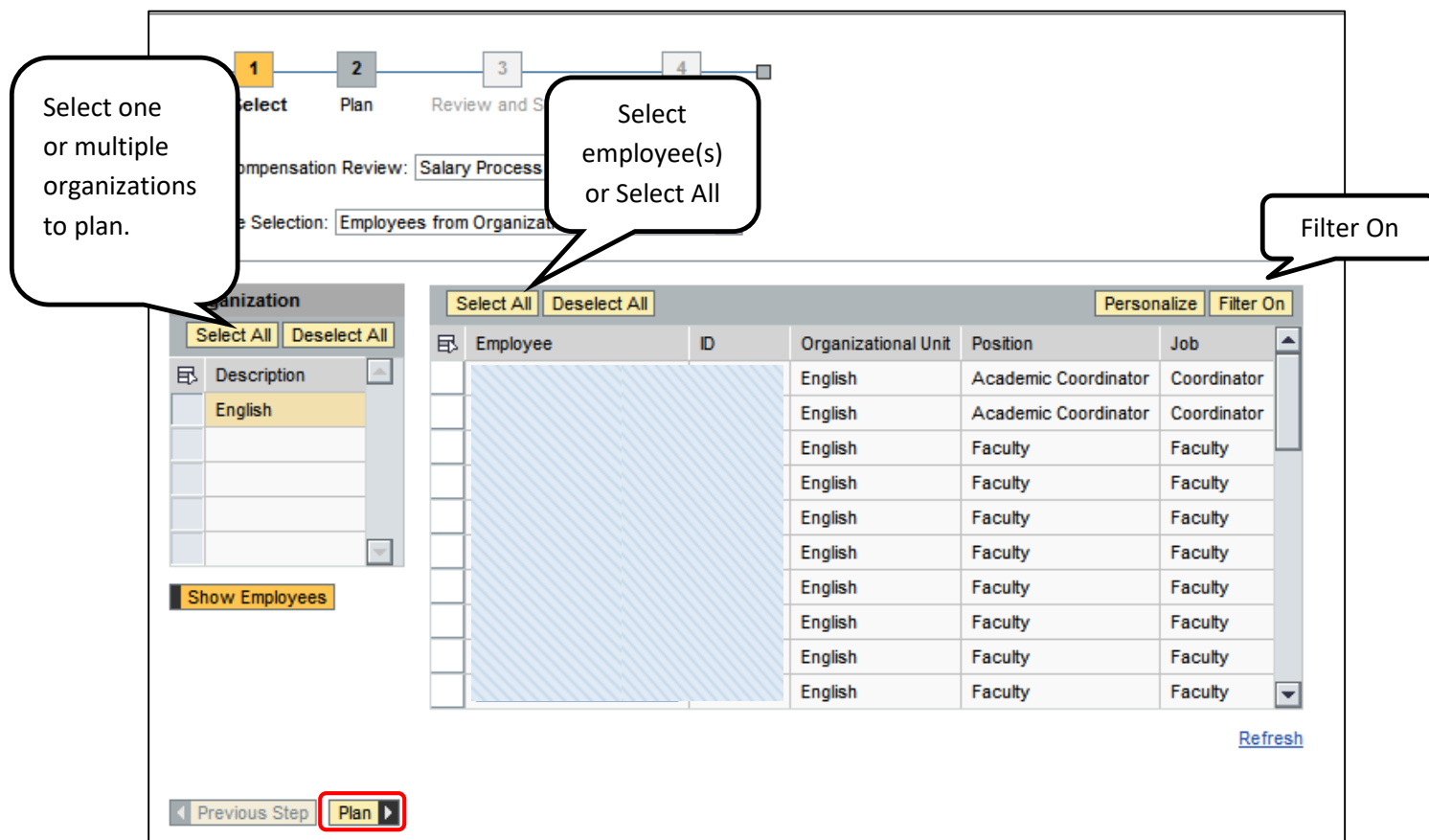
☐ Description

☒ History & Geography

Employee	ID	Organizational Unit	Position	Job
<input type="checkbox"/>	00003416	History & Geography	Academic Coordinator	Coordinator
<input type="checkbox"/>	00008596	History & Geography	Faculty	Faculty
<input type="checkbox"/>	00004268	History & Geography	Faculty	Faculty
<input type="checkbox"/>	00002276	History & Geography	Faculty	Faculty
<input type="checkbox"/>	00003437	History & Geography	Faculty	Faculty
<input type="checkbox"/>	00003258	History & Geography	Faculty	Faculty
<input type="checkbox"/>	00004372	History & Geography	Faculty	Faculty
<input type="checkbox"/>	00002525	History & Geography	Faculty	Faculty
<input type="checkbox"/>	00003489	History & Geography	Faculty	Faculty
<input type="checkbox"/>	00002334	History & Geography	Faculty	Faculty

9. Select All employees or individual employees for planning.
10. Click Plan.

**Note:** Use Filter On to search for, and select, individual employees.



The screenshot shows a web application interface for planning. At the top, there is a progress bar with four steps: 1 (Select), 2 (Plan), 3 (Review and S), and 4. Below the progress bar, there are two text boxes: "Compensation Review: Salary Process" and "Employee Selection: Employees from Organization".

On the left side, there is a sidebar with a "Select All" button and a "Deselect All" button. Below these buttons is a list of organizations, with "English" selected. A "Show Employees" button is at the bottom of the sidebar.

In the center, there is a table with the following columns: Employee, ID, Organizational Unit, Position, and Job. The table contains 10 rows of data, all with "English" in the Organizational Unit column. The first two rows are "Academic Coordinator" and "Coordinator", and the remaining eight rows are "Faculty".

At the top of the table, there are buttons for "Select All", "Deselect All", "Personalize", and "Filter On". A "Refresh" link is located at the bottom right of the table.

At the bottom of the interface, there are two buttons: "Previous Step" and "Plan". The "Plan" button is highlighted with a red box.

Callouts are present:
 

- A callout pointing to the "Select All" button in the sidebar: "Select one or multiple organizations to plan."
- A callout pointing to the "Select All" button at the top of the table: "Select employee(s) or Select All"
- A callout pointing to the "Filter On" button: "Filter On"

11. Click on each tab to plan by Faculty, Administrative/Staff.
  - a. Status will be eligible or ineligible based on the tab you have selected and other factors.
12. Only the white fields are available for data entry.

**Note:** Grant funded and contract employees are excluded from this process. They are excluded in ECM but may be eligible, and a completed PAR is needed.

Salary Adjustment tabs
Status

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

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

13. Select the Employee or Employees for each tab.
14. Enter an Amount for each eligible employee.
15. Click Enter.
16. Click Save.

**Note:** After clicking Save, the Remaining balance in the Pool will display.

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
	Academic Coordinator	001		0	0.00			1/1/2019	New	New
	Faculty	000								Ineligible
	Faculty	000								Ineligible
	Faculty	000								Ineligible
	Faculty	000								Ineligible
	Faculty	000								Ineligible
	Faculty	000								Ineligible
	Faculty	000								Ineligible
	Faculty	000								Ineligible
	Secretary	001		0	0.00			1/1/2019	New	New

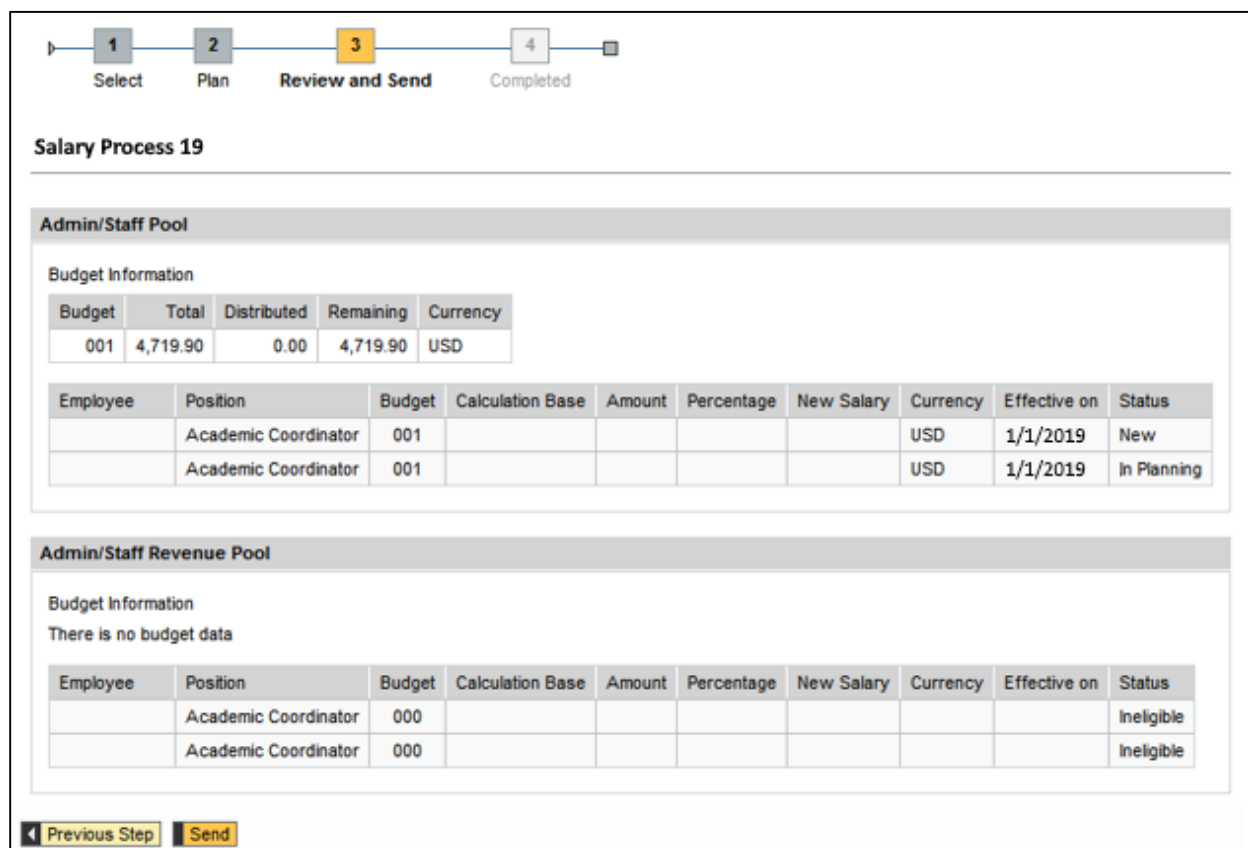
Save

Display all amounts in Employee-Specific Currency

Pool total, distributed dollars, and remaining balance

17. Select planned employees.
18. Click Review to submit the planning for approval.

19. Review the compensation planning summary.
20. Click **Previous Step** to return to the planning layout or click **Send** to submit.



**Salary Process 19**

**Admin/Staff Pool**

Budget Information

Budget	Total	Distributed	Remaining	Currency
001	4,719.90	0.00	4,719.90	USD

Employee	Position	Budget	Calculation Base	Amount	Percentage	New Salary	Currency	Effective on	Status
	Academic Coordinator	001					USD	1/1/2019	New
	Academic Coordinator	001					USD	1/1/2019	In Planning

**Admin/Staff Revenue Pool**

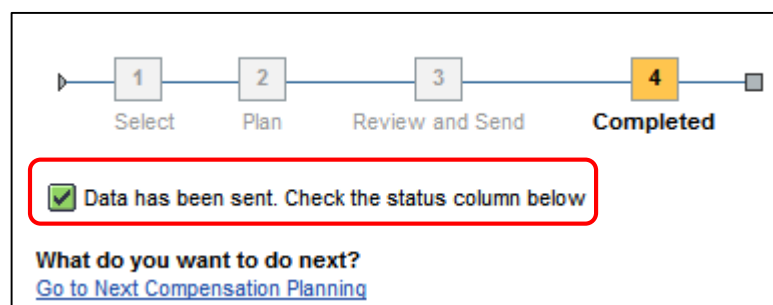
Budget Information

There is no budget data

Employee	Position	Budget	Calculation Base	Amount	Percentage	New Salary	Currency	Effective on	Status
	Academic Coordinator	000							Ineligible
	Academic Coordinator	000							Ineligible

**Previous Step** **Send**

21. You should receive a message that "Data has been sent."
22. The user can now close the window, or click the Go To Next Compensation Planning link.



**Completed**

☒ Data has been sent. Check the status column below

What do you want to do next?  
[Go to Next Compensation Planning](#)