



Enterprise Compensation Management



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Overview

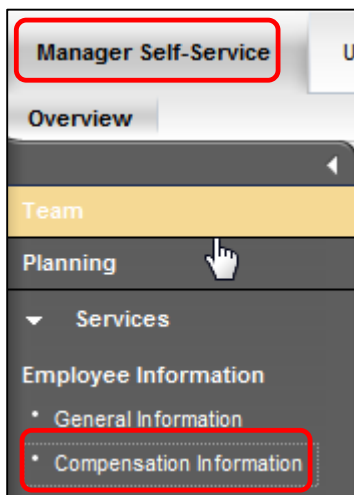
Manager Self Service (MSS) tab is available to all managers within NKU. With the annual salary process, position base salaries are established in SAP for review by Managers/Directors and Academic Department Chairs. In years where NKU has a salary increase or non-recurring one-time payment, this will 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.

Manager Self Service

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

Compensation Information

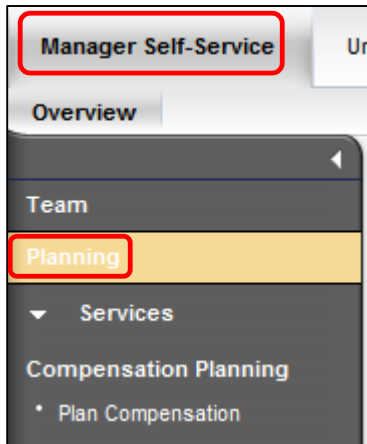
Click Compensation Information to review subordinate base salaries. A new window will open if you click this link



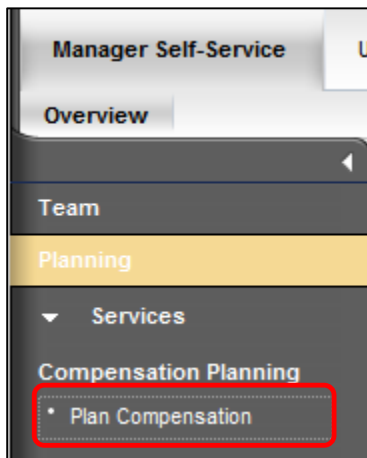
Planners

Planners are Vice Presidents and Assistants, Deans, Associate Vice Presidents, Directors, Chairs, and Managers. MSS tab is used for the planning.

1. Click Planning.



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



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

The screenshot displays a software interface with a process flow at the top: 1 Select, 2 Plan, 3 Review and Send, 4 Completed. Below the flow is a 'Show Additional Information' link. Two dropdown menus are present: 'Select Compensation Review: Salary Process 19' and 'Employee Selection: Employees from Organizational Units'. A callout box points to the 'Employee Selection' dropdown with the text 'Select Compensation Review and Employee Selection'. On the left, an 'Organization' panel shows 'History & Geography' selected, with a 'Show Employees' button highlighted by a red box. The main area contains a table with columns: Employee, ID, Organizational Unit, Position, and Job. The table lists 11 employees from the 'History & Geography' unit, mostly in 'Faculty' positions. At the bottom, there are 'Previous Step' and 'Plan' buttons, and a 'Refresh' link.

Employee	ID	Organizational Unit	Position	Job
	00003416	History & Geography	Academic Coordinator	Coordinator
	00008596	History & Geography	Faculty	Faculty
	00004268	History & Geography	Faculty	Faculty
	00002276	History & Geography	Faculty	Faculty
	00003437	History & Geography	Faculty	Faculty
	00003258	History & Geography	Faculty	Faculty
	00004372	History & Geography	Faculty	Faculty
	00002525	History & Geography	Faculty	Faculty
	00003489	History & Geography	Faculty	Faculty
	00002334	History & Geography	Faculty	Faculty

7. Select All employees or individual employees for planning.
8. Click Plan.

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

Additional Information

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

[Refresh](#)

9. 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.
10. 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.

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
	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

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

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

15. Select planned employees.
16. Click Review to submit the planning for approval.

Admin/Staff Pool Budget Information

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

Pool total, distributed dollars, and remaining balance

Admin/Staff Pool Admin/Staff Revenue Pool Faculty pool

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

17. Review the compensation planning summary.
18. 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**

19. You should receive a message that “Data has been sent.”
20. The user can now close the window, or click the Go To Next Compensation Planning link.

Completed

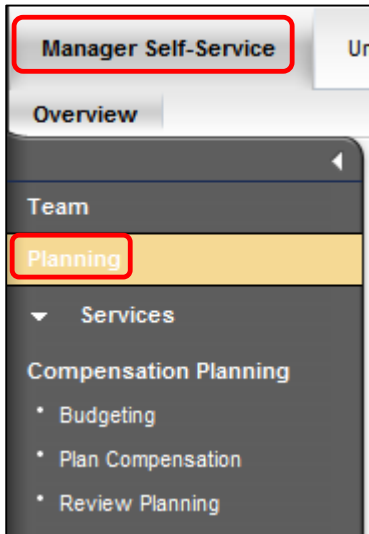
Data has been sent. Check the status column below

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

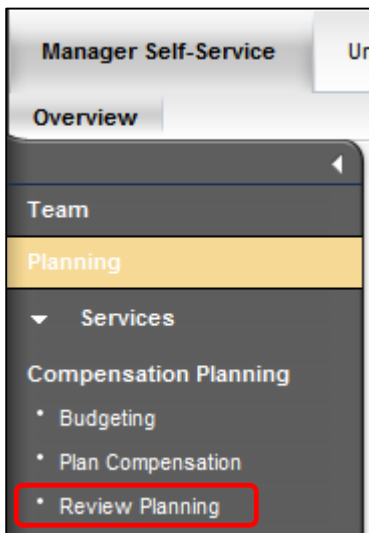
Approvers

Approvers are Vice Presidents, Associate Vice Presidents, and Deans. MSS tab will be used to approve complete plans.

1. Click Planning.



2. Click Review Planning.
 - c. A new window will open.



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

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

Planning Overview for Nellie Norse				Admin/Staff Pool	
Compensation Review Salary Process 19				Total	Distributed
Expand All	Collapse All	Review Details	Display Progress	Approve	Reject
Planning Manager	Organizational Unit	Direct Reports	Status		
<input type="checkbox"/>	College of Arts & Sciences	Not Planned	New	220,000.00	9,977.30
	Biological Sciences	Planned	Completed	20,000.00	3,810.30
	Chemistry and Biochemistry	Planned	Completed	20,000.00	6,167.00
	Ctr Integrative Nat Science & Math	Not Planned	New	10,000.00	0.00
	History & Geography	Not Planned	New	10,000.00	0.00
	English	Not Planned	New	10,000.00	0.00
	Mathematics and Statistics	Not Planned	New	10,000.00	0.00
	Physics, Geology & Engineering Technology	Not Planned	New	10,000.00	0.00
	PolSci/Criminal Justice/OrgLdrship	Not Planned	New	10,000.00	0.00
	Psychological Science	Not Planned	New	10,000.00	0.00
	Sociology, Anthropology, Philosophy	Not Planned	New	10,000.00	0.00
	Kentucky Center for Mathematics	Not Planned	New	10,000.00	0.00
	World Languages & Literatures	Not Planned	New	10,000.00	0.00
	School of The Arts	Not Planned	New	40,000.00	0.00

8. Review the details for each tab.
9. If calculation is changed, click Save.

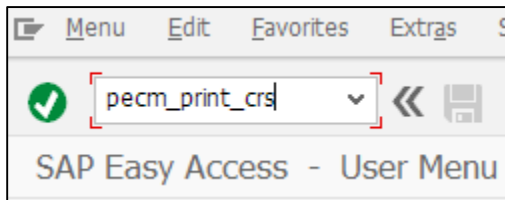
Salary Notification Letters for Faculty and Staff

The letters can be printed from June 13, 2019 to June 28, 2019, after HR runs activation.

The Salary Notification Letters are for Faculty and Staff that are eligible for and included in the Enterprise Compensation Management (ECM) process (regular and base funded contract staff that were employed by NKU as of January 7, 2019 and meet the other criteria for eligibility). The completion of a PAR to continue employees included in the ECM process is not necessary.

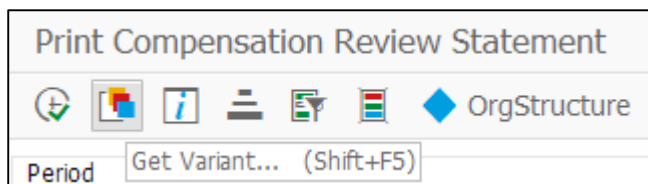
Employees with work schedules of less than twelve months, temporary employees, grant funded employees, and employees with split funding/combination funding are not included in the ECM process and a PAR would be required to continue these employees in to FY 2019-2020. Departments must also prepare manual salary letters for these employees.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the SAP GUI tab.
3. Enter transaction code, **pecm_print_crs** from the SAP Easy Access screen.

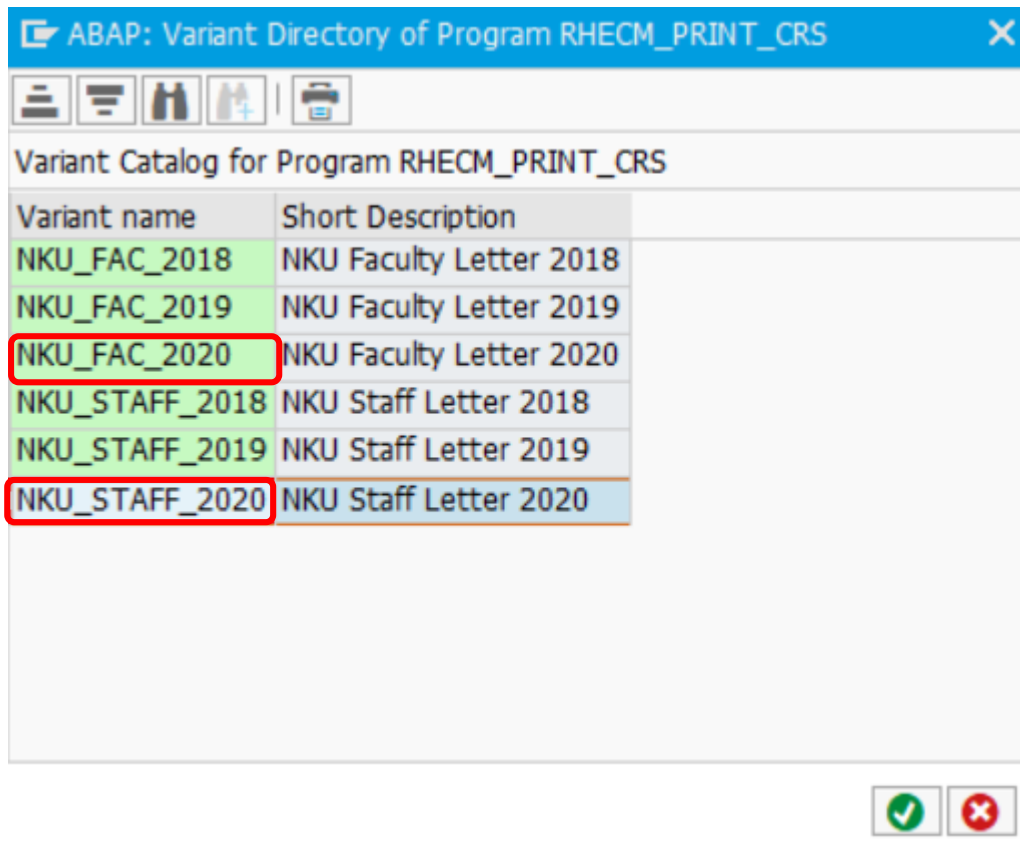


4. Click Get Variant, then click Execute.

NOTE: Select Variant **before** adding selection criteria otherwise criteria will be lost.










5. Select a Variant name (select the current year).
6. Click Continue.




7. Default values for Faculty Appointment and Staff Notification. This will print all the Faculty members within users authorized org unit(s).







Print Compensation Review Statement





Period

Reporting Period:  07/01/2019 - 08/31/2019

Selection Criteria

Personnel Number	<input type="text"/>	
Employment Status	<input type="text"/>	
Personnel area	<input type="text"/>	
Personnel subarea	<input type="text"/>	
Employee group	<input type="text" value="E"/>	
Employee subgroup	<input type="text"/>	

Further selection

Compensation Area	<input type="text"/>	
Comp. Category	<input type="text"/>	
Compensation Plan	<input type="text"/>	
Compensation Review	<input type="text" value="RV20"/>	

8. Additional selection criteria (See pages 14 - 15):

Print Compensation Review Statement

OrgStructure Search Help

A

Period

Reporting Period I Other Period 07/01/2019 - 08/31/2019

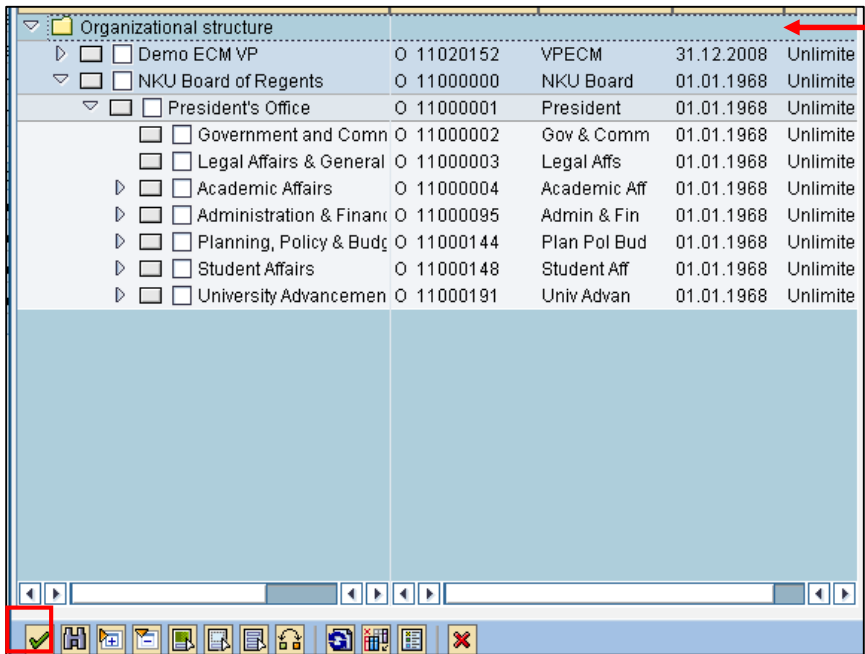
Selection Criteria

Personnel Number	B	<input type="text"/>	<input type="button" value="→"/>
Employment Status		<input type="text"/>	<input type="button" value="→"/>
Personnel area		<input type="text"/>	<input type="button" value="→"/>
Personnel subarea		<input type="text"/>	<input type="button" value="→"/>
Employee group	C	E	<input type="button" value="→"/>
Employee subgroup	D	<input type="text"/>	<input type="button" value="→"/>

Further selection

Compensation Area	<input type="text"/>	<input type="button" value="→"/>
Comp. Category	<input type="text"/>	<input type="button" value="→"/>
Compensation Plan	<input type="text"/>	<input type="button" value="→"/>
Compensation Review	RV20	<input type="button" value="→"/>

- A. **OrgStructure** – If left blank it will print your entire org unit(s) at once unless other selection criteria are filled in. In the Organizational Unit selection box, even though the entire University org structure will appear, only the details for the org unit the user is responsible for can be view/print. If user is responsible for multiple org units and only wants to view/print one unit, complete the following:



Continue to expand dropdowns until desired org level is found; then click the check box to select. More than one can be selected; Click the Green Check to return to the Print Compensation Review Statement Screen.

- B. To view/print letters/appointments by select individuals – Key in the individuals personnel number.

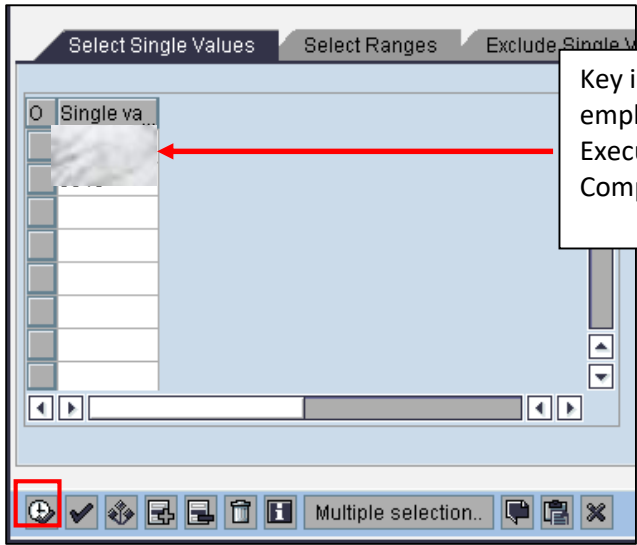
Personnel Number

NOTE: If the variant for Faculty is selected in step 3 but the personnel number input is for a Staff member, the following error message will appear in the lower left hand corner of the screen:



OR:

Use the  icon next to the Personnel Number to select multiple employees



Key in the Personnel Numbers of selected employees you want to view/print. Click Execute to select and return to the Print Compensation Review Statement Screen.

C. Employee Group

EEGrp	Name of EE group
A	Faculty
C	Staff
E	Contract Staff
F	Student
G	Retiree
H	External/NonEmployee

Click Match Code for Employee Group field; choose the Employee Group you want to view/print from the list that appears. Click Continue to select and return to the Print Compensation Review Statement Screen.

D. Employee Subgroup

EEGrp	ESgrp	Name of EE subgrp
C	17	Exempt <12 months
C	18	Exempt 12 months
C	22	Non Exempt
C	26	President
C	27	Executive
C	31	Administrative
C	35	Temporary Non Exempt
C	36	Temporary Exempt
E	17	Exempt <12 months
E	18	Exempt 12 months
E	22	Non Exempt
E	26	President
E	27	Executive
E	31	Administrative

Click Match Code for Employee Subgroup field; choose the Employee Subgroup you want to view/print form the list that appears. Click Continue to select and return to the Print Compensation Review Statement Screen.

9. Once you have selected the desired selection criteria click execute .

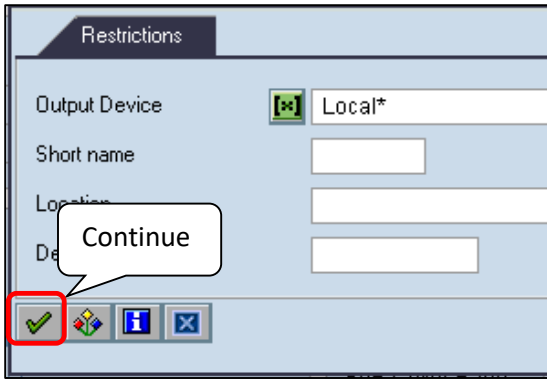
10. Click Match Code for Output Device.

Note: Select Print Immediately.

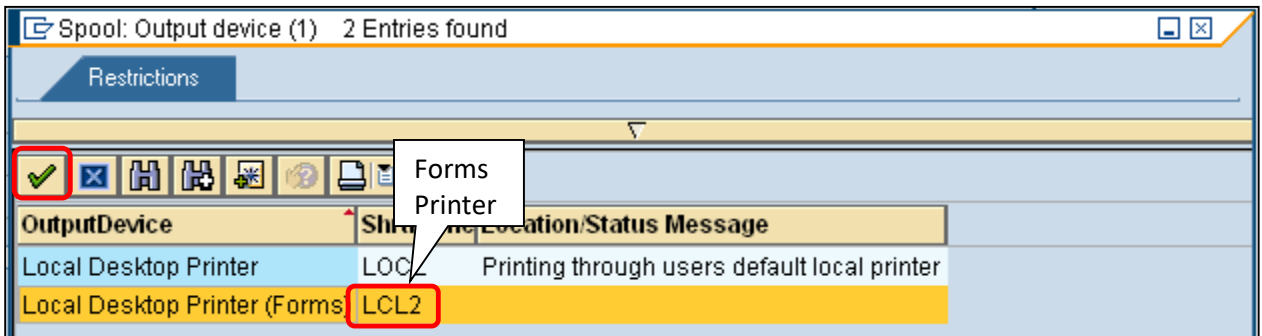
Match Code

11. Key in Local* in the Output Device screen

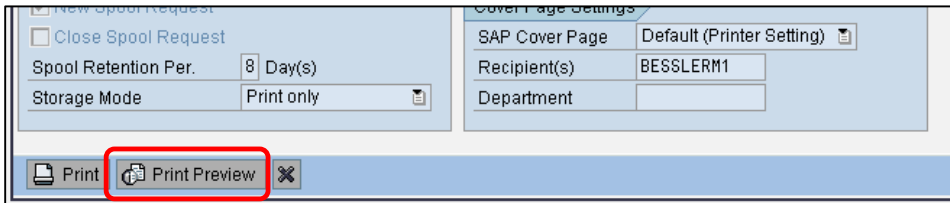
12. Click Continue



13. Select the printer for forms.
14. Click Continue.



15. Click Print Preview.



Header information for Salary Letter Notification:

16. Click the Print Icon  to print letter(s).

