Enterprise Compensation Management

NKU OFFICE OF Information Technology
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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.
7. Select All employees or individual employees for planning.
8. Click Plan.

Note: Use Filter On to search for, and select, individual employees.
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.
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.
17. Review the compensation planning summary.
18. Click Previous Step to return to the planning layout or click Send to submit.

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.
**Approvers**

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

1. Click Planning.

![Manager Self-Service](image)

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.

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

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.

![Image of SAP Easy Access screen with pecm_print_crs selected]

4. Click Get Variant, then click Execute.

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

![Image of Print Compensation Review Statement]

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

![Image of ABAP: Variant Directory of Program RHECM_PRINT_CRS]

**Variant Catalog for Program RHECM_PRINT_CRS**

<table>
<thead>
<tr>
<th>Variant name</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NKU_FAC_2018</td>
<td>NKU Faculty Letter 2018</td>
</tr>
<tr>
<td>NKU_FAC_2019</td>
<td>NKU Faculty Letter 2019</td>
</tr>
<tr>
<td>NKU_FAC_2020</td>
<td>NKU Faculty Letter 2020</td>
</tr>
<tr>
<td>NKU_STAFF_2018</td>
<td>NKU Staff Letter 2018</td>
</tr>
<tr>
<td>NKU_STAFF_2019</td>
<td>NKU Staff Letter 2019</td>
</tr>
<tr>
<td>NKU_STAFF_2020</td>
<td>NKU Staff Letter 2020</td>
</tr>
</tbody>
</table>
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](image)

**Selection Criteria**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td></td>
</tr>
<tr>
<td>Employment Status</td>
<td></td>
</tr>
<tr>
<td>Personnel area</td>
<td></td>
</tr>
<tr>
<td>Personnel subarea</td>
<td></td>
</tr>
<tr>
<td>Employee group</td>
<td>E</td>
</tr>
<tr>
<td>Employee subgroup</td>
<td></td>
</tr>
</tbody>
</table>

**Further selection**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Area</td>
<td></td>
</tr>
<tr>
<td>Comp. Category</td>
<td></td>
</tr>
<tr>
<td>Compensation Plan</td>
<td></td>
</tr>
<tr>
<td>Compensation Review</td>
<td>RV20</td>
</tr>
</tbody>
</table>
8. Additional selection criteria (See pages 14 - 15):

<table>
<thead>
<tr>
<th>Period</th>
<th>Reporting Period</th>
<th>Other Period</th>
<th>07/01/2019 - 08/31/2019</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>A</th>
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</thead>
<tbody>
<tr>
<td>Personnel Number</td>
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</tr>
<tr>
<td>Employment Status</td>
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</tr>
<tr>
<td>Personnel area</td>
<td></td>
</tr>
<tr>
<td>Personnel subarea</td>
<td>C</td>
</tr>
<tr>
<td>Employee group</td>
<td></td>
</tr>
<tr>
<td>Employee subgroup</td>
<td>D</td>
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<td>EV20</td>
</tr>
</tbody>
</table>
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:

![OrgStructure Diagram]

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:

![No employees selected]

**OR:**

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

![Multiple selection]

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

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

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.

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).