



# **Enterprise Compensation Management**

## **Salary Notification Letters for Faculty/Staff**



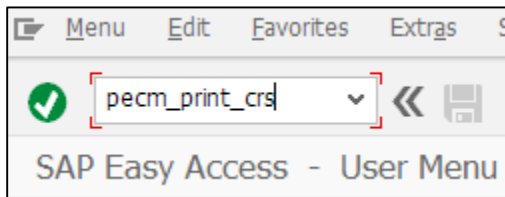
## Salary Notification Letters for Faculty and Staff

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.

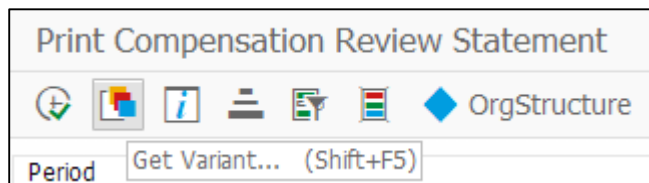
Employees with work schedules of less than twelve months, temporary employees, grant funded employees, and employees with split funding/combination funding are not included in the ECM process and a PAR would be required to continue these employees in to FY 2019-2020. Departments must also prepare manual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

ABAP: Variant Directory of Program RHECM\_PRINT\_CRS








Variant Catalog for Program RHECM\_PRINT\_CRS

Variant name	Short Description
NKU_FAC_2018	NKU Faculty Letter 2018
NKU_FAC_2019	NKU Faculty Letter 2019
NKU_FAC_2020	NKU Faculty Letter 2020
NKU_STAFF_2018	NKU Staff Letter 2018
NKU_STAFF_2019	NKU Staff Letter 2019
NKU_STAFF_2020	NKU Staff Letter 2020

✓ ✗



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







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**Period**

Reporting Period:     -





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**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"/>	







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**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

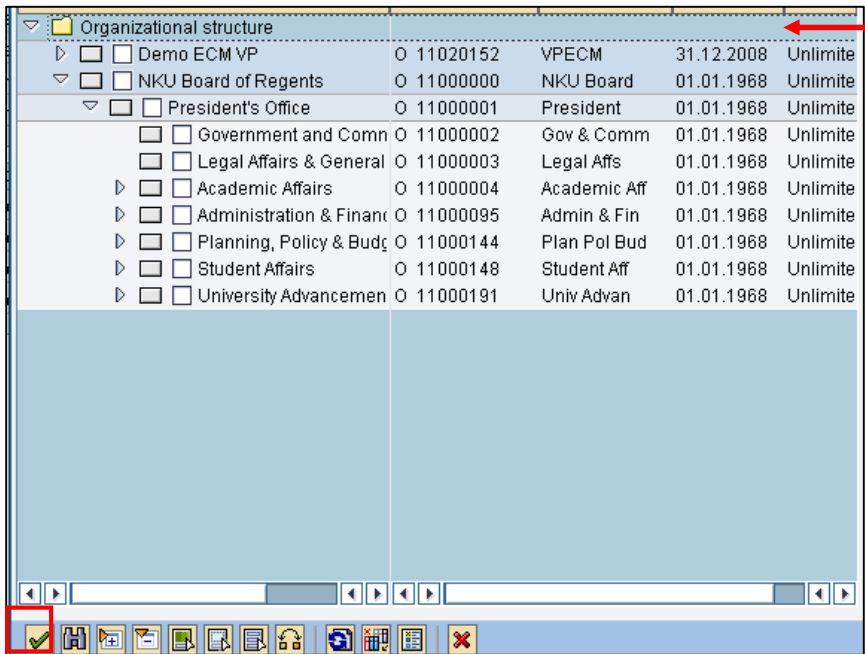
Selection Criteria

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

Further selection

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

- 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.

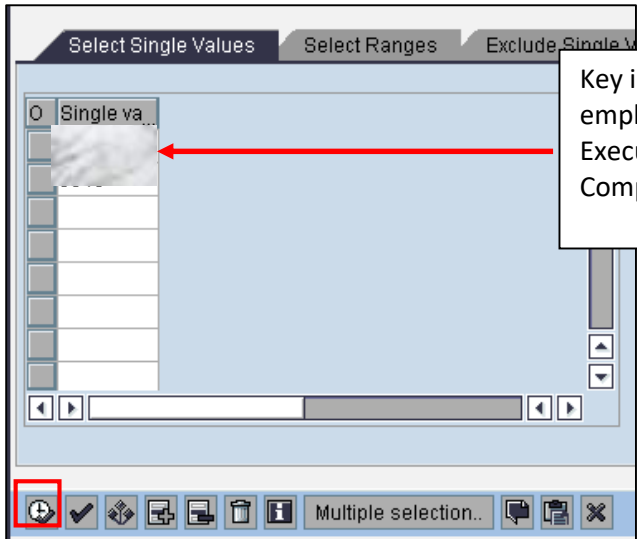
Personnel Number

**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

6 Entries found

Continue

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

Continue

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.

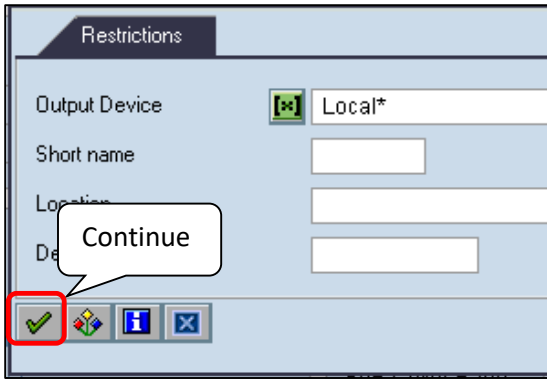
Match Code

Print

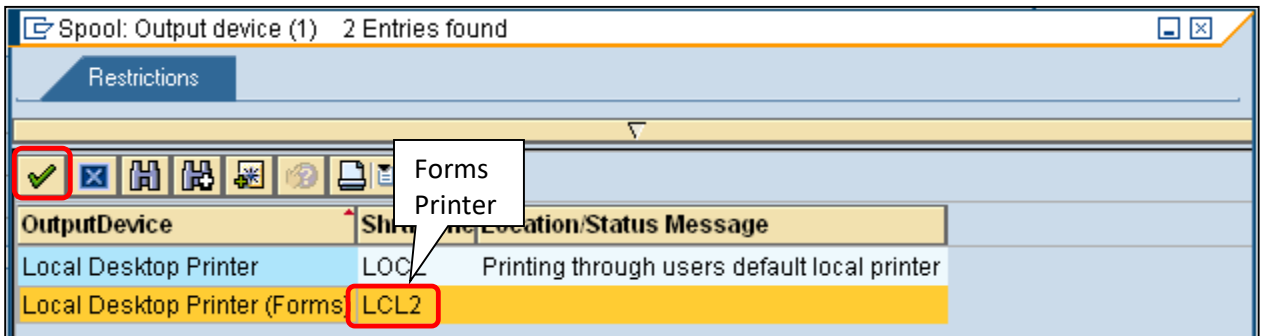
Output Device

11. Key in Local\* in the Output Device screen

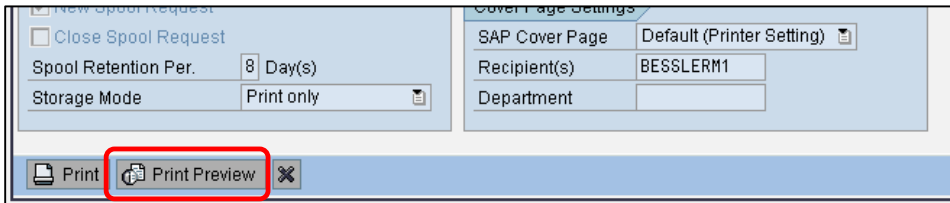
12. Click Continue



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).

