

Compensation Information

myNKU tab: Manager Self Service

Location(s):

Manager Self Service

Purpose: Compensation Information is available to Vice Presidents, Assistants, Deans, Chairs, Directors and AVPs. Information includes employee's title, employment start data, organizational unit, and salary information. Grade range information is available at <u>http://hr.nku.edu/toolkit/compensation.php</u>

Should you have any questions related to the pay grade range placement of a staff member and need any guidance in determining an appropriate increase, please contact Human Resources at x5200.

- 1. Log into myNKU
 - a. https://myNKU.nku.edu/irj/portal
- 2. Select the Manager Self Service tab.
- 3. Click Team.
- 4. Click Compensation Information.
 - a. A new window will open.





5. Select the Name of the employee.

a. Review the compensation information at the bottom of the screen.

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Jenny Norse 00011672	Jenny Norse (00011672						
Communication Data	Contract Data		Commu	nication Data				
Contract Text: 1.0 FTE E-Mail Address:	Contract Text:		1.0 FTE E-Mail Ad	dress:				
Start Date: 12/21/2010 Office:	Start Date:		12/21/2010 Office:					

6. Scroll down to the bottom of the screen for information on employee's current grade and salary and the salary of last two years.

Salary D	ata						
Pay Grade	Structure						
Pay Grade T	vpe: Classified						
Pay Grade A	vrea: NKU						
Pay Grade:	STAFF						
Pay Grade L	evel: 68						
-	Invent Data						
Empl	loyee Data						
Salar	y: 33,872.00						
Data from 4/2	25/11, All amounts are An	nually in USD					
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