Gather all the information you will need to enter into the form:

**PT Faculty:**
- Employee name
- Teaching session
- Payment reason
- Assignment start/end dates
- Total pay
- Total credit hours taught
- Override cost center/grant
- Instructor level
- Course description(s)

**Supplemental Pay:**
- Employee name
- Payment reason
- Assignment start/end dates
- Total pay
- Override cost center/grant

**Separation/Retirement:**
- Employee name
- Dept transferring to (if needed)
- Separation date
- Date of last day worked

If separating a faculty member, remove the person as instructor of record from all courses in current/future terms via the appropriate Event Planning process and end date any advising assignments **BEFORE** creating the Separation PAR.

Complete the appropriate PAR(s) and send them on to the next level of approval.

Monitor the PARs you create using the list that appears in the Employee-Related Process Overview area on the MSS tab. The following text indicates the degrees of progress through workflow approval:

<table>
<thead>
<tr>
<th>Step in Workflow</th>
<th>Process Status Column Text</th>
<th>Business Status Column Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved as Draft</td>
<td>Draft</td>
<td>Saved as Draft</td>
</tr>
<tr>
<td>Submitted to first level of approval</td>
<td>In Process</td>
<td>-blank-</td>
</tr>
<tr>
<td>Advanced for further approval</td>
<td>In Process</td>
<td>Approved</td>
</tr>
<tr>
<td>Completely processed by HR</td>
<td>Completed</td>
<td>Processed</td>
</tr>
<tr>
<td>Returned to initiator for editing</td>
<td>In Process</td>
<td>Sent Back to Author</td>
</tr>
<tr>
<td>Withdrawn from processing</td>
<td>Canceled</td>
<td>Canceled</td>
</tr>
<tr>
<td>Rejected by an approver</td>
<td>Completed</td>
<td>Rejected</td>
</tr>
</tbody>
</table>

If a PAR is returned to the initiator for correction, the initiator will receive an email at noon or the next morning indicating the task which awaits completion. The PAR can be retrieved via the **Universal Worklist** tab in myNKU, edited, sent on for approval and monitored as above. Messages regarding returned and rejected PARs will also appear on the Notifications tab of the Universal Worklist.

Check to be sure employees are paid appropriately by using the **Labor Distribution** BW report on or after the scheduled pay date. **Note:** If a separated employee receives terminal vacation pay, it may appear in the Labor Distribution report for the pay period after the employee’s departure.