

Personnel Action Request (PAR) Entry Checklist

_____ 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:

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Withdrawn from processing	Canceled	Canceled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

_____ 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.*