Personnel Action Requests
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Training Objectives

- Clarify the integration of the data being collected via the PAR forms and the impact on reporting.
- Access Manager Self-Service tab of myNKU to view employee information.
- Clarify a Personnel Action Request (PAR) and the various PAR forms that are used at the University.
- Provide a checklist and timeline for PAR processing
- Enter the supplemental pay form via myNKU portal.
- Enter the part time faculty form via myNKU portal.
- Enter the separation / retirement form via myNKU portal.
- Run the HR PAR Listing report within SAP GUI.

Note: Information regarding Personnel Action Requests (PARs) and much of the information contained within this document can be found on the Human Resources Web site: http://hr.nku.edu/toolkit/index.php. myNKU training documentation and support can be found on the myNKU Help and Reference Web site: http://it.nku.edu/mynku/help.php.

Data Integration

The primary reason for using an ERP is data integration. Real time data permits managers to make decisions quicker with current and easily accessible data. Data is input once and immediately shared by all secure users.

The data input from the personnel action request (PAR) forms is used not only for reporting purposes but also by financial processes such as payroll. Personnel encumbrances or commitments are calculated from the data collected within the PAR.

If a part time faculty member teaches (and is paid) by multiple departments, a part time PAR (and corresponding employee ID) needs to be generated for each so that the correct ID can be used for course scheduling (event planning) purposes.

Supplemental payments are applicable only to non-instructional activities. Be sure to complete a part-time faculty PAR for all instructional activities to accurately update data on reporting.
Manager Self-Service (MSS)

The Manager Self-Service (MSS) component of myNKU provides employees who perform management tasks with a quick overview of all the data relevant for their area of responsibility allowing them to make decisions quickly and effectively. Tasks related to planning can be executed directly using this component.

Automated HR processes save many resources including time and paper, which translate to efficiency and cost reduction.

The Human Capital Management (HCM) Processes and Forms tasks available through the MSS tab should be used to create a new supplemental payment PAR, part-time faculty PAR for one or more pay periods, and a separation PAR.

MSS Navigation

Two navigation routes exist within MSS. The manager can choose Team to view employee data including compensation information and general information. The Planning navigation link is available for enterprise compensation management and is used to enter base salaries and merit increases. Planning is available for managers during the time of year when the compensation is planned and approved.

Note: Workshops involving the Planning link of MSS occur in the spring at NKU. Managers will receive an invite to Enterprise Compensation Management (ECM) training at that time.

By clicking Team, the manager can view employee compensation information and general information.

Note: Only managers with approver authorization will have the Compensation Information link.
Team Compensation Information

Compensation Information will include employee data such as wage type, pay grade, salary, etc. Managers can use this link for quick access to employee data.

1. A new window will open when you click on Compensation Information.
2. Click the drop-down button for Employee Selection to view a group of organization views. The default selection is “Directly Subordinate Employees.”

Note: Be sure to “enable” pop-ups for your browser.
Team General Information

General Information will include employee data such as start date, office location, phone, absence days, etc. Managers can use this link for quick access to shared data.

1. A new window will open when you click on General Information.

2. Click the drop-down button for Employee Selection to view a group of organization views. The default selection is “Directly Subordinate Employees.”

Note: Be sure to “enable” pop-ups for your browser.
3. Click Employee Name.

**Note:** Click Refresh to refresh the data.

### Employee Search

#### Display Options
- General Info View: Directly Subordinate Employees
- Organizational Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Personnel Number</th>
<th>Position</th>
<th>Organizational Unit</th>
<th>Personnel Area</th>
<th>Person Subarea</th>
<th>Employee Group</th>
<th>Employee Subgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Jones</td>
<td>0000001234</td>
<td>Part-time Faculty</td>
<td>Kinesiology and Health</td>
<td>Main Campus</td>
<td>Highland Heights</td>
<td>Faculty</td>
<td>PT Ex - Sem</td>
</tr>
<tr>
<td>Part-time Faculty</td>
<td>Kinesiology and Health</td>
<td>Main Campus</td>
<td>Highland Heights</td>
<td>Faculty</td>
<td>PT Ex - Sem</td>
<td></td>
<td></td>
</tr>
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<td>Kinesiology and Health</td>
<td>Main Campus</td>
<td>Highland Heights</td>
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<td></td>
<td></td>
</tr>
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<td>Highland Heights</td>
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<td>Highland Heights</td>
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<td></td>
<td></td>
</tr>
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<td>Part-time Faculty</td>
<td>Kinesiology and Health</td>
<td>Main Campus</td>
<td>Highland Heights</td>
<td>Faculty</td>
<td>PT Ex - Sem</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Scroll down to view general employee information at the bottom of the screen.
   a. Cost Override
   b. Contract Elements
   c. General Data
   d. Related Activities
      i. Change Office and Communication Data
      ii. Addresses
   e. Absence Days

**Expand or Collapse tray**
Personnel Action Requests (PARs)

Personnel Action Request (PAR) forms allow the university to keep current up-to-date records on all employees. This form provides an effective way to put employees on the payroll. Paychecks cannot be issued until the appropriate PAR sections have been completed and the request has been approved.

Forms are completed for such tasks as new and returning employees, status changes, salary changes, and for terminations and leave of absences. For new and returning employees the PAR must be submitted to Human Resources prior to the first day of work.

<table>
<thead>
<tr>
<th>Form</th>
<th>Paper or MSS tab</th>
<th>Submission deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire / Status Change / Continuation</td>
<td>Paper</td>
<td>Submitted prior to the first day of work</td>
</tr>
<tr>
<td>Leave of Absence (LOA) Requests</td>
<td>Paper</td>
<td>N/A</td>
</tr>
<tr>
<td>Leave of Absence Information Release Form</td>
<td>Paper</td>
<td>N/A</td>
</tr>
<tr>
<td>Leave of Absence PAR</td>
<td>Paper</td>
<td>N/A</td>
</tr>
<tr>
<td>Supplemental Payment Request</td>
<td>MSS tab</td>
<td>JAN – NOV by the 15th of the month. DEC by the 10th of the month</td>
</tr>
<tr>
<td>Part-time Faculty</td>
<td>MSS tab</td>
<td>JAN – NOV by the 15th of the month. DEC by the 10th of the month</td>
</tr>
<tr>
<td>Separation</td>
<td>MSS tab</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

Form initiators may only create online PARs for active monthly paid employees or for authorized student stipends that have an assignment or occupy a position within their organizational structure. Newly hired part-time faculty must be processed via a paper process at this point, with a Faculty Credential Form being attached to the paperwork. Bi-weekly, non-exempt staff members are paid hourly and therefore are not eligible to be paid via the online form.

To process a supplemental payment for an employee in another department or for a grant-funded payment, email the PAR forms initiator or manager in the employee’s home department with the details of the payment to be processed. The home department must complete the PAR for this payment, entering a cost override to change the department requesting the payment.

All staff supplemental payments must be in accordance with the policy outlined in section E12 of the NKU Staff Policy and Procedure Manual.

The deadline for PARs to be received by Human Resources is the 15th of the month in which payment should begin, except for December. Due to the early payday, December’s deadline is the 10th.
**New Faculty / Staff Checklist and Process Flow**

1. Appointment form or PAR is completed with all necessary signatures and routed to the dean’s office, and then forwarded to the Provost or Human Resources as appropriate.

2. The faculty member fills out the Faculty Candidate Application (background check form) and sends it to Human Resources. HR will then contact the faculty member with instructions for the background check.

3. The new faculty member must complete the New Hire Packet including the I-9 form, direct deposit form, tax forms, etc. All of these forms should be taken to Human Resources by the employee, with appropriate forms of identification for verification of the I-9 form.

4. After the background check has been approved, HR can enter the new faculty member into the myNKU HCM system which results in the following:
   - Creation of NKU user name
   - Activation of NKU e-mail address
   - Creation of ERP account
   - Appearance in the NKU Find-IT Directory
   - Eligibility to obtain an NKU All Card
   - After the new hire packet is completed, the employee can be fully entered and paid.
   - Employee Self-Service (ESS) is assigned automatically once the individual is hired in the SAP HR system; access will begin for new employees as of their hire date.
   - The department can request additional tabs within myNKU for the faculty member.

**Current NKU Faculty (considered an existing employee if paid by NKU within the last 12 months)**

Appointment form or electronic PAR completed and processed by HR will give the Registrar’s Office and departments the ability to assign classes being taught within SLCM and Blackboard.

It is critical for the academic departments to process appointment forms (full-time) and PARs (part-time) for returning faculty as soon as possible.

Although current PAR deadlines still apply, there are new integration points that must be considered with Student Life Cycle Management (SLCM).

A faculty member cannot be assigned in SLCM as the instructor of a class without a completed PAR or appointment form that has been processed in the myNKU HCM system by HR.

Employee Self-Service (ESS) is assigned automatically once the individual is hired in the SAP HR system; access will begin for new employees as of their hire date.

Specific myNKU security must be requested for the individual through the Infra system. Choose SAP and submit separate IT service requests for SLCM, HR and FI (http://it.nku.edu/itsc).
If the faculty member is a graduate teaching assistant, they must be set up through Graduate Programs and the paperwork is processed through the Office of Student Financial Assistance.

If the faculty member is a graduate student (NKU or otherwise), they are processed through HR and will be treated as any other part-time faculty member, unless they have other student positions on campus.

If this employee is replacing another employee who has separated or transferred to another position, process a service request to end the security for the previous employee.
**Workflow**

Personnel Action Requests (PARs) can be approved electronically via Universal Worklist (UWL) tab in myNKU. The PAR can be approved, rejected, or sent back to author by the responsible party. Workflow is controlled by the organizational structure within the HCM module of myNKU.

Initiators will enter the PARs electronically through MSS and approvals will be processed electronically through the Universal Worklist tab within myNKU. Approvals for supplemental PARs will occur at each level up to the Divisional Vice President. Approvals for part time faculty PARs are completed by the Department Chair and the College Dean. Online PARs with either a Cost Center or Grant override will route electronically to the Fund Center Manager or Grant Principal Investigator for 1st level approval. Then, the PAR will route electronically via the organizational reporting structure.

All PARs with a cost center or grant override are reviewed and approved by the Office of the Comptroller, including the online forms.

Online PARs with a cost center, internal order or grant override **NO LONGER** require a printed copy of the PAR signed by the grant PI to be sent to Grant Accounting.

<table>
<thead>
<tr>
<th>Supplemental pay</th>
<th>Part-time faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-academic</strong></td>
<td></td>
</tr>
<tr>
<td>• Initiator creates PAR</td>
<td></td>
</tr>
<tr>
<td>o If cost center or grant override, responsible person or grant PI</td>
<td></td>
</tr>
<tr>
<td>o Chief of employee’s org. unit</td>
<td></td>
</tr>
<tr>
<td>o Chief of superior org. unit</td>
<td></td>
</tr>
<tr>
<td>o Divisional VP</td>
<td></td>
</tr>
<tr>
<td>o If override, Office of Comptroller</td>
<td></td>
</tr>
<tr>
<td>o HR</td>
<td></td>
</tr>
<tr>
<td><strong>Academic</strong></td>
<td><strong>Academic</strong></td>
</tr>
<tr>
<td>• Initiator creates PAR</td>
<td></td>
</tr>
<tr>
<td>o If cost center or grant override, responsible person or grant PI</td>
<td></td>
</tr>
<tr>
<td>o Chair</td>
<td></td>
</tr>
<tr>
<td>o Dean</td>
<td></td>
</tr>
<tr>
<td>o Provost</td>
<td></td>
</tr>
<tr>
<td>o If override, Office of Comptroller</td>
<td></td>
</tr>
<tr>
<td>o HR</td>
<td></td>
</tr>
</tbody>
</table>

Online PARs with a cost center, internal order or grant override **NO LONGER** require a printed copy of the PAR signed by the grant PI to be sent to Grant Accounting.
Manager Self-Service – Process PAR

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select the Manager Self-Service tab.
3. Click Team
4. Click the Start Process for Employee link.
   a. Note: A new window or tab will open, depending on your browser settings.

Employee Selection

Select the Name of the employee for Directly Subordinate Employees or click the drop-down for Employee Selection for employees subordinate to your organization structure.
**Directly Subordinate Employees**

1. Select the Name of the employee for Directly Subordinate Employees.
   a. **Notes**: The entire line will turn gold in color. For staff who teach, be sure to choose the part-time faculty assignment.

2. Click Select Process.

**Employees from Organizational Structure**

1. Click Employees from Organizational Structure.
2. Select the appropriate organization unit for the employee(s).

3. Search for the employee by scrolling through the list, or click the column header to search by Name, Personnel Number, etc.

   **Note:** Wildcard searches (i.e., *Nor*) can be used for User-Defined Filter.
Name Filter Example:

- A filter icon will display as a reminder that a filter is in place.

  ![Filter Example Image]

  - To remove the filter, click the column header and select All.

4. Select the employee.
   a. **Notes:** The entire line will turn gold in color. For staff who teach, be sure to choose the part-time faculty assignment.

5. Click Select Process.
Select Process

1. Select the process name.
   a. Notes: Only the processes available for the selected employee will be listed. Choose the appropriate type of PAR. The selected process will turn gold in color.

2. Click Edit.
Create New Supplemental Pay

To process a supplemental pay PAR, follow the steps for Employee Selection and Select Process. Continue with the steps below.

Scroll down the form to complete all required information.

Attachments

1. Click Add Attachment
2. Select the Attachment Type
3. Browse for the saved file
4. Click Upload
5. The attachment type will become a hyperlink that you can click and display the attachment.

   Attachments
   - General Attachments
   - Grant Time Support
   - Staff - Adjusted Work Schedule/Supervisor approval

   Add Attachment  Delete Attachments

6. To delete the attachment, select the attachment type
7. Click Delete Attachments

   Attachments
   - General Attachments
   - Grant Time Support
   - Staff - Adjusted Work Schedule/Supervisor approval

   Add Attachment  Delete Attachments

The “New” button will preselect. The Change button is **only used** when the supplemental pay request was approved by human resources.

---

**Employee**

- **Nathan Norse (00003083)**
- **OrgUnit**: Kinesiology and Health (11000047)
- **Position**: Faculty (30000380)
- **Payroll Area**: NKU Monthly (M1)
- **EmpGrp**: Faculty (A)
- **EmpSubGrp**: FT Ex Tnt—AY 10/10 (A4)

**Operation**

- New
- Change

---

**PersArea**

- Main Campus (1000)

**PersSubArea**

- Highland Hights (1001)

**CostCenter**

- Kinesiology & Health (1237020001)

**Fund**

- Unrestricted Curr Fund (01110000100)

**Bus.Area**

- Northern Kentucky University (100)

**Grant**

- (NOT RELEVANT)
1. Enter the required fields:
   a. Payment Reason
   b. Assignment Start
   c. Assignment End Date
   d. Total Payment

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Reason</td>
<td>Summer Camps</td>
</tr>
<tr>
<td>Assignment Start</td>
<td>Jun 17, 2013</td>
</tr>
<tr>
<td>Assignment End Date</td>
<td>Jun 28, 2013</td>
</tr>
<tr>
<td>Total Payment</td>
<td>500.00</td>
</tr>
<tr>
<td>Pay Period Amount</td>
<td>USD</td>
</tr>
<tr>
<td>Estimated Hours</td>
<td>(Numeric field only)</td>
</tr>
</tbody>
</table>

2. If an alternative cost assignment is required, enter the fields as necessary:
   a. Override Cost Center
   b. Order
   c. Grant

   **Note:** The supplemental pay form will display the organizational unit for the employee along with the cost center or grant information for their assignment in your organizational structure. If you are processing the supplemental PAR to be charged to a different cost center, grant, or internal order, enter the override information on the form.

3. Enter a detailed description of the work performed

   **Description of work performed**
   Summer camp for 6th through 8th graders on forensic science
4. Select either Normal or High priority.
5. Click Update Display.

![Update Display button](image)

6. The Pay Period Amount will calculate after clicking Update Display.

<table>
<thead>
<tr>
<th>Payment Reason</th>
<th>Summer Camps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Start</td>
<td>Jun 17, 2013</td>
</tr>
<tr>
<td>Assignment End Date</td>
<td>Jun 28, 2013</td>
</tr>
<tr>
<td>Total Payment</td>
<td>500.00</td>
</tr>
<tr>
<td>Pay Period Amount</td>
<td>500.00 USD</td>
</tr>
<tr>
<td>Estimated Hours</td>
<td>(Numeric field only)</td>
</tr>
</tbody>
</table>

7. Enter New comments for approvers or human resources to view.

**New Comments**

*Comments directed to the approver(s) or human resources are entered into this area.*

8. Click either:
   
a. Save Draft to save this form without sending for approval.
   i. A confirmation will appear at the top of the screen.
      1. “Provisional version generated upon leaving application”

b. Previous Step to return to the prior step on the roadmap.

c. Check and Send to review the details of the form and submit for approval.
   i. A confirmation will appear at the top of the screen.
      1. “Data sent”

*Save Draft*  
*Previous Step*  
*Check and Send*
Change Supplemental Pay

To process a change to a supplemental pay personnel action request (PAR) that has already been completely approved and processed through HR, follow the steps for Employee Selection and Select Process. Continue with the steps below. Remember that a change can only be made within the current fiscal year.

1. Click Change.
2. Click the drop-down for RecordToBeChanged.
   a. Select the previously entered PAR to be changed.
3. Make the necessary changes and click Check and Send button to submit the form for approval as previously described.
**Create Part-time Faculty PAR**

To process a part time faculty PAR, follow the steps for Employee Selection and Select Process. Continue with the steps below.

Scroll down the form to complete all required information.

**Attachments**

1. Click Add Attachment
   - Attachments
     - General Attachments
     - Grant Time Support
   - Add Attachment

2. Select the Attachment Type
   3. Browse for the saved file
   4. Click Upload

**Request for Part-Time Faculty Pay**

Reference Number

Purpose of Form

Use this form to create a new payment for one or more pay periods for Part-Time Faculty Pay per semester. Full-Time Faculty (overload), summer or winter session and University 101 pay. This form can be used to change a payment listed above that has already been processed. All faculty payments need to follow the conditions of employment as covered in the Part-Time Faculty Handbook. Employment is pending adequate enrollment. Form initiators may only create payments for employees within their organizational structure.
5. The attachment type will become a hyperlink that you can click and display the attachment

6. To delete the attachment, select the attachment type
7. Click Delete Attachments

The “New” button will preselect. The Change button is only used when the part-time faculty pay request was approved by human resources.
MSS - Personnel Action Requests

1. Enter the required fields:
   a. Payment Reason
   b. Assignment Start
   c. Assignment EndDate
   d. Total Payment
   e. Credit Hours

   ![New Section]
   - **Session**: 2013 2012-2013 20130114 20130614 Spring
   - **Payment Reason**: Faculty Overload
   - **Assignment Start**: Jan 14, 2013
   - **Assignment EndDate**: May 14, 2013
   - **Total Payment**: 1,800.00 USD
   - **Credit Hours**: 3.00 (Numeric field only)

2. If an alternative cost assignment is required, enter the fields as necessary:
   a. Override CostCenter
   b. Order
   c. Grant

   ![Override CostCenter]
   - **Override CostCenter**: 213010001
   - **Order**: 
   - **Grant**: 
   - **Fund**: 

3. Select the Faculty/Inst. Level
4. Enter the Course Description / Scheduled Class Times / Special Request.
5. Select either Normal or High priority.
6. Click Update Display.

   ![Faculty/Instr.Level]
   - **Faculty/Instr.Level**: Instructor Level I
   - **Course Description / Scheduled Class Times / Special Request**: UNV 101 / MWF 11:00 - 11:50 a.m. / Additional class

   ![Priority]
   - **Priority**: Normal
7. The Pay Period Amount will calculate after clicking Update Display.

<table>
<thead>
<tr>
<th>Session</th>
<th>2013 2012-2013 20130114 20130514 Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Reason</td>
<td>Faculty Overload</td>
</tr>
<tr>
<td>Assignment Start</td>
<td>Jan 14, 2013</td>
</tr>
<tr>
<td>Assignment Enddate</td>
<td>May 14, 2013</td>
</tr>
<tr>
<td>Total Payment</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Pay Period Amount</td>
<td>360.00 USD (Numeric field only)</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>3.00</td>
</tr>
</tbody>
</table>

8. Enter New comments for approvers or the Provost to view.

**New Comments**

Enter any comments in this area for the approver(s) or the Office of the Provost.

9. Click either:
   a. Save Draft to save this form without sending for approval.
      i. A confirmation will appear at the top of the screen.
         1. “Provisional version generated upon leaving application”
   b. Previous Step to return to the prior step on the roadmap.
   c. Check and Send to review the details of the form and send for approval.
      i. A confirmation will appear at the top of the screen.
         1. “Data sent”
Create Separation / Retirement

To process a separation / retirement PAR, follow the steps for Employee Selection and Select Process. Continue with the steps below.

Scroll down the form to complete all required information.

Start Processes

1. Click Add Attachment
2. Select the Attachment Type
3. Browse for the saved file
4. Click Upload

Attachments
5. The attachment type will become a hyperlink that you can click and display the attachment.

6. To delete the attachment, select the attachment type.
7. Click Delete Attachments.

**Department Transfer**

1. Enter the Department:
**Separation**

1. Select Reason.
2. Enter Separation Date.
3. Enter Last Day at Work.
   a. Last day must be **before** separation date.

<table>
<thead>
<tr>
<th>Action Type</th>
<th>Separation ✔️</th>
<th>Retirement 🗠️</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Voluntary</td>
<td>Involuntary</td>
</tr>
</tbody>
</table>

- **Separation Date**: Jan 21, 2013
- **Last Day at Work**: Jan 18, 2013

**Retirement**

1. Enter Last Day at Work.
   a. Last day must be **before** separation date.

<table>
<thead>
<tr>
<th>Action Type</th>
<th>Separation ✔️</th>
<th>Retirement 🗠️</th>
</tr>
</thead>
</table>

- **Separation Date**: Jan 21, 2013
- **Last Day at Work**: Jan 18, 2013

3. Select either Normal or High priority.
4. Click Update Display.

**Is this person transferring to another NKU dept?**

- Yes
- No

5. Enter New comments for approvers or the Provost to view.

Note: Vacation Payout eligibility for Faculty/Staff member who is separating will be indicated by Human Resources. Vacation payout for Faculty is determined by the Office of the Provost.

- HR use only where vacation eligible (for pay)
Working with Drafts

PAR documents saved as draft will appear in the Universal Worklist tab and Tasks subtab. The documents can be completed and submitted for approval.

1. Select the Universal Worklist tab.
2. Select the Tasks subtab.

![Universal Worklist Tab Image]

- **Manager Self-Service**
- **Universal Worklist**
- **SAF GUI for ERQ**
- **Employee Self-Service**

**Show:**

- **New and In Progress Tasks (2 / 2)**
- **Select a Subview...**
- **All**

**Subject**

- Draft: Nellie Norse, NKU PartTime Faculty Pay - Change Request
- Draft: Nellie Norse, NKU Supplemental Payment - Change Request
3. Select the Draft PAR by clicking the underlined Subject.
   a. The PAR form will open.

4. Complete the details of the PAR.
5. Click either:
   a. Save Draft to save this form without sending for approval.
      i. A confirmation will appear at the top of the screen.
         1. “Provisional version generated upon leaving application”
   b. Delete Draft to delete the draft PAR form.
      i. A confirmation will appear at the top of the screen.
         1. “Draft was deleted”
   c. Check and Send to review the details of the form and send for approval.
      i. A confirmation will appear at the top of the screen.
         1. “Data sent”

**Approve PARs in Universal Worklist**

You can review PAR(s) via the Universal Worklist tab and Tasks subtab.

1. Select the Universal Worklist tab.
2. Select the Tasks subtab.
3. Select the HRAS Subview for additional columns to be reflected for HR tasks only

- The following columns were added to the HR view to help PAR approvers prioritize HR tasks
  - Start Date – for Supplemental and Part-time faculty PARs
  - Effective Date – for separations or retirements
  - Pay Description
  - Payroll Area – monthly or biweekly
  - Transfer Indicator – for separations that are department transfers

4. Select the Draft PAR by clicking the underlined Subject.
   a. The Approve Request PAR form will open.

5. Review the details of the PAR.

6. Click either:
   a. Save Draft to save this request without approving.
      i. A confirmation will appear at the top of the screen.
         1. “Data was saved in a provisional version”
   b. Back to Author to send the PAR back to the initiator for correction. Be sure to enter New Comments for the initiator to review (see below).
      i. A confirmation will appear at the top of the screen.
         1. “Request was returned to author”
   c. Approve to submit the PAR for further approval/processing.
      i. A confirmation will appear at the top of the screen.
         1. “Request approved”
   d. Reject to deny the PAR. Be sure to enter New Comments review (see below).
      i. A confirmation will appear at the top of the screen.
         1. “Request rejected”

   ![Image of PAR form]

**Note:** New Comments should always be entered for Sending Back to Author and Rejections.
Back to Author

An approver can send a PAR back to the initiator for correction via Universal Worklist. As the initiator, you can correct and re-submit a PAR via the Universal Worklist tab and Tasks subtab.

1. Select the Universal Worklist tab.
2. Select the Tasks subtab.
3. Select the PAR to correct (displays as Edit) by clicking the underlined Subject.
   a. The PAR form will open.

4. Review the comments from the Approver.
5. Make the correction.
6. Click either:
   a. Save Draft to save this request without approving.
      i. A confirmation will appear at the top of the screen.
      1. “Data was saved in a provisional version”
   b. Withdraw Process to withdraw the PAR.
      i. Confirm the withdrawal.
      1. “Process was withdrawn”
   c. Check and Send to re-submit for approval.
      i. A confirmation will appear at the top of the screen.
**Employee-Related Process Overview**

This area of MSS can be used to view PAR details, withdraw a process, and print a copy of the PAR form.

1. Select the Process Name.
2. Click Details.

3. Click either:
   a. Withdraw Process to withdraw the PAR.
   b. Change Request link to print a copy of the PAR.
**Search Employee Processes**

Search Employee Processes is designed to provide a list of PARs that have been entered into myNKU.

1. Select the Manager Self-Service tab.
2. Click the Search Employee Processes link.
   a. **Note:** A new window or tab will open, depending on your browser settings.

3. Select or enter the appropriate criteria in the Process, Process Status, Affected Employee, or Started By field(s)
4. Click Start
HR PAR Listing report

The HR PAR Listing report is designed to provide a status list of PARs that have been entered into myNKU. The transaction code, ZHPA_PARS is used to execute the report within SAP GUI.

6. Access transaction code, ZHPA_PARS.
7. Click Enter.

<table>
<thead>
<tr>
<th>If You Want To</th>
<th>Then</th>
<th>Go To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Execute the default</td>
<td>Click</td>
<td>Page 51</td>
</tr>
<tr>
<td>Modify the Process</td>
<td>Click multiple selection.</td>
<td>Page 48</td>
</tr>
<tr>
<td>Modify the Status</td>
<td>Click multiple selection.</td>
<td>Page 49</td>
</tr>
</tbody>
</table>
Modify Process

1. Click Get Variant.

2. Select the Variant name.
3. Click Choose.

**Modify Status**

1. Click the multiple selection button to view additional status types.

2. Select the Select Single Values (1) tab.
3. Click match code.
4. Select as many Process Status values as desired.
5. Click Execute.


**Execute report**

1. Click Execute.
2. The selected data will display.

Note: For the purpose of this training document, Personnel Number has been hidden.

3. Sort or filter the report by right-clicking on a column heading.
4. Select either Sort in Ascending Order or Sort in Descending order.
5. The formatted results will display.

**Note:** For the purpose of this training document, the Personnel Number column has been hidden.

### Export to Excel

1. Click Export
2. Click Local File
3. Select Spreadsheet
4. Click Continue
5. Click Directory Match Code button

6. Select Save in location via drop-down list or left-hand navigation buttons.
7. Enter File name
8. Click Save.

9. Click Generate

10. A confirmation will appear at the bottom of the screen.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Explanation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>Building contract info that will be shown in Directory/Find-IT. Can be updated later via Employee Self-Service (ESS) or Manager Self-Service (MSS).</td>
<td>Student Union (SU), Steely Library (SL)</td>
</tr>
<tr>
<td>Campus</td>
<td>Campus work location</td>
<td>Highland Heights, Grant County, or METs Center</td>
</tr>
<tr>
<td>Campus Phone</td>
<td>Campus phone info that will be shown in Directory/Find-IT. Can be updated later via Employee Self-Service (ESS) or Manager Self-Service (MSS).</td>
<td>859-572-1111</td>
</tr>
<tr>
<td>Cost Center/Funds Center</td>
<td>An organizational unit within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. Cost Center numbers are 9 digits.</td>
<td>AARC - 243010001 Baseball - 272040010</td>
</tr>
<tr>
<td>Employee ID</td>
<td>If current employee, the ID is established and can be found within MSS. If requesting additional assignment, an additional ID number will be assigned.</td>
<td>12345, 2222</td>
</tr>
<tr>
<td>First Name</td>
<td>Legal First Name</td>
<td>Jane</td>
</tr>
<tr>
<td>Grant</td>
<td>Legal instrument used to establish a funding relationship in order to carry out a public purpose in which the sponsor does not expect to be substantially involved. A grant usually contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding. Grant numbers are 7 digits and begin with 4000.</td>
<td>4000542 - Northern Kentucky Mathematics Specialist Project</td>
</tr>
<tr>
<td>Internal Order/Funded Program</td>
<td>Similar to a cost center, an internal order is used to record and monitor costs and, in some cases, revenues. A guiding principle is that internal orders should be set up for programs that are short-term or finite in nature. The University will setup internal orders for all capital construction projects and university internal awards. Internal orders are 12 digits and begin with a 2; funded programs are 11 digits and begin with a 7.</td>
<td>71000000302 - Student Union Bldg. Construction 280600000038 - Leadership Summit for High School Students</td>
</tr>
<tr>
<td>Last Name</td>
<td>Legal Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Last 4 SSN</td>
<td>Last 4-digits of Social Security Number needed to distinguish from others with the same name when Employee ID is not yet available. Will</td>
<td>9999</td>
</tr>
</tbody>
</table>
MSS - Personnel Action Requests

<table>
<thead>
<tr>
<th>Middle Name</th>
<th>Middle Name or Initial, if known</th>
<th>A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Type</td>
<td>Position’s type of relationship with the University</td>
<td>Faculty, Staff, Student, or Other</td>
</tr>
<tr>
<td>Position Status</td>
<td>Position’s status/funding</td>
<td>Regular, Grant, Contract, or Temporary</td>
</tr>
<tr>
<td>Position Number</td>
<td>Number corresponding to the position held by an employee. Refer to the information on the Labor Distribution report in Business Warehouse for the prior employee vacating position. For numbers of newly created positions, contact the Compensation/Classification Manager in HR. Position numbers are 8 digits and begin with a 3.</td>
<td>30018001</td>
</tr>
<tr>
<td>Position Title</td>
<td>Position titles are established according to the official HR-approved Job Analysis Questionnaire (JAQ) on file and may also be found on the Labor Distribution report for replacement positions. Departments may use working title within their areas.</td>
<td>Director, Coordinator</td>
</tr>
<tr>
<td>Room Number</td>
<td>Room number contact info that will be shown in Directory/Find-IT. Can be updated later via Employee Self-Service (ESS) or Manager Self-Service (MSS).</td>
<td>235, 110</td>
</tr>
<tr>
<td>Supervisor</td>
<td>The managing supervisor of the employee which is needed to determine workflow for PARs and travel reimbursement requests</td>
<td>Jane Doe, John Doe</td>
</tr>
</tbody>
</table>