



Personnel Action Requests



NORTHERN KENTUCKY UNIVERSITY

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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.

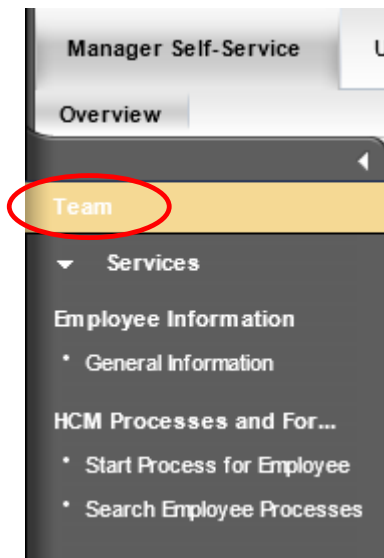
MSS Navigation

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.

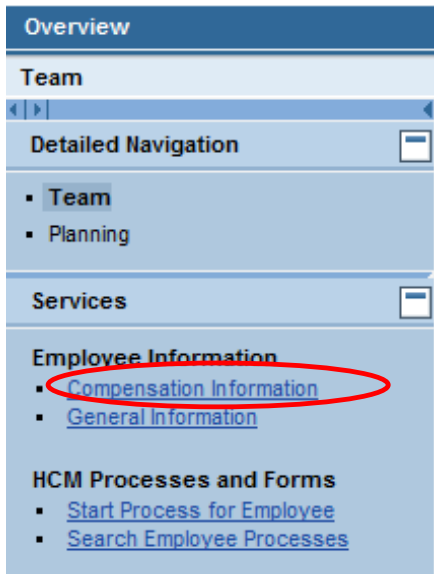
By clicking Team, the manager can view employee compensation information and general information.

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



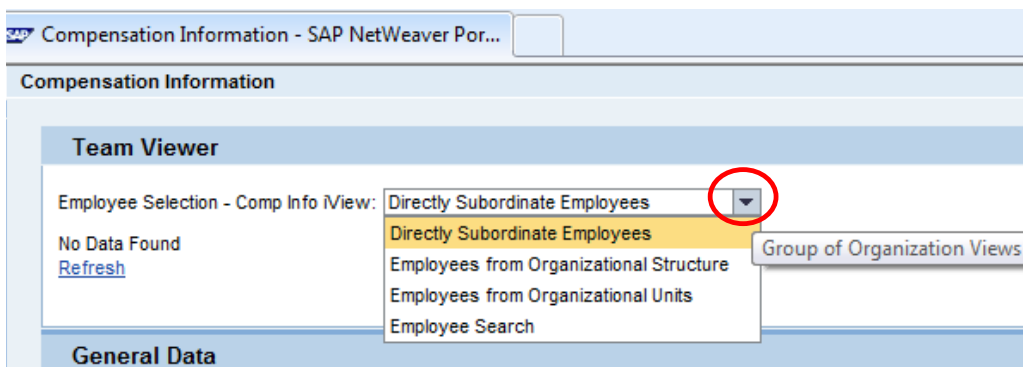
Team Compensation Information

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."

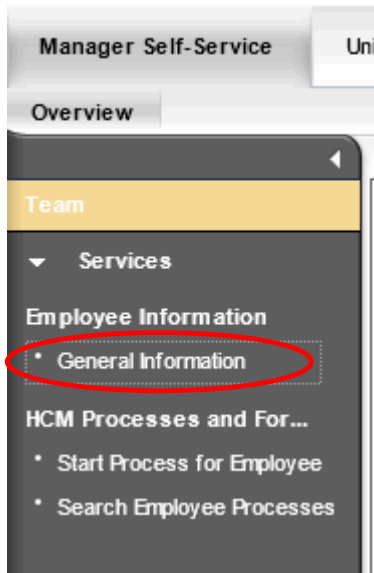
Note: Be sure to "enable" pop-ups for your browser.



Team General Information

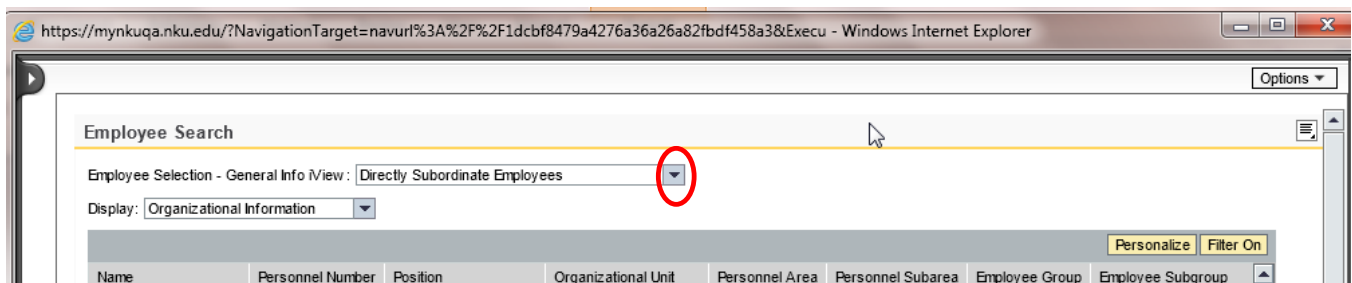
General Information will include employee data such as start date, office location, phone, absence days, etc. Managers can use this link for quick access to shared data.

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

Employee Selection - General Info View: Directly Subordinate Employees

Display: Organizational Information

Name	Personnel Number	Position	Organizational Unit	Personnel Area	Personnel Subarea	Employee Group	Employee Subgroup
		Part-time Faculty	Kinesiology and Health	Main Campus	Highland Hghts	Faculty	PT Ex -Sem
		Part-time Faculty	Kinesiology and Health	Main Campus	Highland Hghts	Faculty	PT Ex -Sem
		Part-time Faculty	Kinesiology and Health	Main Campus	Highland Hghts	Faculty	PT Ex -Sem
		Part-time Faculty	Kinesiology and Health	Main Campus	Highland Hghts	Faculty	PT Ex -Sem
		Part-time Faculty	Kinesiology and Health	Main Campus	Highland Hghts	Faculty	PT Ex -Sem
Nellie Norse	00003502	Part-time Faculty	Kinesiology and Health	Main Campus	Highland Hghts	Faculty	PT Ex -Sem
		Part-time Faculty	Kinesiology and Health	Main Campus	Highland Hghts	Faculty	PT Ex -Sem
		Part-time Faculty	Kinesiology and Health	Main Campus	Highland Hghts	Faculty	PT Ex -Sem
		Part-time Faculty	Kinesiology and Health	Main Campus	Highland Hghts	Faculty	PT Ex -Sem
		Part-time Faculty	Kinesiology and Health	Main Campus	Highland Hghts	Faculty	PT Ex -Sem

Data as of 1/3/2013, 8:48:51 AM **Refresh**

4. Scroll down to view general employee information at the bottom of the screen.

- Cost Override
- Contract Elements
- General Data
 - Change Office and Communication Data
 - Addresses
- Absence Days

Expand or Collapse tray

Cost Override

Contract Elements

General Data

Nathan Norse 00003083

Contract Data

Contract Text: 1.0 FTE

Start Date: 8/15/1988

Cap.Util.Lvl: 100

Organizational Assignment [Organizational Assignments](#)

Org. Unit: 11000047 :Kinesiology and Health

Position: 30000800 :Faculty

Cost Center: 0237020001 :Kinesiol

Payroll Area: M1 :NKU Monthly

Communication Data

E-Mail Address: LIPPING@NKU.EDU

Office: HC/111

Telephone: 859-572-6576

Personnel Structure

Personnel Area: 1000 :Main Campus

Pers. Subarea: 1001 :Highland

EE Group: A :Faculty

EE Subgroup: A4 :FT Ex Tenr--AY 10

Self-Service for My Employee

[Change Office and Communication Data](#)

[Addresses](#)

Absence Days

No data available

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.

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

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.

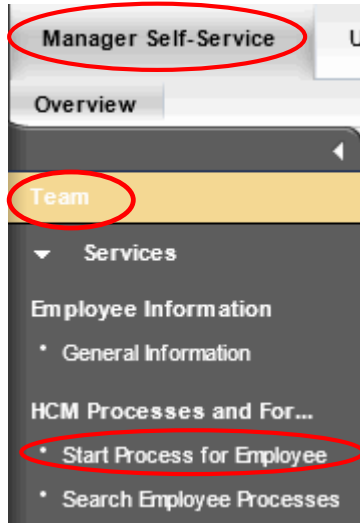
All PARs with a cost center or grant override are reviewed and approved by the Office of the Comptroller, including the online forms.

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.

Supplemental pay	Part-time faculty
<u>Non-academic</u> <ul style="list-style-type: none"> • Initiator creates PAR <ul style="list-style-type: none"> ○ If cost center or grant override, responsible person or grant PI ○ Chief of employee's org. unit ○ Chief of superior org. unit ○ Divisional VP ○ If override, Office of Comptroller ○ HR 	N/A
<u>Academic</u> <ul style="list-style-type: none"> • Initiator creates PAR <ul style="list-style-type: none"> ○ If cost center or grant override, responsible person or grant PI ○ Chair ○ Dean ○ Provost ○ If override, Office of Comptroller ○ HR 	<u>Academic</u> <ul style="list-style-type: none"> • Initiator creates PAR <ul style="list-style-type: none"> ○ If cost center or grant override, responsible person or grant PI ○ Chair ○ Dean ○ If override, Office of Comptroller ○ HR

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




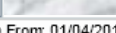
Select the Name of the employee for Directly Subordinate Employees or click the drop-down for Employee Selection for employees subordinate to your organization structure.

Start Processes

1 Select Employees 2 Select Process 3 Fill Out Form 4 Check and Send 5 Completed

Employee Selection - PARs: 

Display: 

Name	Personnel Number	Position	Position Number	Organizational Unit	Payroll Area	Employee Group	Employee Subgroup
		Faculty	30000289	Kinesiology and Health	M1	Faculty	FT Ex Renew AY 10/12
<u>Nathan Norse</u>	00003083	Faculty	30000800	Kinesiology and Health	M1	Faculty	FT Ex Tenr-AY 10/10
		Faculty	30000834	Kinesiology and Health	M1	Faculty	FT Ex Renew AY 10/10
		Faculty	30000954	Kinesiology and Health	M1	Faculty	FT Ex TT AY 10/12
		Faculty	30001060	Kinesiology and Health	M1	Faculty	FT Ex TT AY 10/12

Data From: 01/04/2013 08:57:09 [Refresh](#)

[Previous Step](#) [Select Process](#)

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.

Start Processes

1 Select Employees 2 Select Process 3 Fill Out Form 4 Check and S

Employee Selection - PARs: Directly Subordinate Employees

Display: Organizational Info

Name	Personnel Number	Position	Position Number
Henry A Morgan	00002990	Faculty	30000289
Nathan Norse	00003083	Faculty	30000800
Gary Eppert	00003801	Faculty	30000834
Willard Walton Peveler	00008696	Faculty	30000954
Rachele Elizabeth Vogelpohl	00012224	Faculty	30001060

Data From: 01/04/2013 08:57:09 [Refresh](#)

Previous Step Select Process

Employees from Organizational Structure

1. Click Employees from Organizational Structure.

Start Processes

1 Select Employees 2 Select Process 3 Fill Out Form 4 Check

Employee Selection - PARs: Directly Subordinate Employees

Display: Organizational Info

Employees from Organizational Structure

Name	Personnel Number	Position	Position Number
------	------------------	----------	-----------------

- Select the appropriate organization unit for the employee(s).

Start Processes

1 Select Employees 2 Select Process 3 Fill Out Form 4 Check and Send 5 Completed

Employee Selection - PARs: Employees from Organizational Structure

Organizational Structure

- Kinesiology and Health

Display: Organizational Information

Name	Personnel Number	Position
		Faculty
Nathan Norse	00003083	Faculty
		Faculty
		Faculty
		Faculty

Data From: 01/04/2013 08:57:09 [Refresh](#)

Previous Step Select Process

- 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.

Start Processes

1 Select Employees 2 Select Process 3 Fill Out Form 4 Check and Send 5 Completed

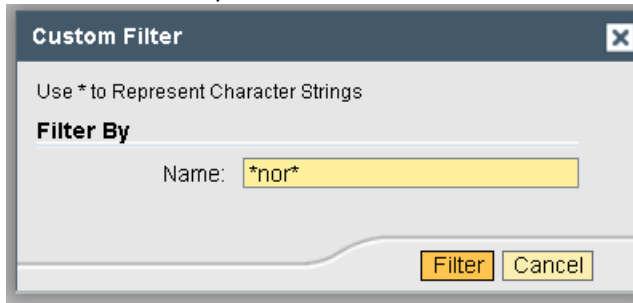
Coordinate Employees

Name	Personnel Number	Position	Position Number	Organizational Unit	Payroll Area

Sort in Ascending Order
Sort in Descending Order
(All)
(User-Defined Filter...)
(too many entries...)

Previous Step Select Process

Name Filter Example:



Custom Filter

Use * to Represent Character Strings

Filter By

Name:

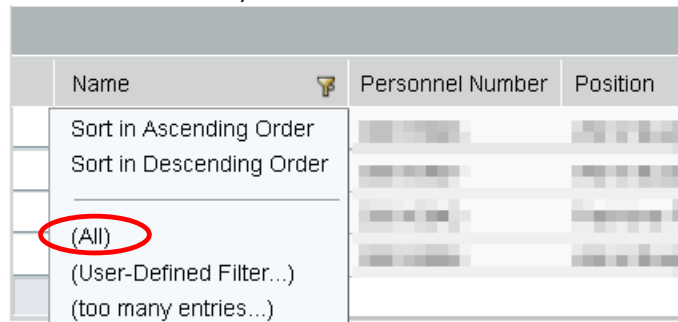
Filter Cancel

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



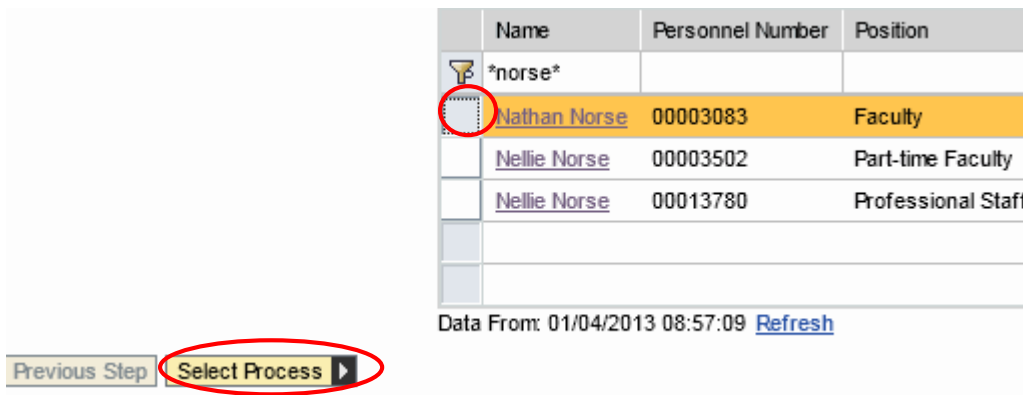
Name	Personnel

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



Name	Personnel Number	Position

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



Name	Personnel Number	Position
norse		
<u>Nathan Norse</u>	00003083	Faculty
<u>Nellie Norse</u>	00003502	Part-time Faculty
<u>Nellie Norse</u>	00013780	Professional Staff

Data From: 01/04/2013 08:57:09 [Refresh](#)

Previous Step **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.

Start Processes

1 Select Employees 2 Select Process 3 Fill Out Form 4 Check and Send 5 Completed

View: [Standard View] [Filter Settings](#)

Process Name	Process Description	Validity Restriction
NKU PartTime Faculty Pay	NKU PartTime Faculty Pay	
NKU Separation / Retirement	NKU Separation / Retirement	
NKU Supplemental Payment	NKU Supplemental Payment	

◀ Previous Step **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.

Start Processes

1 Select Employees 2 Select Process 3 Fill Out Form 4 Check and Send 5 Completed

[Click here for help with this form](#)

Attachments

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

[Add Attachment](#) [Delete Attachments](#)

Please fill out the following form.

Request for Supplemental Payment

Reference Number

Purpose of Form

Use this form to create a new supplemental payment for one or more pay periods or to change a supplemental payment that has already been processed. All staff supplemental payments must be in accordance with the policy outlined in the NKU Staff Policy & Procedure Manual. Form initiators may only create payments for employees within their organizational structure.

NKU NORTHERN KENTUCKY UNIVERSITY

Attachments

1. Click Add Attachment

Attachments

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

[Add Attachment](#) [Delete Attachments](#)

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

Attachments

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

Attachment Type: **General Attachments** [Add Attachment](#) [Delete Attachments](#)

File Name: [Browse...](#) [Upload](#) [Cancel](#)

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

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

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)	PersArea	Main Campus (1000)
OrgUnit	Kinesiology and Health (11000047)	PersSubArea	Highland Hghts (1001)
Position	Faculty (30000800)	CostCenter	Kinesiology & Health (0237020001)
Payroll Area	NKU Monthly (M1)	Fund	Unrestrctd Curr Fund (0111000100)
EmpGrp	Faculty (A)	Bus.Area	Northern Kentucky University (100)
EmpSubGrp	FT Ex Tenr–AY 10/10 (A4)	Grant	(NOT RELEVANT)

Operation ☒ New ☐ Change

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

	New
Payment Reason	Summer Camps
Assignment Start	Jun 17, 2013
Assignment EndDate	Jun 28, 2013
Total Payment	500.00
Pay Period Amount	USD
Estimated Hours	(Numeric field only)

2. If an alternative cost assignment is required, enter the fields as necessary:
 - a. Override CostCenter
 - 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.

Override CostCenter	213010001
Order	
Grant	
Fund	

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.

Priority	Normal	Update Display
----------	--------	----------------

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

Payment Reason	Summer Camps	
Assignment Start	Jun 17, 2013	
Assignment EndDate	Jun 28, 2013	
Total Payment	500.00	
Pay Period Amount	500.00	USD
Estimated Hours		(Numeric field only)

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
<div> <div>Previous Step</div> <div>Check and Send</div> </div>

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.

wing form.

Operation		RecordToBeChanged	
Operation	<input type="radio"/> New <input checked="" type="radio"/> Change	20091001 20091218 Staff Extra Pay	1666.67 5000.01
		<div></div>	
New		Current Record	
Payment Reason	Staff Extra Pay	Staff Extra Pay (1410)	
Assignment Start	Oct 1, 2009	Oct 1, 2009	
Assignment EndDate	Dec 18, 2009	Dec 18, 2009	
Total Payment	500.00	5,000.01	
Pay Period Amount	1,666.67 USD	1,666.67	

Send

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.

Start Processes

1 Select Employees 2 Select Process 3 Fill Out Form 4 Check and Send 5 Completed

Attachments

☐ General Attachments

☐ Grant Time Support

Add Attachment Delete Attachments

Please fill out the following form.

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.

Attachments

1. Click Add Attachment

Attachments

☐ General Attachments

☐ Grant Time Support

Add Attachment

Delete Attachments

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

Attachments

☐ General Attachments

☐ Grant Time Support

Attachment Type: General Attachments



File Name:

Browse...

Upload

Cancel

Add Attachment

Delete Attachments

- The attachment type will become a hyperlink that you can click and display the attachment

Attachments

☐ [General Attachments](#)

☐ Grant Time Support

- To delete the attachment, select the attachment type
- Click Delete Attachments

Attachments

☒ [General Attachments](#)

☐ Grant Time Support

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

Employee Nathan Norse (00003083)
OrgUnit Kinesiology and Health (11000047)
Position Faculty (30000800)
Payroll Area NKU Monthly (M1)
EmpGrp Faculty (A)
EmpSubGrp FT Ex Tenr–AY 10/10 (A4)

PersArea Main Campus (1000)
PersSubArea Highland Hghts (1001)
CostCenter Kinesiology & Health (0237020001)
Fund Unrestrctd Curr Fund (0111000100)
Bus.Area Northern Kentucky University (100)
Grant (NOT RELEVANT)

☒ **Operation** ☐ New ☐ Change

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

New	
Session	2013 2012-2013 20130114 20130514 Spring
Payment Reason	Faculty Overload
Assignment Start	Jan 14, 2013
Assignment Enddate	May 14, 2013
Total Payment	1,800.00
Pay Period Amount	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	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	Instructor Level I
Course Description / Scheduled Class Times / Special Request	
UNV 101 / MWF 11:00 - 11:50 a.m. / Additional class	
Priority	Normal
Update Display	

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

Session	2013 2012-2013 20130114 20130514 Spring	
Payment Reason	Faculty Overload	
Assignment Start	Jan 14, 2013	
Assignment Enddate	May 14, 2013	
Total Payment	1,800.00	
Pay Period Amount	360.00	USD
Credit Hours	3.00	(Numeric field only)

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:
- Save Draft to save this form without sending for approval.
 - A confirmation will appear at the top of the screen.
 - "Provisional version generated upon leaving application"
 - Previous Step to return to the prior step on the roadmap.
 - Check and Send to review the details of the form and send for approval.
 - A confirmation will appear at the top of the screen.
 - "Data sent"

Save Draft

◀ Previous Step

Check and Send ▶

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.

Attachments

1. Click Add Attachment

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

Attachments

- ☐ Disciplinary Action Forms
- ☐ General Attachments
- ☐ Grant PI approvals for Terminations
- ☐ Letter of Resignation
- ☐ Performance Review s

Attachment Type: **Letter of Resignation**

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

Attachments

- ☐ Disciplinary Action Forms
- ☐ General Attachments
- ☐ Grant PI approvals for Terminations
- ☒ [Letter of Resignation](#)
- ☐ Performance Review s

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

Attachments

- ☐ Disciplinary Action Forms
- ☐ General Attachments
- ☐ Grant PI approvals for Terminations
- ☒ [Letter of Resignation](#)
- ☐ Performance Review s

1. Answer the question regarding department transfer.
2. Select Action Type.

Is this person transferring to another NKU dept?	<input type="radio"/> Yes <input type="radio"/> No
Action Type	<input type="radio"/> Separation <input type="radio"/> Retirement

Department Transfer

1. Enter the Department

Is this person transferring to another NKU dept?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Department	Human Resources
Action Type	<input checked="" type="radio"/> Separation <input type="radio"/> Retirement		
Reason	<input checked="" type="radio"/> Voluntary <input type="radio"/> Involuntary		

Separation

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

Action Type	<input checked="" type="radio"/> Separation	<input type="radio"/> Retirement
Reason	<input checked="" type="radio"/> Voluntary	<input type="radio"/> Involuntary

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.

Is this person transferring to another NKU dept?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Action Type	<input type="radio"/> Separation	<input checked="" type="radio"/> Retirement

Separation Date	Jan 21, 2013
Last Day at Work	Jan 18, 2013

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

Priority Normal

Update Display

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)

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

New Comments

Enter comments in this area for approver(s) and Human Resources

6. 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"

Save Draft

◀ Previous Step

Check and Send ▶

Working with Drafts

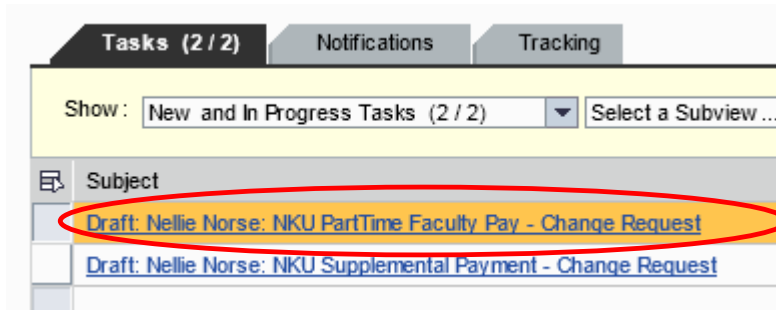
PAR documents saved as draft will appear in the Universal Worklist tab and Tasks subtab. The documents can be completed and submitted for approval.

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

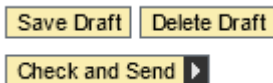
The screenshot shows the SAP GUI interface. At the top, there are four tabs: 'Manager Self-Service', 'Universal Worklist' (highlighted with a red circle), 'SAP GUI for ERQ', and 'Employee Self-Service'. Below these, the 'Universal Worklist' subtab is selected. Underneath, there is a breadcrumb 'Universal Worklist > Universal Worklist'. The main content area has three subtabs: 'Tasks (2 / 2)' (highlighted with a red circle), 'Notifications', and 'Tracking'. Below the subtabs, there is a filter bar with 'Show: New and In Progress Tasks (2 / 2)', 'Select a Subview ...', and 'All'. The main list displays two draft tasks:

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.



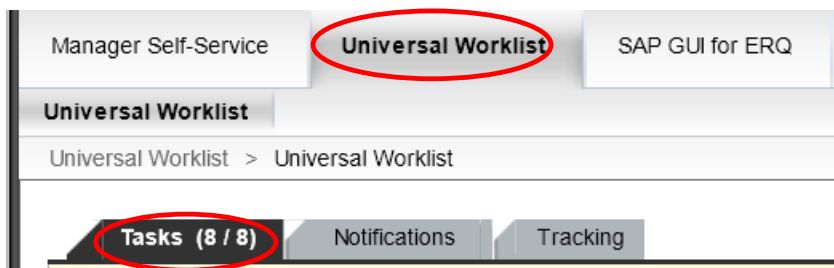
4. Complete the details of the PAR.
5. Click either:
 - a. Save Draft to save this form without sending for approval.
 - i. A confirmation will appear at the top of the screen.
 1. "Provisional version generated upon leaving application"
 - b. Delete Draft to delete the draft PAR form.
 - i. A confirmation 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

Tasks (8 / 8) Notifications Tracking									
Show: New and In Progress Tasks (8 / 8) HRAS Tasks (7 / 7) All									
Subject		From	Sent Date	PAR Priority	Status	Start Date	Effective Date		
Approve NKU PartTime Faculty Pay 00000000		ehphrtst2	Yesterday	NORMAL	New	Jan 14, 2013			
Approve NKU PartTime Faculty Pay 00000000		ehphrtst2	Yesterday	NORMAL	New	Jan 14, 2013			
Approve NKU Separation / Retirement 00000000		ehphrtst2	Yesterday	NORMAL	New	Jan 14, 2013	Feb 1, 2013		
Approve NKU PartTime Faculty Pay 00000000		ehphrtst2	Yesterday	NORMAL	New	Jan 14, 2013			
Approve NKU Supplemental Payment 00000000		ehphrtst2	Yesterday	NORMAL	New	Yesterday			
Approve NKU Separation / Retirement 00000000		ehphrtst2	Yesterday	NORMAL	New		Jan 21, 2013		
Approve NKU Separation / Retirement 00000000		ehphrtst2	Yesterday	NORMAL	New		Yesterday		

- 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.

- The Approve Request PAR form will open.

5. Review the details of the PAR.

6. Click either:

- Save Draft to save this request without approving.
 - A confirmation will appear at the top of the screen.
 - "Data was saved in a provisional version"
- 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).
 - A confirmation will appear at the top of the screen.
 - "Request was returned to author"
- Approve to submit the PAR for further approval/processing.
 - A confirmation will appear at the top of the screen.
 - "Request approved"
- Reject to deny the PAR. Be sure to enter New Comments review (see below).
 - A confirmation will appear at the top of the screen.
 - "Request rejected"

Save Draft Back to Author

Approve Reject

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

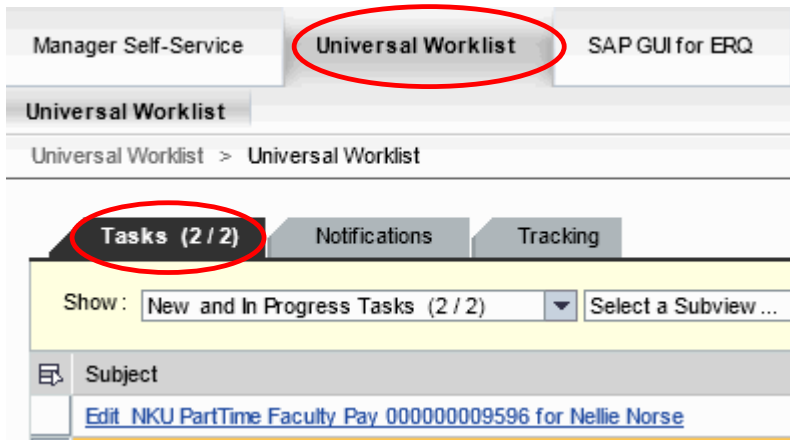
New Comments

Always enter New Comments for Sending Back to Author and Rejections.

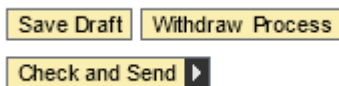
Back to Author

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.



7. Review the comments from the Approver.
8. Make the correction.
9. 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.

Employee-Related Process Overview

Processes							
View: [Standard View] ▼				Filter Settings			
	Process Name	Affected Employee	Started By	Current Processor	Started On	Process Status	Business Status
	NKU Supplemental Payment	Nellie Norse	HR EHP 2 Test User	HR EHP 2 Test User	01/04/2013 10:26:03	Draft	Saved as Draft
	NKU Separation / Retirement	Nathan Norse	HR EHP 2 Test User	Manager	01/04/2013 10:23:14	In Process	
	NKU PartTime Faculty Pay	Nathan Norse	HR EHP 2 Test User	Manager	01/04/2013 10:01:40	In Process	
	NKU Supplemental Payment	Nathan Norse	HR EHP 2 Test User	Manager	01/04/2013 09:35:36	In Process	
	NKU PartTime Faculty Pay	James H Counts	HR EHP 2 Test User	Manager	12/21/2012 10:02:11	In Process	
Details Refresh							

3. Click either:
 - a. Withdraw Process to withdraw the PAR.
 - b. Change Request link to print a copy of the PAR.

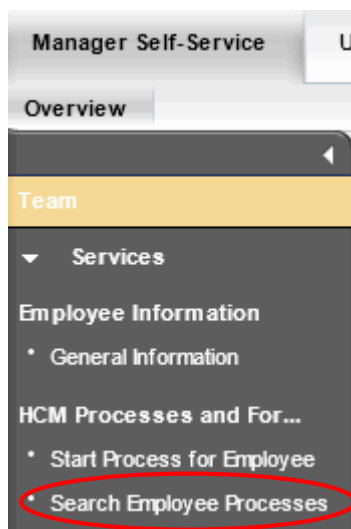
Details						
Process Name:	NKU PartTime Faculty Pay	Started By:	HR EHP 2 Test User			
Process Status:	In Process	Business Status:				
Reference Number:	000000009599	Affected EE:	Nathan Norse			
Started On:	01/04/2013 10:01:40	Curr. Processor:	Manager			
Ended On:		Reverse:	Withdraw Process			
Process Steps						
Step Name	Processor	Started On	End Date	Step Status	Step Status After Action	
Approve NKU PartTime Faculty Pay 000000009599 for Nathan Norse	Manager	01/04/2013 10:04:38		New		
Determine Approvers	Northern Kentucky University	01/04/2013 10:04:35	01/04/2013	Completed		
Nathan Norse: NKU PartTime Faculty Pay - Change Request	HR EHP 2 Test User	01/04/2013 10:01:40	01/04/2013	Completed	PROCESSED	

[Close](#)

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.



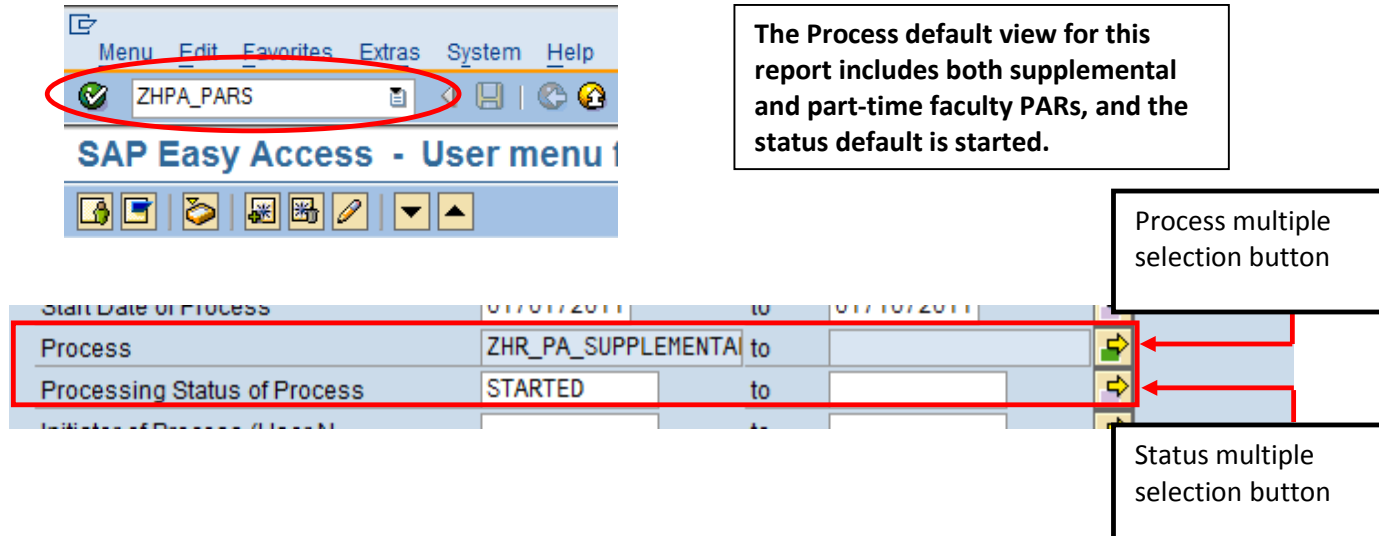
3. Select or enter the appropriate criteria in the Process, Process Status, Affected Employee, or Started By field(s)
4. Click Start

A screenshot of the 'Find Processes' search form. The form has a title bar 'Find Processes' and four search criteria: 'Process:', 'Process Status:', 'Affected Employee:', and 'Started By:'. Each criterion has a text input field, a 'Match code' button (a small square with a magnifying glass), and a 'Multiple selection' button (a small square with a plus sign). Below the input fields are two buttons: 'Start' and 'Open Extended Search'. Two callout boxes provide instructions: one for the 'Match code' button stating 'Match code button to select' and another for the 'Multiple selection' button stating 'Multiple selection button to select additional'.

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.




The Process default view for this report includes both supplemental and part-time faculty PARs, and the status default is started.

Process multiple selection button

Status multiple selection button

Start Date of Process	Process	Processing Status of Process	Initiator of Process (User Name)
01/01/2011	ZHR_PA_SUPPLEMENTAL	STARTED	

If You Want To	Then	Go To
Execute the default	Click 	Page 51
Modify the Process	Click multiple selection.	Page 48
Modify the Status	Click multiple selection.	Page 49

Modify Process

1. Click Get Variant.

Program Edit Goto System Help

PAR listing

Report-specific selections

Object Key		to		
Process Reference Number		to		
Start Date of Process	01/01/2011	to	01/10/2011	
Process	ZHR_PA_SUPPLEMENTA	to		
Processing Status of Process	STARTED	to		
Initiator of Process (User N)		to		

Output specification

Layout

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

ABAP: Variant Directory of Program AQFKZHRAS=====PAR_LI...

Variant catalog for program AQFKZHRAS=====PAR_LISTING===

Variant name	Short description
CSN-PARLISTING	PAR List - Suppl & Parttime
DEMO P/T FAC	DEMO
MMRPARLISTING	PAR List - Suppl & Parttime
MMRPAR_LISTIN	PAR List - Suppl & Parttime
PARS_PART_LIS	PARs List - Part time Fac.Pay
PARS_SUPP_LIS	PARs - Suppl.Pay
PAR_LISTING	PAR List - Suppl & Parttime
STANDARD	Standard variant InfoSet Query

Choose Cancel

- Continue Page [48](#).

Modify Status

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

The screenshot shows the 'PAR listing' window with a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the title bar, there are icons for report functions. The main area is divided into 'Report-specific selections' and 'Output specification'. The 'Report-specific selections' section contains a table with the following fields and values:

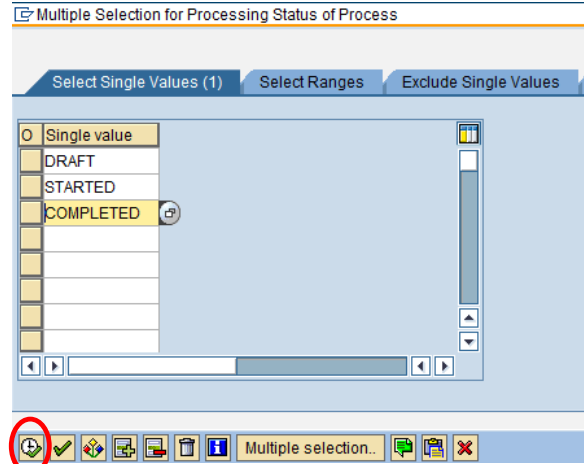
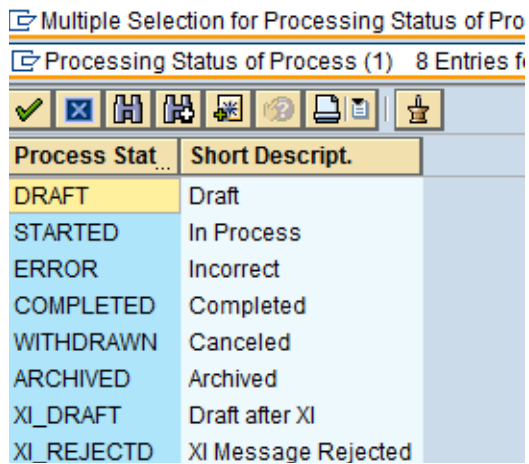
Field	Value	Operator	Value	Action
Object Key		to		[Multiple Selection Icon]
Process Reference Number		to		[Multiple Selection Icon]
Start Date of Process	01/01/2011	to	01/10/2011	[Multiple Selection Icon]
Process	ZHR_PA_SUPPLEMENTA	to		[Multiple Selection Icon]
Processing Status of Process	STARTED	to		[Multiple Selection Icon]
Initiator of Process (User N		to		[Multiple Selection Icon]

The 'Output specification' section has a 'Layout' field with a dropdown menu. A callout box labeled 'Status multiple selection' points to the 'Multiple Selection' icon in the 'Process' row.

- Select the Select Single Values (1) tab.
- Click match code.

The screenshot shows the 'Multiple Selection for Processing Status of Process' dialog box. It has a title bar and a close button. The main area contains four tabs: 'Select Single Values (1)', 'Select Ranges', 'Exclude Single Values', and 'Exclude Ranges'. The 'Select Single Values (1)' tab is selected and circled in red. Below the tabs, there is a list of values with checkboxes. The first value, 'DRAFT', is selected and circled in red. A 'Match Code' button is also visible next to the list. The bottom of the dialog box has a toolbar with various icons and a label 'Multiple selection..'. The status bar at the bottom shows 'Multiple selection..'.

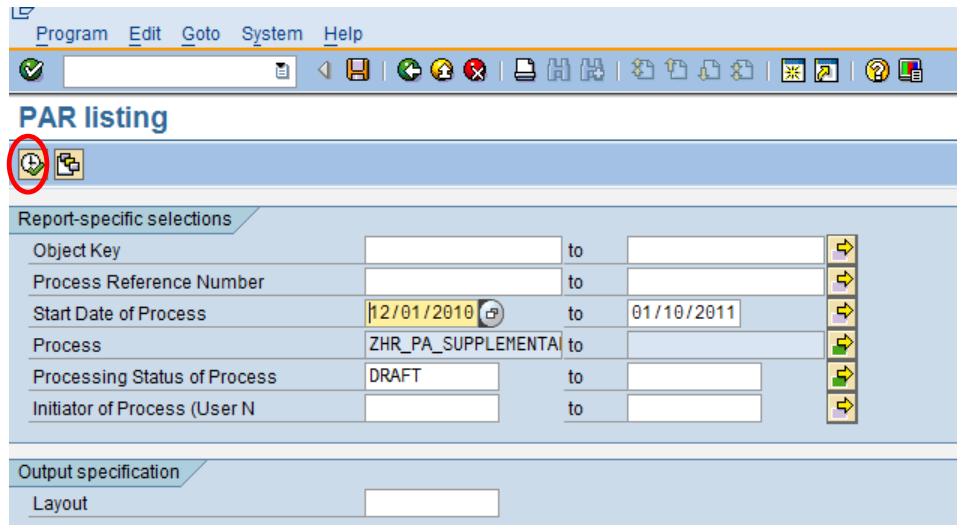
4. Select as many Process Status values as desired.
5. Click Execute.



6. Continue Page [48](#).

Execute report

1. Click Execute.



2. The selected data will display.

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

PAR listing

PAR listing

Process	Organizational Unit	Employee Name	Process Reference Number	Processing Status of Proce
NKU PartTime Faculty Pay	11000027:English	Bryan L McIntyre		Draft
NKU PartTime Faculty Pay	11000029:Physics & Geology	J David Ledden		Draft
NKU PartTime Faculty Pay	11000027:English	Susan Gael Meier	000000003084	In Process
NKU PartTime Faculty Pay	11000025:History & Geography	Debra A Meyers	000000002963	In Process
NKU PartTime Faculty Pay	11000222:Counseling, Social Work and Leadership	Holly Riffe	000000003137	In Process
NKU PartTime Faculty Pay	11000027:English	Stephen R Thomas	000000003077	In Process
NKU Supplemental Payment	11000023:Chemistry	W Vernon Hicks	000000003097	In Process
NKU PartTime Faculty Pay	11000027:English	Sylvia Ann Monnig	000000003081	In Process
NKU PartTime Faculty Pay	11020200:Nursing-BSN	Donna Jo Parsons	000000003061	In Process
NKU PartTime Faculty Pay	11000025:History & Geography	David L Lloyd	000000002995	In Process

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.

PAR listing

PAR listing

Process	Organizational Unit	Employee Name
NKU PartTime Faculty Pay	11000027:English	Bryan L McIntyre
NKU PartTime Faculty Pay	11000029:Physics & Geology	J David Ledden
NKU PartTime Faculty Pay	11000027:English	Susan Gael Meier
NKU PartTime Faculty Pay	11000025:History & Geography	Debra A Meyers
NKU PartTime Faculty Pay	11000222:Counseling, Social Work and Leadership	Holly Riffe
NKU PartTime Faculty Pay	11000027:English	Stephen R Thomas
NKU Supplemental Payment	11000023:Chemistry	W Vernon Hicks
NKU PartTime Faculty Pay	11000027:English	Sylvia Ann Monnig
NKU PartTime Faculty Pay	11020200:Nursing-BSN	Donna Jo Parsons
NKU PartTime Faculty Pay	11000025:History & Geography	David L Lloyd
NKU PartTime Faculty Pay	11000025:History & Geography	John Michael Lucas
NKU PartTime Faculty Pay	11000032:Sociology, Anthropology	Jan Gallagher
NKU PartTime Faculty Pay	11000032:Sociology, Anthropology	Harvey Michael Brewer
NKU PartTime Faculty Pay	11000029:Physics & Geology	Brenda Rosina Hunda

Right-click on a column heading

Sort in Ascending Order

5. The formatted results will display.

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

PAR listing

PAR listing

Process	Organizational Unit	Employee Name	Process Reference Number	Processi
NKU Supplemental Payment	11000004:Academic Affairs	Potato Chip	000000003171	In Proces
NKU PartTime Faculty Pay	11000021:Biological Sciences	Nancy Mae Zwick	000000003119	In Proces
NKU PartTime Faculty Pay		Robert Charles Kues	000000003125	In Proces
NKU PartTime Faculty Pay		Michelle D Ottersbach	000000003122	In Proces
NKU PartTime Faculty Pay		Stephen Carl Linn	000000003132	In Proces
NKU PartTime Faculty Pay		Frank Platek	000000003134	In Proces
NKU PartTime Faculty Pay		Karen Klumper	000000003128	In Proces
NKU PartTime Faculty Pay		Michael Robert Millward	000000003118	In Proces
NKU PartTime Faculty Pay		Kathleen Rose Broomal	000000003123	In Proces

Export to Excel

1. Click Export
2. Click Local File

PAR listing

PAR listing

Process	Organizational Unit	Employee Name
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Vonder
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Faye Co
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Resnick
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Baranov
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Kwon
NKU PartTime Faculty Pay	11000030:Political Science & Cr	a Jane I
NKU PartTime Faculty Pav	11000030:Political Science & Cr	Yvonne

3. Select Spreadsheet
4. Click Continue

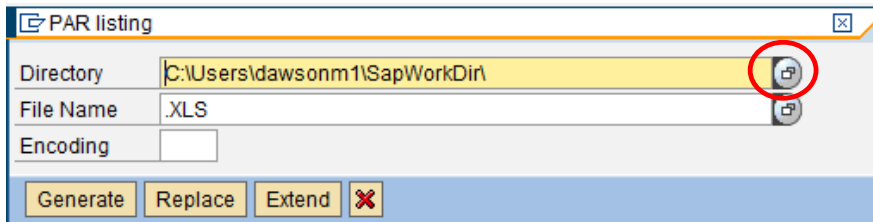
Save list in file...

In which format should the list be saved ?

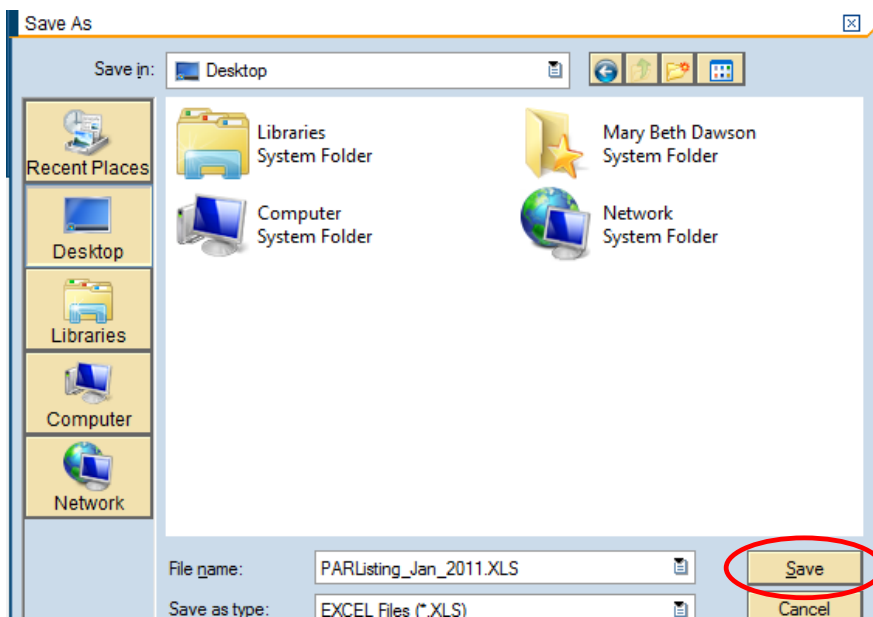
☐ Unconverted
☒ Spreadsheet
☐ Rich text format
☐ HTML Format
☐ In the clipboard

☒ ☐

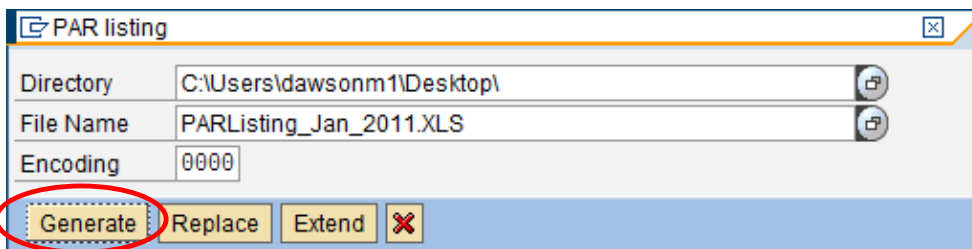
5. Click Directory Match Code button



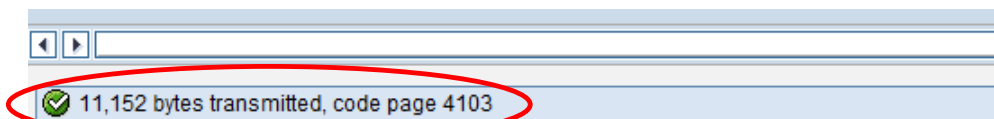
6. Select Save in location via drop-down list or left-hand navigation buttons.
7. Enter File name
8. Click Save.



9. Click Generate



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



Glossary

Term	Explanation	Example
Building	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).	Student Union (SU), Steely Library (SL)
Campus	Campus work location	Highland Heights, Grant County, or METs Center
Campus Phone	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).	859-572-1111
Cost Center/Funds Center	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.	AARC - 243010001 Baseball - 272040010
Employee ID	If current employee, the ID is established and can be found within MSS. If requesting additional assignment, an additional ID number will be assigned.	12345, 2222
First Name	Legal First Name	Jane
Grant	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.	4000542 - Northern Kentucky Mathematics Specialist Project
Internal Order/Funded Program	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.	71000000302 - Student Union Bldg. Construction 280600000038 - Leadership Summit for High School Students
Last Name	Legal Last Name	Doe
Last 4 SSN	Last 4-digits of Social Security Number needed to distinguish from others with the same name when Employee ID is not yet available. Will	9999

	match up with new hire paperwork for additional employee information.	
Middle Name	Middle Name or Initial, if known	A.
Position Type	Position's type of relationship with the University	Faculty, Staff, Student, or Other
Position Status	Position's status/funding	Regular, Grant, Contract, or Temporary
Position Number	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.	
Position Title	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.	Director, Coordinator
Room Number	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).	235, 110
Supervisor	The managing supervisor of the employee which is needed to determine workflow for PARs and travel reimbursement requests	Jane Doe, John Doe