Create Part-time Faculty PAR
Transaction Code: MSS tab

Location(s):

myNKU

Purpose: 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.

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select the MSS 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.
5. Search for the employee by scrolling through the list, or click Filter to search by Personnel Number, etc.
   a. **Note:** Wildcard searches (i.e., *Nor*) can be used to filter Name.

   Name Filter Example:

   ![Name Filter Example Image]

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

7. Click Select Process.
8. 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.

9. Click Edit.

10. Scroll down the form to complete all required information.
11. Click Add Attachment

Attachments

- General Attachments
- Grant Time Support

[Add Attachment] [Delete Attachments]

12. Select the Attachment Type

13. Browse for the saved file

14. Click Upload

Attachments

- General Attachments
- Grant Time Support

[Add Attachment] [Delete Attachments]

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

Attachments

[Add Attachment] [Delete Attachments]

16. To delete the attachment, select the attachment type

17. Click Delete Attachments

Attachments

[Add Attachment] [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.
18. 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 USD
   - Pay Period Amount: [blank]
   - Credit Hours: 3.00 (Numeric field only)

19. 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

20. Select the Faculty/Inst. Level
21. Enter the Course Description / Scheduled Class Times / Special Request.
22. Select either Normal or High priority.
23. Click Update Display.
24. 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</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>3.00            (Numeric field only)</td>
</tr>
</tbody>
</table>

25. 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.

26. 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”