Create Part-time Faculty PAR

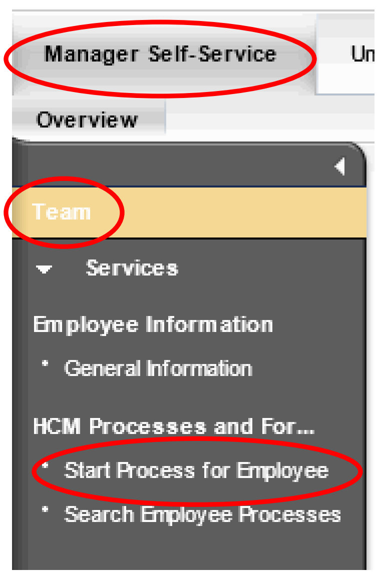
Transaction Code: MSS tab

Location(s):

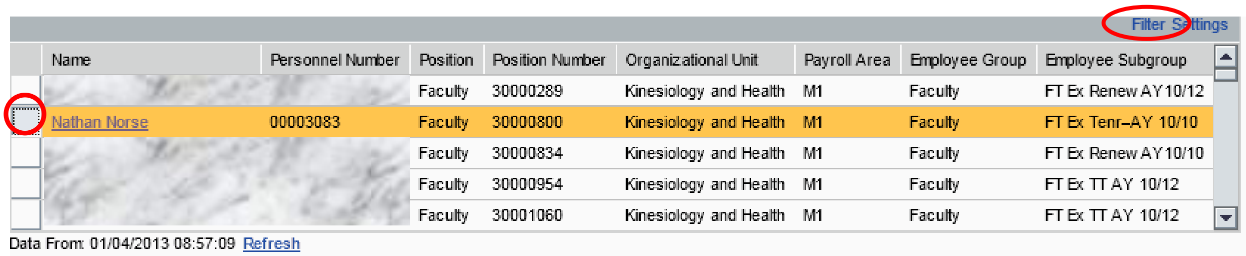
myNKU

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.

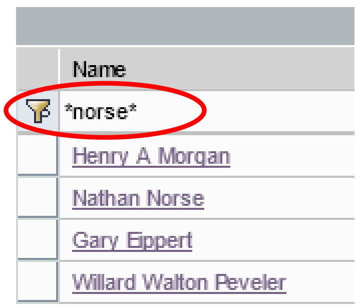
1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select the MSS tab.
3. Click Team
4. Click the Start Process for Employee link.
   a. **Note**: A new window or tab will open, depending on your browser settings.



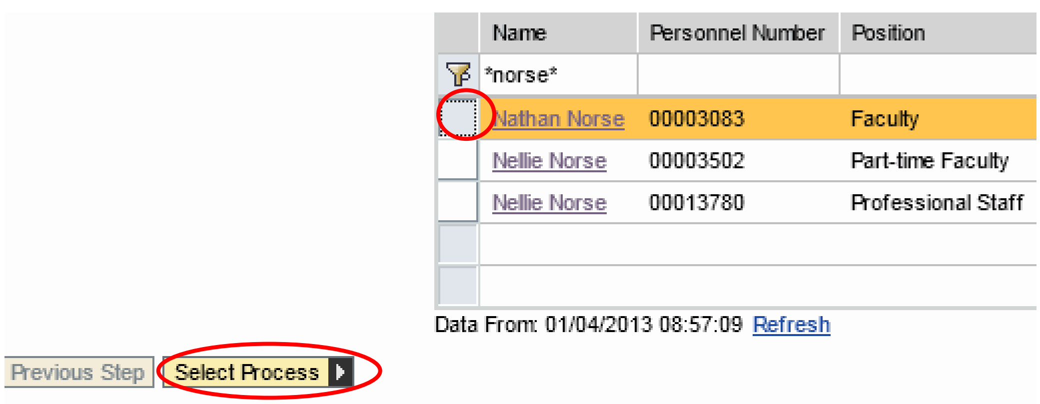
5. Search for the employee by scrolling through the list, or click Filter to search by Personnel Number, etc.
    a. **Note**: Wildcard searches (i.e., *Nor*) can be used to filter Name.



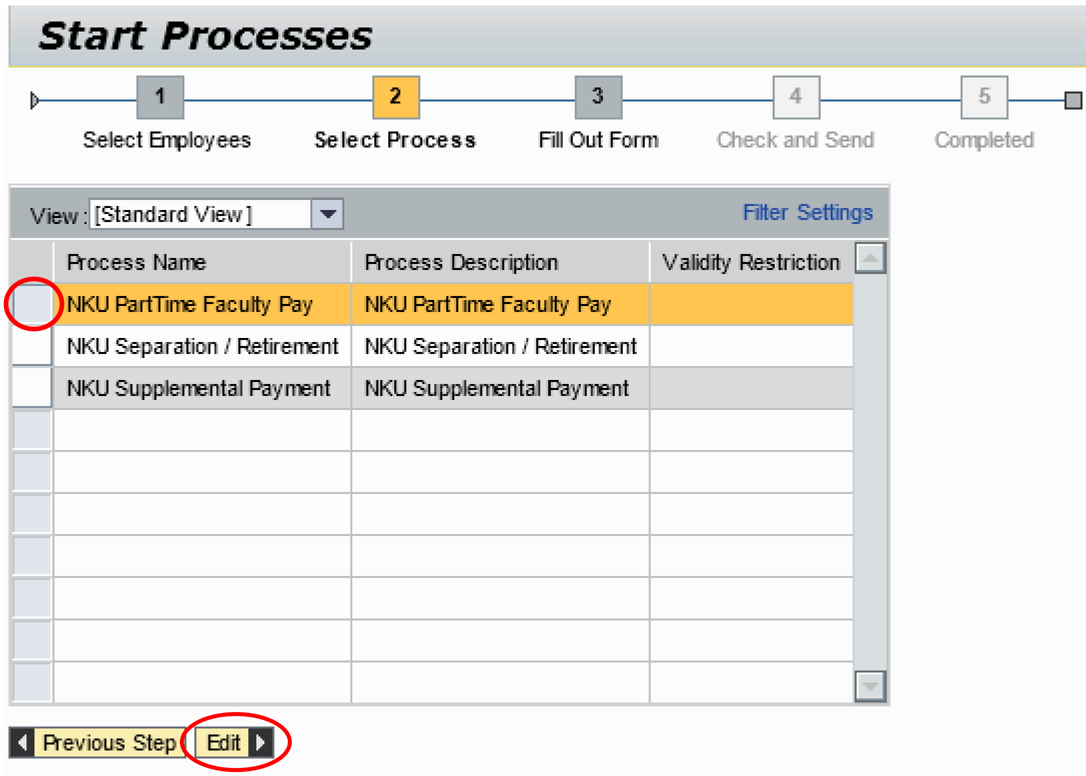
Name Filter Example:



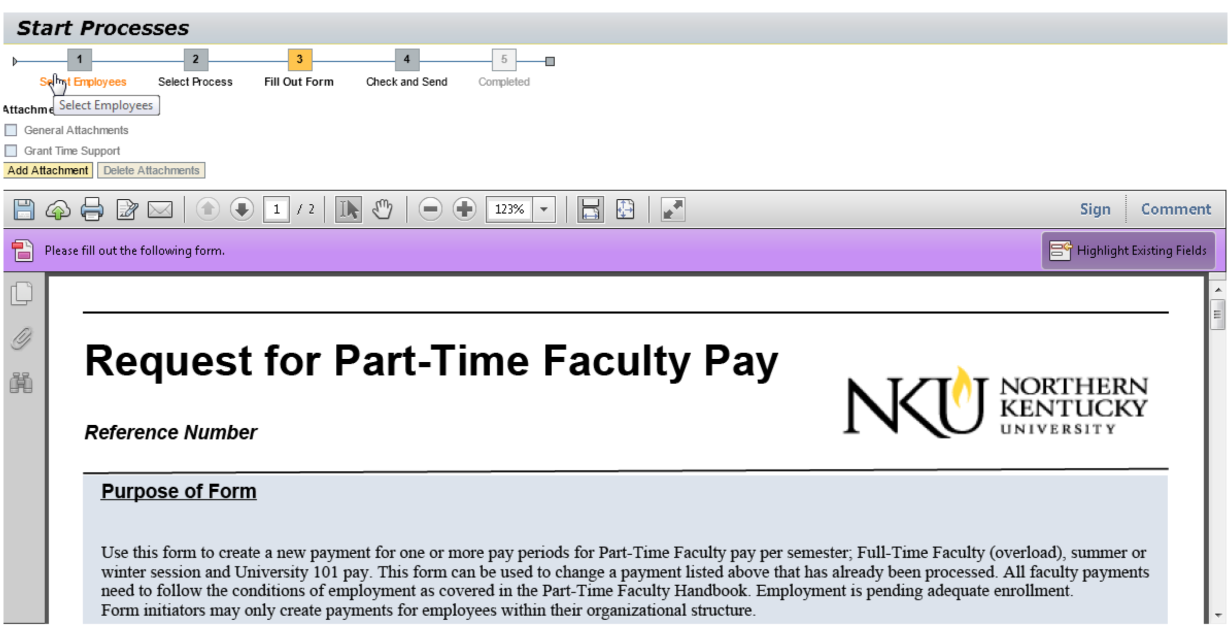
6. Select the employee.
    b. **Notes**: The entire line will turn gold in color. For staff who teach, be sure to choose the part-time faculty assignment.
7. Click Select Process.



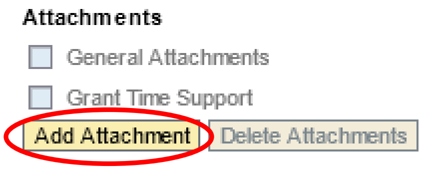
8. Select the process name.
    a. **Notes**: Only the processes available for the selected employee will be listed. Choose the appropriate type of PAR. The selected process will turn gold in color.
9. Click Edit.



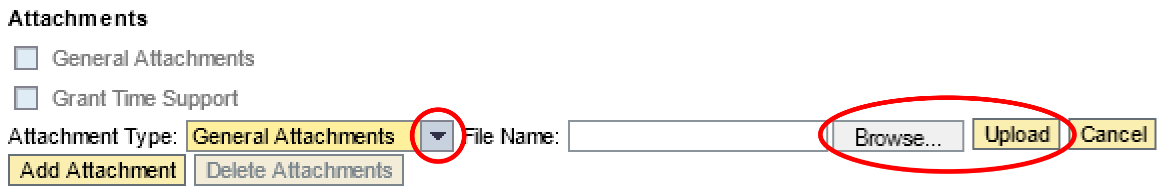
10. Scroll down the form to complete all required information.



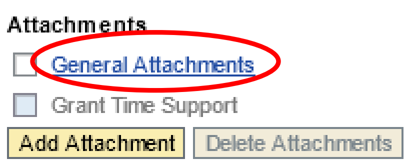
11. Click Add Attachment



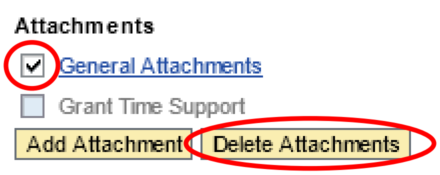
12. Select the Attachment Type
13. Browse for the saved file
14. Click Upload



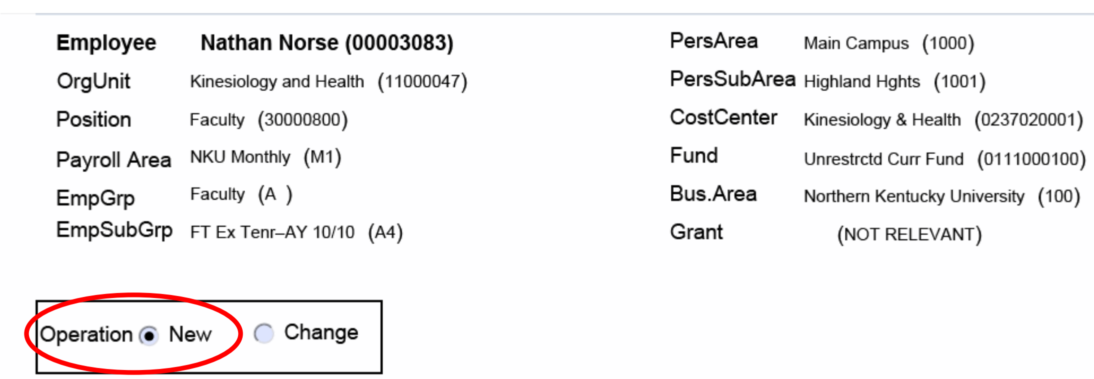
15. The attachment type will become a hyperlink that you can click and display the attachment



16. To delete the attachment, select the attachment type
17. 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 resoures.



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	
Pay Period Amount		USD
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.

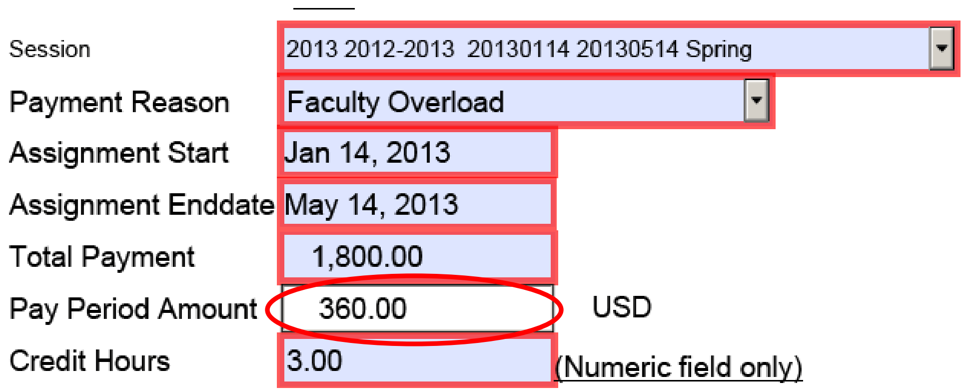
Faculty/Instr.Level	Instructor Level I

Course Description / Scheduled Class Times / Special Request

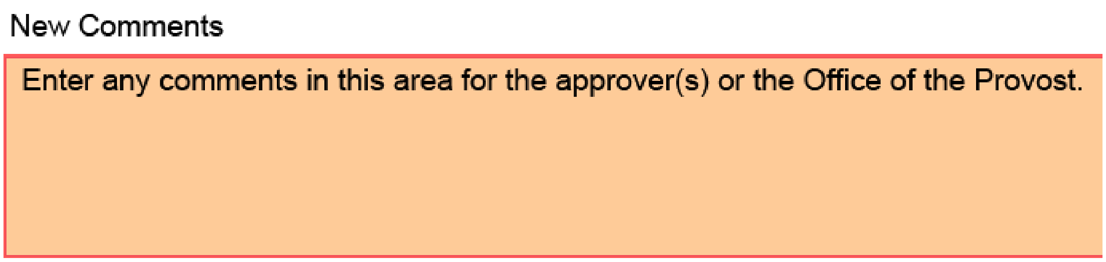
UNV 101 / MWF 11:00 - 11:50 a.m. / Additional class

Priority	Normal	Update Display

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



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



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”