

Create Part-time Faculty PAR

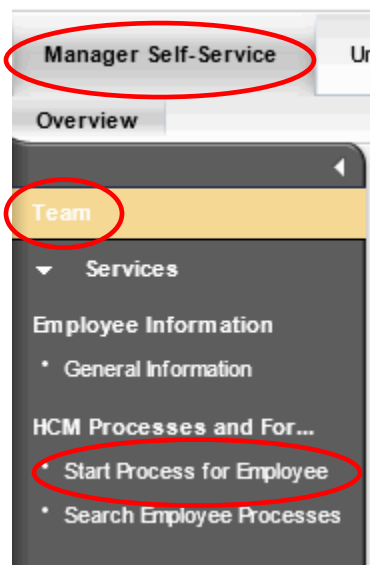
Transaction Code: MSS tab

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	Personnel Number	Position	Position Number	Organizational Unit	Payroll Area	Employee Group	Employee Subgroup
Nathan Norse	00003083	Faculty	30000800	Kinesiology and Health	M1	Faculty	FT Ex Tenr-AY 10/10
		Faculty	30000834	Kinesiology and Health	M1	Faculty	FT Ex Renew AY10/10
		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](#)

Name Filter Example:

Name
<input type="text" value="*norse*"/>
Henry A Morgan
Nathan Norse
Gary Eppert
Willard Walton Peveler

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.

Name	Personnel Number	Position
<input type="text" value="*norse*"/>		
Nathan Norse	00003083	Faculty
Nellie Norse	00003502	Part-time Faculty
Nellie Norse	00013780	Professional Staff

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[Previous Step](#) [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.

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
<input type="radio"/> NKU PartTime Faculty Pay	NKU PartTime Faculty Pay	
<input type="checkbox"/> NKU Separation / Retirement	NKU Separation / Retirement	
<input type="checkbox"/> NKU Supplemental Payment	NKU Supplemental Payment	

◀ Previous Step **Edit** ▶

10. 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: Select Employees

General Attachments
 Grant Time Support

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

1 / 2 123% Sign Comment

Please fill out the following form. [Highlight Existing Fields](#)

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.

NKU NORTHERN KENTUCKY UNIVERSITY

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

Attachment Type: **General Attachments** File Name: **Browse...** **Upload** **Cancel**

Add Attachment Delete Attachments

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

Attachments

[General Attachments](#)

Grant Time Support

Add Attachment Delete Attachments

16. To delete the attachment, select the attachment type

17. Click Delete Attachments

Attachments

[General Attachments](#)

Grant Time Support

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.

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	Unrestrictd 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

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.

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)

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"

Save Draft

◀ Previous Step Check and Send ▶