Create Separation / Retirement PAR
Transaction Code: N/A

Location(s):

myNKU

Purpose: Use this form to create a separation or retirement action for faculty, staff, and students. All actions must be compliant with the policies and procedures outlined in the NKU Staff Policies & Procedures Manual, the NKU Faculty Policies & Procedures Handbook, the NKU Handbook for Part-Time Faculty, and the Student Employment Policy. Form initiators may only create actions for employees within their organizational structure. The separation/retirement date will default to the current date and should be updated appropriately. If the employee is transferring to another NKU department, please indicate new department information in the department field.

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

Attachments
- Disciplinary Action Forms
- General Attachments
- Grant R approvals for Terminations
- Letter of Resignation
- Performance Reviews

Add Attachment | Delete Attachments

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

Attachments
- Disciplinary Action Forms
- General Attachments
- Grant R approvals for Terminations
- Letter of Resignation
- Performance Reviews

Attachment Type: Letter of Resignation
File Name: 

Add Attachment | Delete Attachments

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

Attachments
- Disciplinary Action Forms
- General Attachments
- Grant R approvals for Terminations
- Letter of Resignation
- Performance Reviews

Add Attachment | Delete Attachments
16. To delete the attachment, select the attachment type
17. Click Delete Attachments

Attachments
- Disciplinary Action Forms
- General Attachments
- Grant PI approvals for Terminations
- **Letter of Resignation**
- Performance Reviews

![Add Attachment, Delete Attachments]

18. Answer the question regarding department transfer.
19. Select Action Type.

**Department Transfer**

1. Enter the Department

```
<table>
<thead>
<tr>
<th>Is this person transferring to another NKU dept?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Type</td>
<td>separation</td>
<td>retirement</td>
</tr>
<tr>
<td>Reason</td>
<td>voluntary</td>
<td>involuntary</td>
</tr>
</tbody>
</table>
```
**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>Is this person transferring to another NKU dept?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Type</td>
<td>Separation</td>
<td>Retirement</td>
</tr>
</tbody>
</table>

**Separation Date**  
Jan 21, 2013

**Last Day at Work**  
Jan 18, 2013

20. Select either Normal or High priority.
21. 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.
22. Enter New comments for approvers or the Provost to view.

New Comments

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

23. 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”