

## Create Separation / Retirement PAR

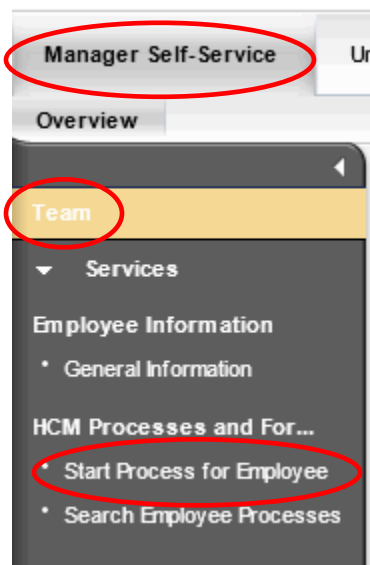
Transaction Code: N/A

### 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.

<a href="#">Filter Settings</a>								
Name	Personnel Number	Position	Position Number	Organizational Unit	Payroll Area	Employee Group	Employee Subgroup	
<a href="#">Nathan Norse</a>	00003083	Faculty	30000800	Kinesiology and Health	M1	Faculty	FT Ex Tenr--AY 10/10	
		Faculty	30000289	Kinesiology and Health	M1	Faculty	FT Ex Renew AY10/12	
		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
*norse*
<a href="#">Henry A Morgan</a>
<a href="#">Nathan Norse</a>
<a href="#">Gary Eppert</a>
<a href="#">Willard Walton Peveler</a>

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
*norse*		
<a href="#">Nathan Norse</a>	00003083	Faculty
<a href="#">Nellie Norse</a>	00003502	Part-time Faculty
<a href="#">Nellie Norse</a>	00013780	Professional Staff

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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
NKU PartTime Faculty Pay	NKU PartTime Faculty Pay	
NKU Separation / Retirement	NKU Separation / Retirement	
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

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

**Attachments**

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

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

1 / 2    120%    Sign    Comment

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

## Request for Separation or Retirement

**NKU** NORTHERN KENTUCKY UNIVERSITY

**Reference Number**

**Form Information**

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*

11. Click Add Attachment

**Attachments**

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

**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 PI approvals for Terminations
- Letter of Resignation
- Performance Review s

Attachment Type: **Letter of Resignation** 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**

- Disciplinary Action Forms
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- [Letter of Resignation](#)
- Performance Review s

**Add Attachment** Delete Attachments

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

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Add Attachment **Delete Attachments**

18. Answer the question regarding department transfer.
19. 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

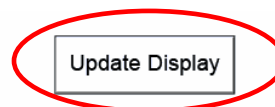
1. Enter Last Day at Work.
  - a. Last day must be **before** separation date.

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

20. Select either Normal or High priority.
21. Click Update Display.

Priority



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)

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

New Comments

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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"

Save Draft

◀ Previous Step    Check and Send ▶