Create Supplemental Pay PAR

Transaction Code: MSS tab

Location(s):

myNKU

Purpose: Use this form to create a new supplemental payment for one or more pay periods or to change a supplemental payment that has already been processed. All staff supplemental payments must be in accordance with the policy outlined in the NKU Staff Policy & Procedure Manual. 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.
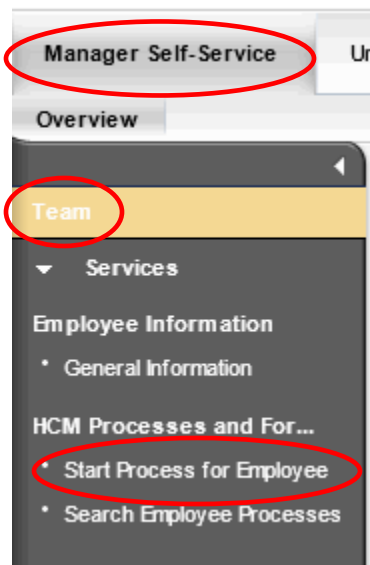
5. Search for the employee by scrolling through the list, or click Filter to search by Personnel Number, etc.
   a. **Note**: Wildcard searches (i.e., *Nor*) can be used to filter Name.

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

Attachments

- ☐ General Attachments
- ☐ Grant Time Support
- ☐ Staff – Adjusted Work Schedule/Supervisor approval

[Add Attachment] [Delete Attachments]

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

Attachments

- ☐ General Attachments
- ☐ Grant Time Support
- ☐ Staff – Adjusted Work Schedule/Supervisor approval

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
- ☐ Staff – Adjusted Work Schedule/Supervisor approval

[Add Attachment] [Delete Attachments]

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

Attachments

- ☑ General Attachments
- ☐ Grant Time Support
- ☐ Staff – Adjusted Work Schedule/Supervisor approval

[Add Attachment] [Delete Attachments]

The "New" button will preselect. The Change button is **only used** when the supplemental 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	Unrestrctd 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

New

Payment Reason	Summer Camps ▼
Assignment Start	Jun 17, 2013
Assignment EndDate	Jun 28, 2013
Total Payment	500.00
Pay Period Amount	USD
Estimated Hours	(Numeric field only)

19. If an alternative cost assignment is required, enter the fields as necessary:
    a. Override CostCenter
    b. Order
    c. Grant

Note: The supplemental pay form will display the organizational unit for the employee along with the cost center or grant information for their assignment in your organizational structure. If you are processing the supplemental PAR to be charged to a different cost center, grant, or internal order, enter the override information on the form.

Override CostCenter	213010001
Order	
Grant	
Fund	

20. Enter a detailed description of the work performed

Description of work performed

Summer camp for 6th through 8th graders on forensic science.

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

Priority   Normal   Update Display

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

Payment Reason	Summer Camps ▼
Assignment Start	Jun 17, 2013
Assignment EndDate	Jun 28, 2013
Total Payment	500.00
Pay Period Amount	500.00 USD
Estimated Hours	(Numeric field only)

24. Enter New comments for approvers or human resources to view.

New Comments

Comments directed to the approver(s) or human resources are entered into this area.

25. 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 submit for approval.
      i. A confirmation will appear at the top of the screen.
         1. "Data sent"

Save Draft

◀ Previous Step   Check and Send ▶