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]

   **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.

![Select Process Example]
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.

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**Request for Supplemental Payment**

**Reference Number**

**Purpose of Form**

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.
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
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Add Attachment  Delete Attachments

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

Attachments
- General Attachments
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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.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Nathan Norse (00003083)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OrgUnit</td>
<td>Kinesiology and Health (11000047)</td>
</tr>
<tr>
<td>Position</td>
<td>Faculty (30000080)</td>
</tr>
<tr>
<td>Payroll Area</td>
<td>NKU Monthly (M1)</td>
</tr>
<tr>
<td>EmpGrp</td>
<td>Faculty (A)</td>
</tr>
<tr>
<td>EmpSubGrp</td>
<td>FT Ex Ten–AY 10/10 (A4)</td>
</tr>
</tbody>
</table>

**PersArea** Main Campus (1000)
**PersSubArea** Highland Hghts (1001)
**CostCenter** Kinesiology & Health (0237020001)
**Fund** Unrestrctd Curr Fund (0111000100)
**Bus.Area** Northern Kentucky University (100)
**Grant** (NOT RELEVANT)

18. Enter the required fields:
   a. Payment Reason
   b. Assignment Start
   c. Assignment End Date
   d. Total Payment

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Reason</td>
<td>Summer Camps</td>
</tr>
<tr>
<td>Assignment Start</td>
<td>Jun 17, 2013</td>
</tr>
<tr>
<td>Assignment End Date</td>
<td>Jun 28, 2013</td>
</tr>
<tr>
<td>Total Payment</td>
<td>500.00</td>
</tr>
<tr>
<td>Pay Period Amount</td>
<td>USD</td>
</tr>
<tr>
<td>Estimated Hours</td>
<td>(Numeric field only)</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Override CostCenter</th>
<th>213010001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Normal</th>
<th>Update Display</th>
</tr>
</thead>
</table>
23. The Pay Period Amount will calculate after clicking Update Display.

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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”