

Employee-Related Process Overview

Transaction Code: N/A

Location(s):

myNKU

Purpose: This area of MSS can be used to view PAR details, withdraw a process, and print a copy of the PAR form.

1. Select the Process Name.
2. Click Details.

Employee-Related Process Overview

Processes							
View : [Standard View]							Filter Settings
	Process Name	Affected Employee	Started By	Current Processor	Started On	Process Status	Business Status
	NKU Supplemental Payment	Nellie Norse	HR EHP 2 Test User	HR EHP 2 Test User	01/04/2013 10:26:03	Draft	Saved as Draft
	NKU Separation / Retirement	Nathan Norse	HR EHP 2 Test User	Manager	01/04/2013 10:23:14	In Process	
<input checked="" type="checkbox"/>	NKU PartTime Faculty Pay	Nathan Norse	HR EHP 2 Test User	Manager	01/04/2013 10:01:40	In Process	
	NKU Supplemental Payment	Nathan Norse	HR EHP 2 Test User	Manager	01/04/2013 09:35:36	In Process	
	NKU PartTime Faculty Pay	James H Counts	HR EHP 2 Test User	Manager	12/21/2012 10:02:11	In Process	

3. Click either:
 - a. Withdraw Process to withdraw the PAR.
 - b. Change Request link to print a copy of the PAR.

Details						
Process Name:	NKU PartTime Faculty Pay	Started By:	HR EHP 2 Test User	Business Status:		
Process Status:	In Process	Affected EE:	Nathan Norse	Curr. Processor:	Manager	
Reference Number:	000000009599	Reverse:	<input checked="" type="button" value="Withdraw Process"/>			
Started On:	01/04/2013 10:01:40					
Ended On:						
Process Steps						
Step Name	Processor	Started On	End Date	Step Status	Step Status After Action	
Approve NKU PartTime Faculty Pay 000000009599 for Nathan Norse	Manager	01/04/2013 10:04:38		New		
Determine Approvers	Northern Kentucky University	01/04/2013 10:04:35	01/04/2013	Completed		
<input checked="" type="button" value="Nathan Norse: NKU PartTime Faculty Pay - Change Request"/>	HR EHP 2 Test User	01/04/2013 10:01:40	01/04/2013	Completed	PROCESSED	