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.

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