

## Search Employee Processes

Transaction Code: N/A

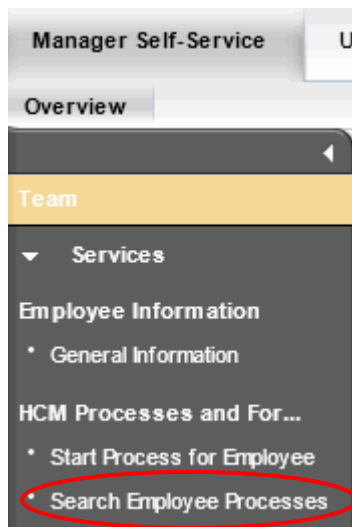
### Location(s):

myNKU

**Purpose:** Provide a list of PARs that have been entered into myNKU.

Select the Process Name.

1. Select the Manager Self-Service tab.
2. Click the Search Employee Processes link.
  - a. **Note:** A new window or tab will open, depending on your browser settings.



3. Select or enter the appropriate criteria in the Process, Process Status, Affected Employee, or Started By field(s)
4. Click Start

The image shows a screenshot of the 'Find Processes' search interface. The title 'Find Processes' is in a grey header. Below the title are four search fields: 'Process:', 'Affected Employee:', 'Process Status:', and 'Started By:'. Each field has a diamond icon on the left and a 'Match code' button on the right. Below the 'Process:' and 'Process Status:' fields are 'Start' and 'Open Extended Search' buttons. Two callouts are present: one pointing to the 'Match code' button for the 'Affected Employee' field, and another pointing to the 'Match code' button for the 'Process Status' field.