**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