

Approve PAR

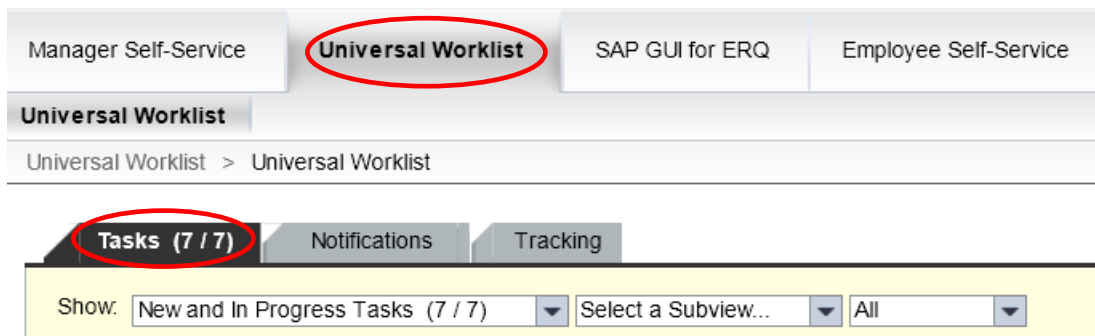
Transaction Code: Universal Worklist tab

Location(s):

myNKU

Purpose: For approving, rejecting, or sending a PAR back to author.

1. Select the Universal Worklist tab.
2. Select the Tasks subtab.



Manager Self-Service **Universal Worklist** SAP GUI for ERQ Employee Self-Service

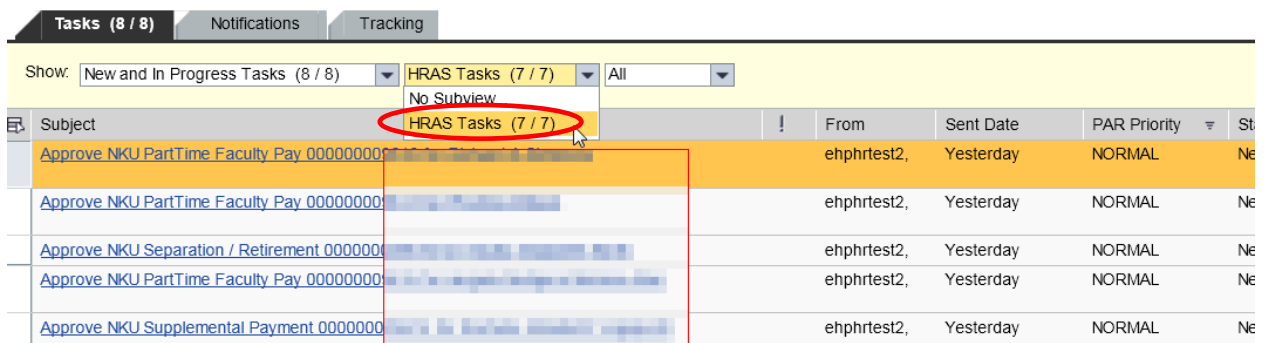
Universal Worklist

Universal Worklist > Universal Worklist

Tasks (7 / 7) Notifications Tracking

Show: New and In Progress Tasks (7 / 7) Select a Subview... All

3. Select the HRAS Subview for additional columns to be reflected for HR tasks only



Tasks (8 / 8) Notifications Tracking

Show: New and In Progress Tasks (8 / 8) **HRAS Tasks (7 / 7)** All

Subject	From	Sent Date	PAR Priority	St
Approve NKU PartTime Faculty Pay 00000000	ehphrtst2,	Yesterday	NORMAL	Ne
Approve NKU PartTime Faculty Pay 00000000	ehphrtst2,	Yesterday	NORMAL	Ne
Approve NKU Separation / Retirement 00000000	ehphrtst2,	Yesterday	NORMAL	Ne
Approve NKU PartTime Faculty Pay 00000000	ehphrtst2,	Yesterday	NORMAL	Ne
Approve NKU Supplemental Payment 00000000	ehphrtst2,	Yesterday	NORMAL	Ne

- The following columns were added to the HR view to help PAR approvers prioritize HR tasks
 - Start Date – for supplemental and Part-Time faculty PARs
 - Effective Date – for separations or retirements
 - Pay Description
 - Payroll Area – monthly or biweekly
 - Transfer Indicator – for separations that are department transfers

4. Select the Draft PAR by clicking the underlined Subject.
 - The Approve Request PAR form will open.
5. Review the details of the PAR.
6. Click either:
 - a. **Save Draft** to save this request without approving.
 - i. A confirmation will appear at the top of the screen.
 1. “Data was saved in a provisional version”
 - b. **Back to Author** to send the PAR back to the initiator for correction. Be sure to enter New Comments for the initiator to review (see below).
 - i. A confirmation will appear at the top of the screen.
 1. “Request was returned to author”
 - c. **Approve** to submit the PAR for further approval/processing.
 - i. A confirmation will appear at the top of the screen.
 1. “Request approved”
 - d. **Reject** to deny the PAR. Be sure to enter New Comments review (see below).
 - i. A confirmation will appear at the top of the screen.
 1. “Request rejected”

Note: New Comments should always be entered for Sending Back to Author and Rejections.

New Comments

Always enter New Comments for Sending Back to Author and Rejections.