Status/Salary Change

This form is used to create a new status/salary change for all current faculty, staff, or student employees. It cannot be used to hire or rehire employees, process additional assignments, or to initiate electronic pay or pay changes for part-time faculty, or be substituted for a Faculty Appointment Form.

The status change form can be submitted for the following:

- Process a salary change
- Add, modify, or remove a cost override on an employee
- Continue a contract
- Change in Full-Time Equivalent (F.T.E.)
- Reclassify an employee

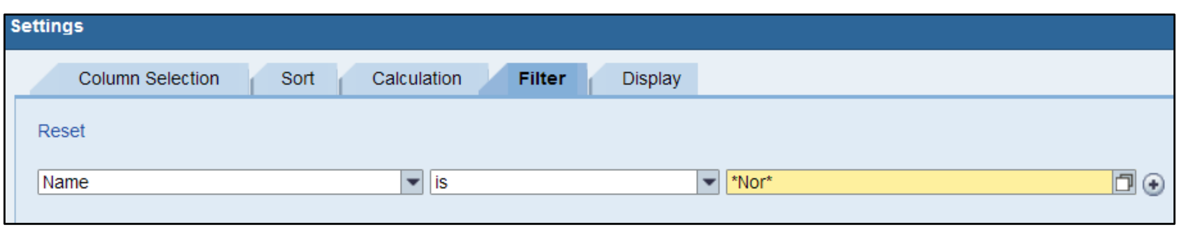
Accessing the Form in myNKU

Form initiators may only create forms for employees within their organizational structure.

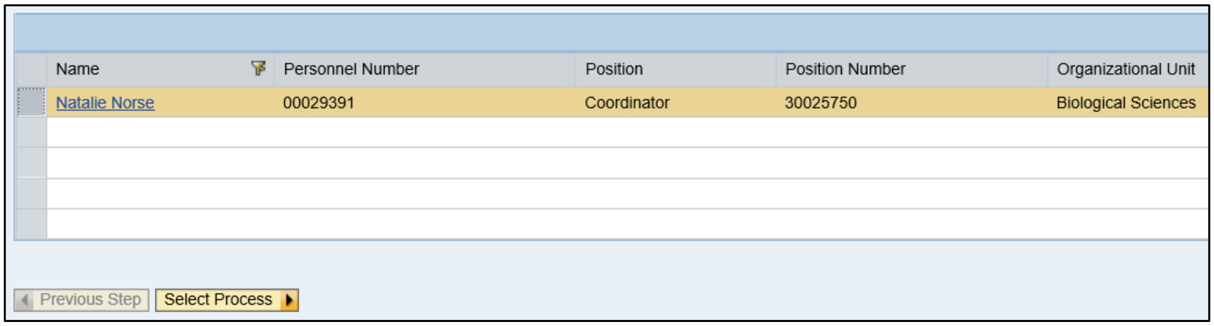
1. Log in to myNKU
2. Select **Manager Self-Service**, then click **Team (Team** may already be selected)
3. Click **Start Process for Employee**. This will open in a new window or tab, depending on your browser settings.

Finding an Employee

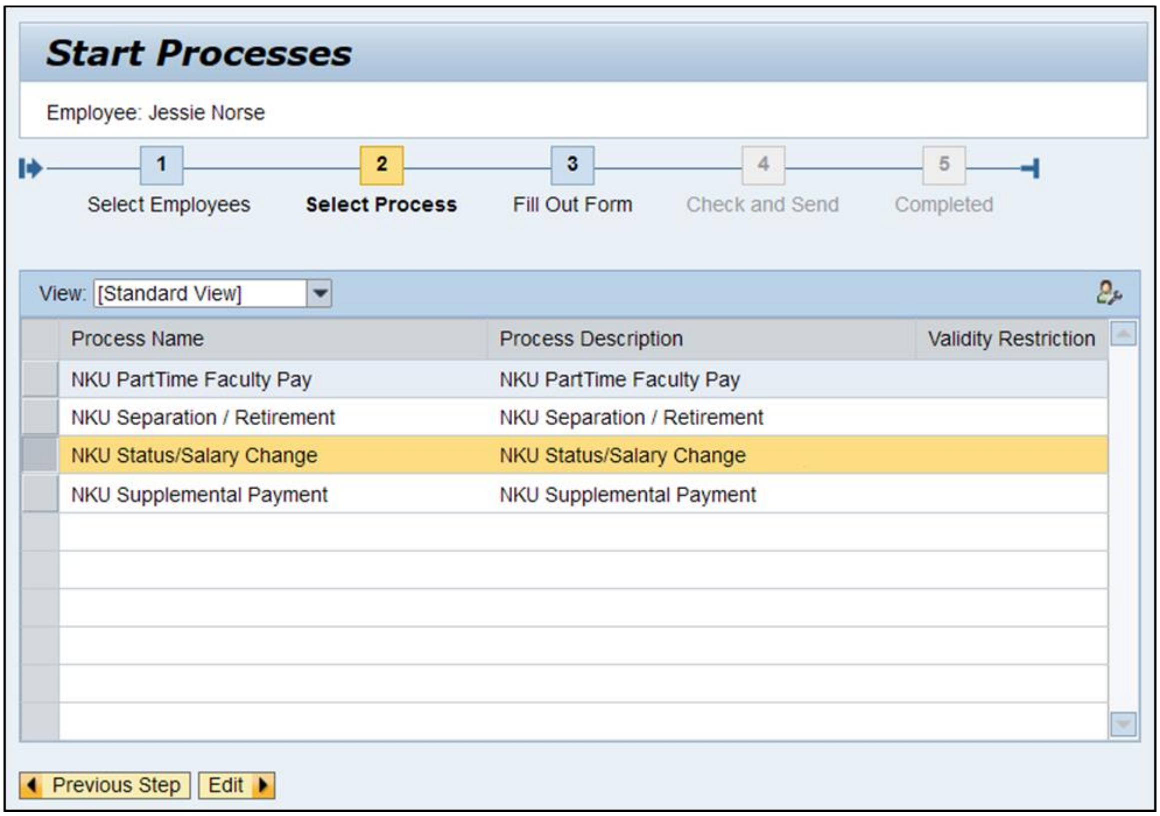
1. Search for the employee by scrolling through the list, or click the **Open Settings** icon to search by Employee Name, Personnel Number, etc.
2. Select the "Filter" tab, and select "Name" in the first dropdown. Enter your search term in the third dropdown, then click **OK**. Wildcard searches can be used to filter the employee name. In this example, "*Nor*" is used to search for "Norse".



3. Select the employee from the results list, then click **Select Process**.



4. Select the process name **Status/Salary Change**. Only the processes available for the selected employee will be listed. Click **Edit** to launch the form.



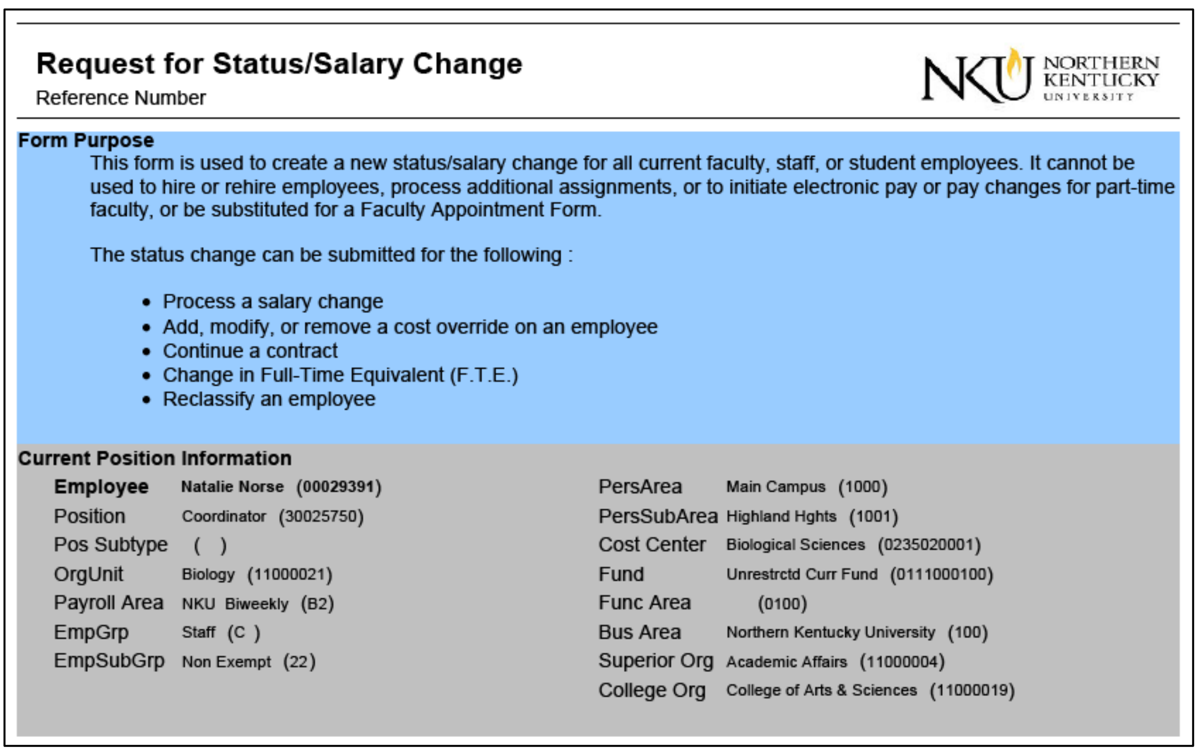
Same Department Status Change

The following instructions refer to the following status changes for an employee staying in the same department.

- Salary Change
- Add, modify or remove cost center override
- Continue a contract
- Change Full-Time Equivalent (FTE)
- Reclassifications

The employee's current position information will display at the top of the form. To initiate any of the above actions:

1. Enter a **Start Date** in the date drop down. In this is left unchanged, the current date will be used. The start date must not be more than 90 days before or after the current date. If dates outside of this period are needed, please contact HR.
2. Edit the remainder of the fields including the **New Comments** field. **New Comments** are a required field for form initiators and should include a description of the action requested. Additionally, you have any documents you'd like to include, use the **Add Attachment** button.
    a. The following fields are required for submission of the form:
        i. Start Date
        ii. Reason
        iii. Position
        iv. Weekly Hours
        v. Annual Salary



Request for Status/Salary Change
Reference Number

NKU NORTHERN KENTUCKY UNIVERSITY

Form Purpose

This form is used to create a new status/salary change for all current faculty, staff, or student employees. It cannot be used to hire or rehire employees, process additional assignments, or to initiate electronic pay or pay changes for part-time faculty, or be substituted for a Faculty Appointment Form.

The status change can be submitted for the following :

- Process a salary change
- Add, modify, or remove a cost override on an employee
- Continue a contract
- Change in Full-Time Equivalent (F.T.E.)
- Reclassify an employee

Current Position Information

Employee	Natalie Norse (00029391)	PersArea	Main Campus (1000)
Position	Coordinator (30025750)	PersSubArea	Highland Hghts (1001)
Pos Subtype	( )	Cost Center	Biological Sciences (0235020001)
OrgUnit	Biology (11000021)	Fund	Unrestrctd Curr Fund (0111000100)
Payroll Area	NKU Biweekly (B2)	Func Area	(0100)
EmpGrp	Staff (C)	Bus Area	Northern Kentucky University (100)
EmpSubGrp	Non Exempt (22)	Superior Org	Academic Affairs (11000004)
		College Org	College of Arts & Sciences (11000019)

Department Instructions:
To process a change for the employee check the corresponding action box below and then complete the remaining information sections on the form. If you have any questions please contact Human Resources.

Start Date: Apr 6, 2022

☐ Status Change ☐ Salary Change ☐ Cost Override ☐ Continuation

Reason:

Position: 30025750 Coordinator

Update Display

Weekly Hours: 18.75 Avg. Daily Hours: 3.75 Employment %: 50.00

Hourly Rate $: 10.26 Please update if changing.

Campus Phone: Building: Room:

Cost Override

If a cost override exists on an employee, it will be noted in red in the header detail section of the form. Cost override information and options for updating the data are presented on page 2 of the form. If there are any questions on grant information, please contact the Comptroller's Office.

Position	Faculty (30000915)	PersSubArea	Highland Hghts (1001)
Pos Subtype	(X001)	Cost Center	Biological Sciences (0235020001)
OrgUnit	Biology (11000021)	Fund	Unrestrctd Curr Fund (0111000100)
Payroll Area	NKU Monthly (M1)	Func Area	(0100)
EmpGrp	Faculty (A)	Bus Area	Northern Kentucky University (100)
EmpSubGrp	FT Ex Tenr–AY 10/12 (A5)	Superior Org	Academic Affairs (11000004)
		College Org	College of Arts & Sciences (11000019)
			Cost Override data exists see below

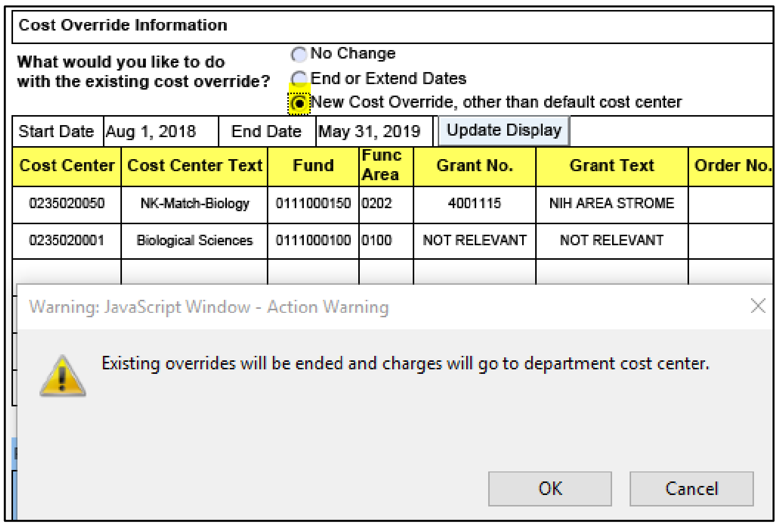
Cost Override Information

What would you like to do with the existing cost override?
- (●) No Change
- ( ) End or Extend Dates
- ( ) New Cost Override, other than default cost center

Start Date: Aug 1, 2018 End Date: May 31, 2019 Update Display

Cost Center	Cost Center Text	Fund	Func Area	Grant No.	Grant Text	Order No.	Order Text	%Split
0235020050	NK-Match-Biology	0111000150	0202	4001115	NIH AREA STROME			50.00
0235020001	Biological Sciences	0111000100	0100	NOT RELEVANT	NOT RELEVANT			50.00
							% Total	100

1. Select one of the following radio buttons:
   a. No Change (default value). The cost override data will remain the same.
   b. End or Extend Dates. Used to modify the Start Date and/or End Date fields of the cost override.
   c. New Cost Override, other than default cost center. Used to remove existing cost override data from the form or add new cost override data.
      i. A pop-up will appear, indicating the existing override will end and charges for the employee will go to the department cost center.
      ii. Once you have clicked through the pop-up, the data in the fields will be removed and new data may be entered, if needed.



Please note the following items:

- Cost override data entered will be validated against the information on the employee record. The total percentage split must equal 100%, or an error will result.
- If the employee's salary is changing, please update the field with the new amount.
- Once the form has been completed and sent, a confirmation including the process reference number for the PAR will appear. This reference number may be used to track the PAR through the approval steps of workflow.