

Approve PAR



Purpose: Once the initiator creates a PAR, the task workflows for approval. The Approver will process the workflow through **MyNKU**. Approvers will process all PARs using this same method.

A summary of the information can be viewed on the initial screen, as highlighted below.

The screenshot displays the 'Approve Form' interface. On the left, a task card is visible with the title 'Approve Part-time Faculty Pay 00000074019 for Fred T. Johnson' and a 'Medium' priority. The main area shows the task details, which are highlighted with a red box:

- Form Type: Part-time Faculty Pay
- Priority: NORMAL
- Employee Name: Fred T. Johnson
- Start Date: 05/12/2025
- End Date: 07/11/2025
- Process started on: 01/18/2024
- Process started by: EPHRTEST6
- Total payment amount: 3,000.00
- Please Approve, Return to Author or Reject this form.

At the bottom right of the interface, the 'Open Task' button is highlighted with a red box.

To process the **Approve Request** screen, click on the **Open Task** Icon, on the bottom right-hand corner of the screen.

Open Task

The **Approve Request** screen will populate the PAR with all the information.

Approve Request

Part-time Faculty Pay Ref.#: 00000074019

Fred T. Johnson (00C12345) as of 2024-01-18
Position: Faculty
Org. Unit: 11000021 (Biological Sciences)
College Org.: 11000019 (College of Arts & Sciences)
Superior Org.: 11000004 (Academic Affairs)
Personnel Group: A (Faculty)
Personnel Subgroup: A5 (FT Ex Terr-AY 10/12)
Personnel Area: 1000 (Main Campus)
Personnel Subarea: 1001 (Highland Hgths)

Cost Center: 0235020001 (Biological Sciences)
Grant: NOT RELEVANT (NOT RELEVANT)
Functional Area: 0100 (Instruction)
Fund: 0111000100 (Unrestricted Gen Fund)
Business Area: 100 (Northern Kentucky University)
Payroll Area: M1 (NKU Monthly)
Annual Salary: \$73635.05 (\$6136.25/Month)
Weekly Hours: 37.5

Active Cost Override Distribution:
Cost Center #1: 0235020055 (3.63%)
Grant #1: 4001760
Cost Center #2: 0235020001 (72%)
Grant #2: NOT RELEVANT
Cost Center #3: 0235020050 (24.37%)
Grant #3: 4001760

Operation: New

Credit Hours:

Payment Reason:

Faculty/Instructor Level:

Session:

Course description, scheduled class times, special request, etc:

Assignment Start:

Assignment End:

Cost Center Override:

Total Payment (USD):

Pay Period Amount:

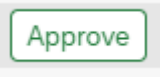
Comment History:

Add Comment:

Submission:

To process, the approver can click **Approve**, **Reject** or **Back to Author**.

Once **Approve** is clicked, the PAR is approved and workflowed to the next level approver, if necessary. When approved all the way through workflow, a notification appears in the Initiator and Approver's inbox.



Once **Reject** is clicked, the PAR is rejected, and the workflow ends. A notification appears in the Initiator and Approver's inbox.



Once **Back to Author** is clicked, process the confirmation question.

[Back to Author](#)

Confirm

Are you sure you wish to return this request?

If the approver clicks, **No**, the screen remains.

If the approver clicks **Yes**, the following confirmation is produced.

Processing successful.
Reference number: 000000074019
This window may now be closed

A task to edit the PAR, workflows to the initiator's MyInbox See example below.

Edit Part-time Faculty Pay 000000074019 for Fred T. Johnson

[Workflow System](#) Status: Ready
Priority: Medium

Created on Jan 18, 2024, 4:21 PM

Form Type: Part-time Faculty Pay
Priority: NORMAL
Employee Name: Fred T. Johnson
Start Date: 05/12/2025
End Date: 07/11/2025
Process started on: 01/18/2024
Process started by: EHPHRTST6
Total payment amount: 3,000.00
Please Edit this form.