

PAR Form Processing

<u>Form Type</u>	<u>Use</u>
Separation/Retirement Form	<ul style="list-style-type: none"> • Faculty Full Time • Faculty Part Time • Staff Exempt • Staff Nonexempt • Student IWS • Student FWS • Student International • Student Work Study Stipend
<p>Purpose: Use this form to create a Separation or Retirement action for faculty, staff, and students. All actions must be compliant with the policies and procedures outlined in the NKU Staff Policies & Procedures Manual, the NKU faculty Policies and Procedures Handbook, and the Student Employment Policy</p>	
Status/Salary Change Form	<ul style="list-style-type: none"> • Faculty Full Time • Faculty Part Time • Staff Exempt • Staff Nonexempt • Student IWS • Student FWS • Student International
<p>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:</p> <ul style="list-style-type: none"> • Process a salary change • Add, modify, or remove a cost override on an employee • Continue a contract • Change in full-time equivalent • Reclassify an employee 	
Part-Time Faculty Pay	<ul style="list-style-type: none"> • Faculty Full Time • Faculty Part Time
<p>Purpose: Use this form to create a new payment for one or more pay periods for part-time faculty pay per semester; Full-Time Faculty(overload), summer or winter session and University 101 pay. This form can be used to change a payment listed about that has already been processed. All faculty payments need to follow the conditions of employment. Employment is pending adequate enrollment. Form initiators may only create payments for employees within their organizational structure.</p>	
Supplemental Pay	<ul style="list-style-type: none"> • Faculty Full Time • Faculty Part Time • Staff Exempt
<p>Purpose: Use this form to create a new supplemental payments payment for one or more pay periods or to change a supplemental payment that has already been processed. All staff supplemental payments must be in accordance with the policy outlined in the NKU Staff Policy & Procedure Manual. Form initiators may only create payments or employees within their organizational structure.</p>	