Create Part-time Faculty PAR

**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 above that has already been processed. All faculty payments need to follow the conditions of employment as covered in the Part-Time Faculty Handbook. Employment is pending adequate enrollment. Form initiators may only create payments for employees within their organizational structure.

On the PAR screen, click the INITIATE icon to create the Part-Time Faculty PAR

Once **Initiate** is clicked, the next screen that appears is a list of personnel for which the initiator has access to.

The initiator has two options to start the process for the employee.

1. Insert the Employee Pernr in the Filter field. Once the Pernr is inserted, the employee’s name will appear. Once the employee is located, click on the employee’s name or the arrow to choose the process for this employee.

2. Scroll through the list of employees on the screen to locate the employee. Once the employee is located, click on the employee’s name or the arrow to choose the process for this employee.
Below is a list of processes that can be chosen for this employee. In this case, choose **Part-time Faculty Pay**. Click on the process or the arrow, to move on.

A dialog box will appear.

**Confirm**

Form initiators may only create actions for personnel within their organizational structure. All actions must be compliant with NKU policies and procedures as defined by the Policy Administration website, Chairs Handbook, and Faculty Handbook.

Yes  No

If Yes is chosen, the screen to process the Part-time Faculty Pay appears. If No is chosen, the information will remain on the page, and the process will not move forward.
To process a **NEW** Part-time Faculty Pay, complete the information on the screen.

Information regarding the employee is listed at the top of the page. (See example below)
Complete the bottom portion of the page. Note: all required fields (*) must be completed.

To complete for a **NEW** Part-time Faculty Pay, complete the following:

- **Operation:**
  - [ ] New
  - [ ] Change

- **Payment Reason:**

- **Session:**

- **Assignment Start:**
  - [ ] 01/18/2024

- **Assignment End:**
  - [ ] e.g. 12/31/2024

- **Total Payment (USD):**
  - [ ]

To complete for a **CHANGE** to Part-time Faculty Pay, complete the following:

- **Operation:**
  - [ ] New
  - [ ] Change

- **Payment Reason:**

- **Session:**

- **Assignment Start:**
  - [ ] 01/18/2024

- **Assignment End:**
  - [ ] e.g. 12/31/2024

- **Total Payment (USD):**
  - [ ]

**Note:** Regarding the **Session** field, once the **Session** is chosen, the **Assignment Start** and **Assignment End** dates will auto-fill in the fields. If the Session is not chosen on the field, the Assignment Start and End dates must be entered.

**Session:**

- [ ] 20250512-20250603 (410) Summer 3-Weeks

**Assignment Start:**

- [ ] 05/12/2025

**Assignment End:**

- [ ] 06/03/2025
Note: Regarding the required field, **Total Payment**, please enter the amount only, and not the $ sign in the field. Once the amount is entered, the **Pay Period Amount** will populate. See example below:

- **Total Payment (USD):**
  - $ 4000.00
- **Pay Period Amount:**
  - 2000.00

To Save a draft of the information, click on **Save Draft**, located at the bottom of right-hand corner of the screen. The draft will appear in the Initiator’s **MyInbox** for further processing.

- **Save Draft**

For the information to workflow for approval, click on **Check for Submission**, located at the bottom right-hand corner of the screen.

- **Check for Submission**

These options will appear at the bottom right-hand corner of the screen.

- **Edit**
- **Confirm and Submit**

Click **Edit** to further edit the document. The previous screen will re-appear to edit the document. Click **Confirm and Submit** for the document to workflow for approval. The following message appears:

- **Processing successful.**
  - Reference number: 000000074019
- **View Prior Form Submissions**

A Reference number for the PAR Part-time Faculty Pay created is auto-generated. Click on **View Prior Form Submissions** to return to the screen to view all the PAR’s submitted by the initiator.