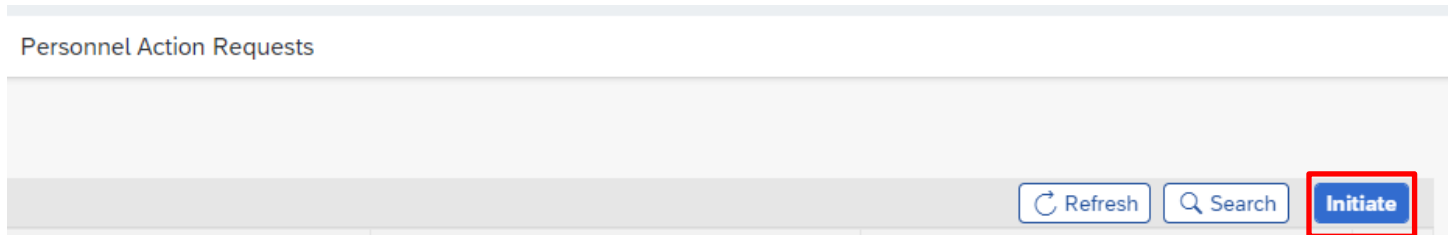


Create Part-time Faculty PAR



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



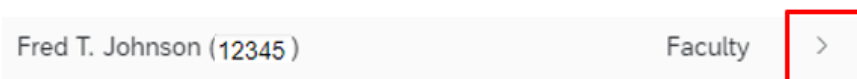
Once **Initiate** is clicked, the next screen that appears is a list of personnel for which the initiator has access to.

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.

Personnel # **12345**

Process	
Part-time Faculty Pay	>
Separation/Retirement	>
Status/Salary Change	>
Supplemental Payment	>

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.

Change Request

0 Attachments
Part-time Faculty Pay

Fred T. Johnson (0012345) 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 Tenn-AY 10/12)
 Personnel Area: 1000 (Main Campus)
 Personnel Subarea: 1001 (Highland Hghts)

Cost Center: 0235020001 (Biological Sciences)
 Grant: NOT RELEVANT (NOT RELEVANT)
 Functional Area: 0100 (Instruction)
 Fund: 0111000100 (Unrestrictd Curr 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 Change

Payment Reason:

Session:

*Assignment Start:

*Assignment End:

*Total Payment (USD):

*Credit Hours:

Faculty/Instructor Level:

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

Cost Center Override:

Comment:

Submission:
Save Draft
Check for Submission

Information regarding the employee is listed at the top of the page. (See example below)

0 Attachments
Part-time Faculty Pay

Fred T. Johnson (0012345) 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 Tenn-AY 10/12)
 Personnel Area: 1000 (Main Campus)
 Personnel Subarea: 1001 (Highland Hghts)

Cost Center: 0235020001 (Biological Sciences)
 Grant: NOT RELEVANT (NOT RELEVANT)
 Functional Area: 0100 (Instruction)
 Fund: 0111000100 (Unrestrictd Curr 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

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: <input checked="" type="radio"/> New <input type="radio"/> Change	*Credit Hours: <input type="text"/>	Cost Center Override: <input type="text"/> <small>type (ex: 'nursing') for suggestions</small>	Comment: <input type="text"/> <small>(optional)</small>
Payment Reason: <input type="text"/>	Faculty/Instructor Level: <input type="text"/>		
Session: <input type="text"/>	*Course description, scheduled class times, special request, etc.: <input type="text"/>		
*Assignment Start: <input type="text"/> <small>01/18/2024</small>			
*Assignment End: <input type="text"/> <small>e.g. 12/31/2024</small>			
*Total Payment (USD): <input type="text"/> <small>\$</small>			

Submission:

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

Operation: <input type="radio"/> New <input checked="" type="radio"/> Change	*Credit Hours: <input type="text"/>	Cost Center Override: <input type="text"/> <small>type (ex: 'nursing') for suggestions</small>	Comment: <input type="text"/> <small>(optional)</small>
Changing: <input type="text"/>	Faculty/Instructor Level: <input type="text"/>		
Payment Reason: <input type="text"/>	*Course description, scheduled class times, special request, etc.: <input type="text"/>		
Session: <input type="text"/>			
*Assignment Start: <input type="text"/> <small>01/18/2024</small>			
*Assignment End: <input type="text"/> <small>e.g. 12/31/2024</small>			
*Total Payment (USD): <input type="text"/> <small>\$</small>			

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.

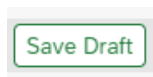
Session: <input type="text"/> <small>20250512-20250603 (410) Summer 3-Weeks</small>
Assignment Start: <input type="text"/> <small>05/12/2025</small>
Assignment End: <input type="text"/> <small>06/03/2025</small>

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:

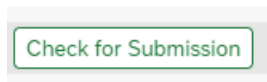
Total Payment (USD):

Pay Period Amount:

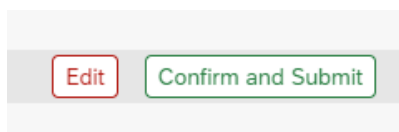
To Save a draft of the information, click on **Save Draft**, located at the bottom of right-hand corner of the screen. The draft will appear in the Initiator's **MyInbox** for further processing.



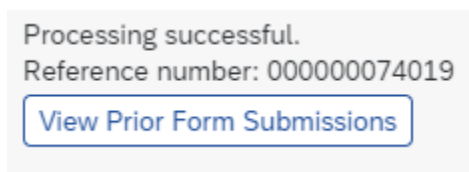
For the information to workflow for approval, click on **Check for Submission**, located at the bottom right-hand corner of the screen.



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



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:



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.