

# Create Status Change PAR



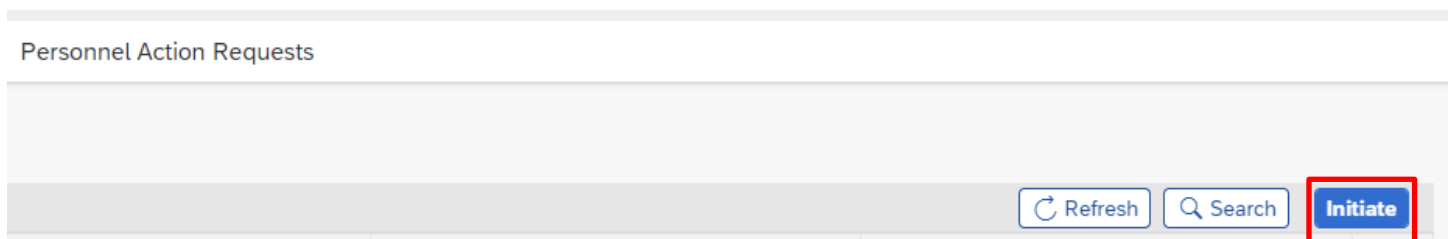
## Purpose:

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 initiate electronic pay or pay changes for part-time faculty, or to 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

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 **Status/Salary Change**. Click on the process or the arrow, to move on.

Personnel #12345

Process
Separation/Retirement >
Status/Salary Change >

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 Status/Salary Change appears. If No is chosen, the information will remain on the page, and the process will not move forward.

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

Status/Salary Change

Victor Viking (00012345) as of 2024-01-22

Position: [Redacted] (Lab Technician, Biology)  
 Org. Unit: 11000021 (Biological Sciences)  
 College Org.: 11000019 (College of Arts & Sciences)  
 Superior Org.: 11000004 (Academic Affairs)  
 Personnel Group: C (Staff)  
 Personnel Subgroup: 22 (Non Exempt)  
 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 (Unrestrctd Curr Fund)  
 Business Area: 100 (Northern Kentucky University)  
 Payroll Area: B2 (NKU Biweekly)  
 Annual Salary: \$35412.00 (\$18.16/Hour)  
 Weekly Hours: 37.5

To process a **Status/Salary Change**, complete the bottom portion of the page. Note: all required fields (\*) must be completed.

Status/Salary Change

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 Annual Salary: \$35412.00 (\$18.16/Hour)  
 Weekly Hours: 37.5

Reason for Request:

\*Weekly Hours:   -Daily  % FTE

Annual Salary (USD):   Hourly

Continuation (of Contract, etc.):  Yes  No

\*Position:

Campus Location:   Room #

New Cost Center(s) Override:  Yes  No

\*Change Summary:

Submission:

Click on the dropdown arrow to choose the **Reason for Request**:

Reason for Request:

The Effective Start Date populates the date that the form is being completed. This can be changed by entering another date in the field or clicking the calendar icon to choose a date.

\*Effective Start Date:



**No** is defaulted for **Continuation** (of contract, etc.)

Continuation (of Contract, etc.):

Yes  No

Click on the **Yes** radio button, if it's a Continuation. Once **Yes** is clicked, the New End Date field appears. Enter the date in the field or click on the calendar icon to choose the date.

\*New End Date:



The position number of the employee is defaulted.

\*Position:

In this example below, enter the bi-weekly employee's weekly hours and hourly rate. Change the **weekly hours** and/or **hourly rate**. Once these are changed, it calculates the new Annual Salary.

\*Weekly Hours:

<input type="text" value="37.50"/>	<input type="text" value="7.50"/>	<input type="text" value="~Daily"/>	<input type="text" value="100.00"/>	<input type="text" value="% FTE"/>
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Annual Salary (USD):

<input type="text" value="\$ 35412.00"/>	<input type="text" value="\$ 18.16"/>	<input type="text" value="Hourly"/>
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Enter Campus Phone. The Campus Location is defaulted, but can also be changed:

Campus Phone:

Campus Location:

The New Cost Center(s) Override defaults to **No**.

New Cost Center(s) Override:  
 Yes  No

If there is a Cost Override, click on the **Yes** radio button. The Override Start and End Dates, and Overriding Cost Center fields appear.

The **Override Start Date** defaults to the date that the form is being completed but can be changed. Enter the override start and/or end dates by entering the new dates in the fields or clicking on the calendar icon.

New Cost Center(s) Override:  
 Yes  No

\*Override Start Date:

\*Override End Date:

For **Override Cost Center**, enter the name of the department in the field, for example, 'Nursing'. Choose from the list of cost centers that populates, for example, Nursing DNP AOL. The cost center will then be populated into the field.

0239062001: Nursing-Grad Studies  
0239063001: Nursing Anesth Prgm  
  
0293090021: Nursing Fac Loan Prgm

Overriding Cost Center #1:

Add additional Cost Centers if the cost will be split between or amongst other cost centers.

Additional Cost Centers:

[+](#) Add #2

Enter reason for the change.

\*Change Summary:

*(brief request summarization)*

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: 000000074046

[View Prior Form Submissions](#)

A Reference number for the **Status Change PAR** 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.