

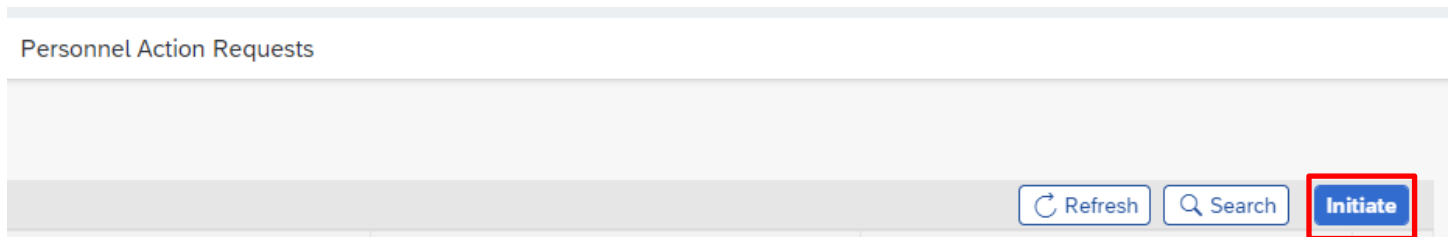
Create Supplemental Pay PAR



Purpose:

This form is used to create a new supplemental 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 for employees within their organizational structure.

On the PAR screen, click the INITIATE icon to create the Supplemental Payment 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 **Supplemental Payment**. 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 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)

Change Request

0 Attachments Supplemental Payment

Fred T. Johnson (000 12345) as of 2024-01-22
 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 Tenr-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** Supplemental Pay, complete the following:

Operation: <input checked="" type="radio"/> New <input type="radio"/> Change Payment Reason: <input type="text"/> *Assignment Start: <input type="text" value="01/22/2024"/> *Assignment End: <input type="text" value="e.g. 12/31/2024"/> *Total Payment (USD): <input type="text" value="\$"/>	*Description of work performed, estimated hours, etc: <input type="text"/>	Cost Center Override: <input type="text" value="type (ex: 'nursing') for suggestions"/>	Comment: <input type="text" value="(optional)"/>
Submission:			<input type="button" value="Save Draft"/> <input type="button" value="Check for Submission"/>

Click on the dropdown arrow to choose Payment Reason:

Reason for Request:

The Assignment 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.

*Assignment Start:

The Assignment End date can be changed by entering another date in the field or clicking the calendar icon to choose a date.

*Assignment End:



Enter the payment in the field below.

*Total Payment (USD):

Enter a description below.

*Description of work performed, estimated hours, etc:

If there is a **Cost Center Override**, 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 Prgrm
0248004003: Nursing DNP AOL
0293090021: Nursing Fac Loan Prgm

*Overriding Cost Center #1:

Enter comments, if necessary.

Comment:

To complete for a **CHANGE** Supplemental Pay, complete the following additional field for a change already in process.

Operation:

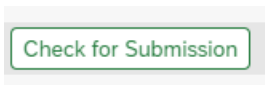
New Change

Changing:

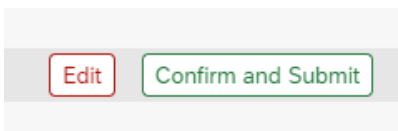
To Save a draft of the information, click on **Save Draft**, located at the bottom of right-hand corner of the screen. The draft will appear in the Initiator's **MyInbox** for further processing.



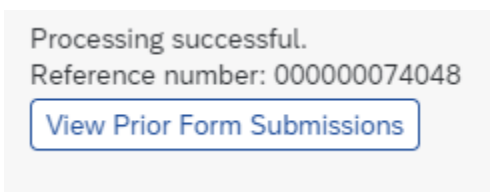
For the information to workflow for approval, click on **Check for Submission**, located at the bottom right-hand corner of the screen.



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 **Supplemental Pay 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.