

# Working with Drafts

**Purpose:** PAR documents can be saved as a draft and will appear in **My Inbox** for completion. The draft can also be edited from the PAR home page in which you are initiating and approving.

For example, input information to start the Part-time Faculty Pay process for an employee. Information regarding the employee is listed at the top of the page.

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 Tenr-AY 10/12)  
 Personnel Area: 1000 (Main Campus)  
 Personnel Subarea: 1001 (Highland Hights)

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.

Operation:

New  Change

\*Credit Hours:

Cost Center Override:

Comment:

Payment Reason:

Faculty/Instructor Level:

Session:

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

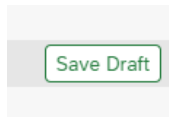
\*Assignment Start:

\*Assignment End:

\*Total Payment (USD):

Submission:

To save as Draft, click the icon below on bottom right-hand corner of the screen:



A confirmation question will appear. Click **Yes** to proceed with saving as a draft, or **No** to cancel saving as a draft.

Confirm

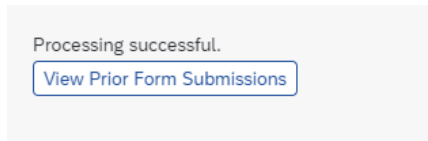
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Are you sure you wish to draft this request?

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Yes
No

If Yes is chosen, the following appears:



If No is chosen, the information will remain on the page, and a draft will not be saved.

Proceed to **My Inbox** to complete the details of the PAR.

All Tasks (3)	Draft: Start Process
<p>Search <input type="text"/></p> <p><b>Draft: Fred T. Johnson: Part-time Faculty Pay - Change Request</b></p> <p>Workflow System Medium</p>	<h3>Draft: Fred T. Johnson: Part-time Faculty Pay - Change Request</h3> <p>Workflow System <span style="float: right;">Status: Ready</span></p> <p>Created on Jan 17, 2024, 3:32 PM <span style="float: right;">Priority: Medium</span></p>
	<p>  <sup>0</sup></p>
	<p>You saved a draft for the process start. Take the necessary actions to further process the draft.</p>
<p>↑↓ ⌵ ≡</p>	<p>Show Log Claim Open Task </p>

To complete the details of the PAR, click on the **Open Task** icon, located on the bottom-right hand corner of the screen.

## Open Task

Once the task is open, the information previously input appears.

Change Request

0 Attachments
Part-time Faculty Pay

Fred T. Johnson (00012345) as of 2024-01-17

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: AS (FT Ex Tern-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:

Summer School

Session:

Assignment Start:

01/17/2024

Assignment End:

e.g. 12/31/2024

Total Payment (USD):

\$ 2,000.00

Credit Hours:

3.00

Faculty/Instructor Level:

Instructor Level I

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

Cost Center Override:

type (ex: 'nursing') for suggestions

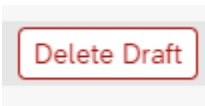
Comment:

(optional)

Submission:

Delete Draft
Check for Submission

To delete the draft, click on the **Delete Draft** Icon, located at the bottom right-hand corner of the screen.



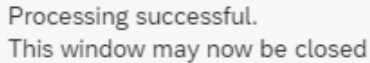
A confirmation question will appear. Click **Yes** to proceed with saving as a draft, or **No** to cancel saving as a draft.

### Confirm

Are you sure you wish to delete this request?

[Yes](#)   [No](#)

If Yes is chosen, the following appears:



Processing successful.  
This window may now be closed

If No is chosen, the information will remain on the page.

Proceed to add or change information on the screen. Note: all required fields (\*) must be completed. For the information to workflow for approval, click on the **Check for Submission** icon, located at the bottom right-hand corner of the screen.



Check for Submission

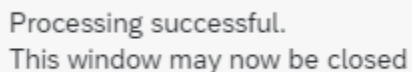
Once all information is added/changed, the options will appear at the bottom right-hand corner of the screen.



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.  
This window may now be closed