## **Attachments on Student Stipend**



## **Purpose:**

Attachments are beneficial for supplementing any additional information or justification for the Student Stipend.

**To create an attachment** to the Student Stipend, click on the **Attachments** icon, located on the upper left-hand corner of the screen.



Nick Norse (00033347) as of 2024-09-03

Position: 30002920 (Work Study Stipend) Org. Unit: 11000021 (Biological Sciences)

College Org.: 11000019 (College of Arts & Sciences)

Superior Org.: 11000004 (Academic Affairs)

Personnel Group: F (Student)

Personnel Subgroup: F4 (Student Stipend Nex)

Personnel Area: 1000 (Main Campus)
Personnel Subarea: 1001 (Highland Hghts)

Once the attachments icon is selected, click on New Attachment.

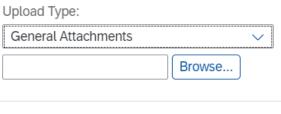


Click on the dropdown arrow to upload the type of attachment that will be uploaded.





Once the type of attachment is selected, click on the browse icon to choose the document.

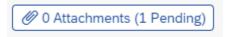


Cancel

Choose the file and click **Open** to attach the document.



The following attachment will be pending.



**To view the attachment** in workflow, the approver will click on the **Attachments** icon on the Student Stipend to process. The attachments icon is located on the upper left-hand corner of the screen.



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Position: 30002920 (Work Study Stipend) Org. Unit: 11000021 (Biological Sciences)

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Personnel Group: F (Student)

Personnel Subgroup: F4 (Student Stipend Nex) 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 (Unrestrett Curr Fund)

Business Area: 100 (Northern Kentucky University)

Payroll Area: B2 (NKU Biweekly)

Annual Salary: Weekly Hours:

The type of attachment chosen by the initiator is listed, for example "General Attachments". Click on the document (DOCX) to view it. A New attachment can also be uploaded in workflow.



Rev: 1/22/2024