

# 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.

0 Attachments Student Stipend Ref.#: 000000078918

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.

Upload Type:

- General Attachments
- Grant Time Support
- Staff - Adjusted Work Schedule/Supervisor approval

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

Upload Type:

General Attachments

Cancel

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

File name: Doc1

The following attachment will be pending.

0 Attachments (1 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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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:  
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.

1 Attachments

General Attachments >

PNG