

Staff Salary Letter / Faculty Appointment Form Printing

Transaction Code: pecm_print_crs

Location(s):

SAP GUI tab

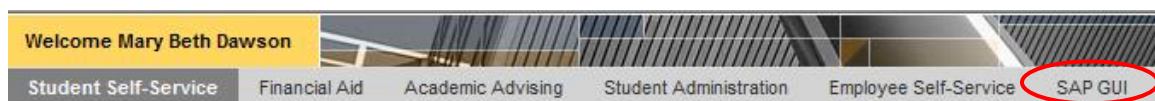
Purpose: The letters and appointment forms can be printed after HR runs activation on June 10, 2013.

The Staff Salary Letters (SSL) that can be printed in MSS/ECM are for those staff that are eligible for and included in the Enterprise Compensation Management (ECM) process (regular and base funded contract staff that were employed by NKU as of January 2, 2013 and meet other criteria for eligibility). The completion of a PAR to continue employees included in the ECM process is not necessary.

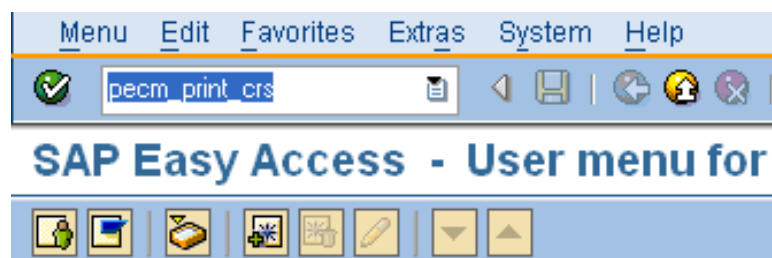
Employees with work schedules of less than twelve months, temporary employees, grant funded employees, and employees with split funding/combination funding are not included in the ECM process and a PAR would be required to continue these employees in to FY 2013-2014. Departments must also prepare salary letters for these employees.

The Faculty Appointment Forms (FAF) that appear for print in MSS/ECM are those of continuing faculty members (tenure track, tenured, and non-tenure track renewable appointments) that were on the payroll during the 2013-2014 academic/fiscal year. Separate guidelines for the distribution of these Faculty Appointment Forms (FAF's) will be given to each college/area by the Office of the VPAA & Provost which will include those coming from the MSS/ECM system and those produced manually. 2 forms will print for each faculty.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the SAP GUI.

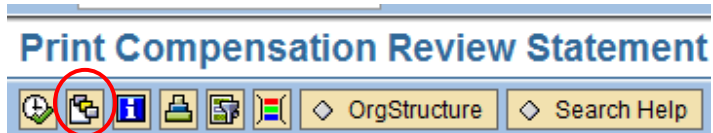


3. Enter transaction code, **pecm_print_crs** from the SAP Easy Access screen.

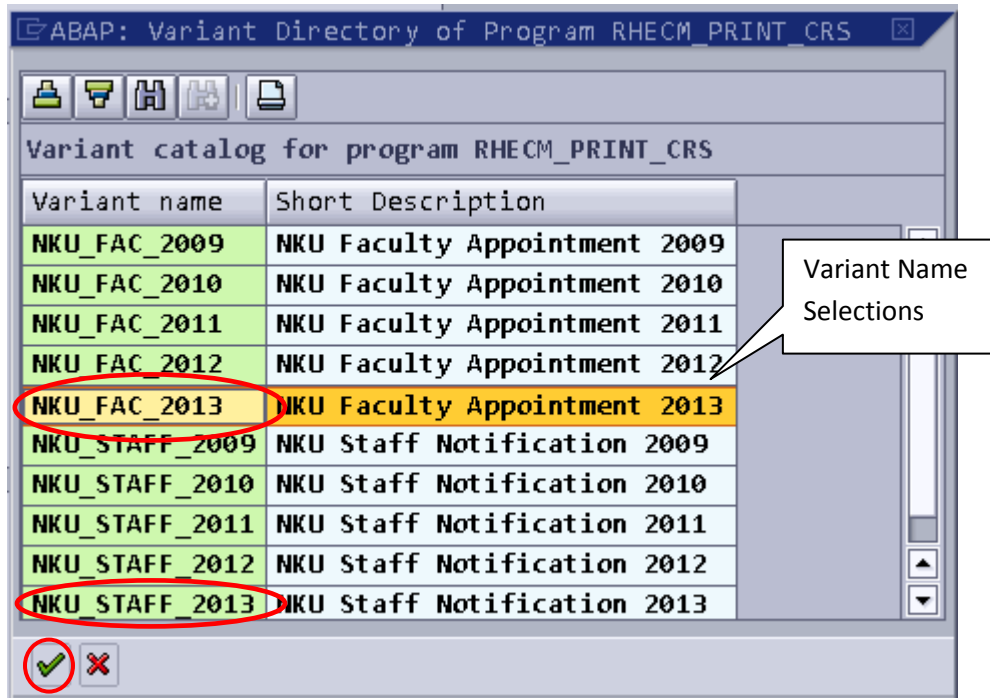


4. Click Get Variant.

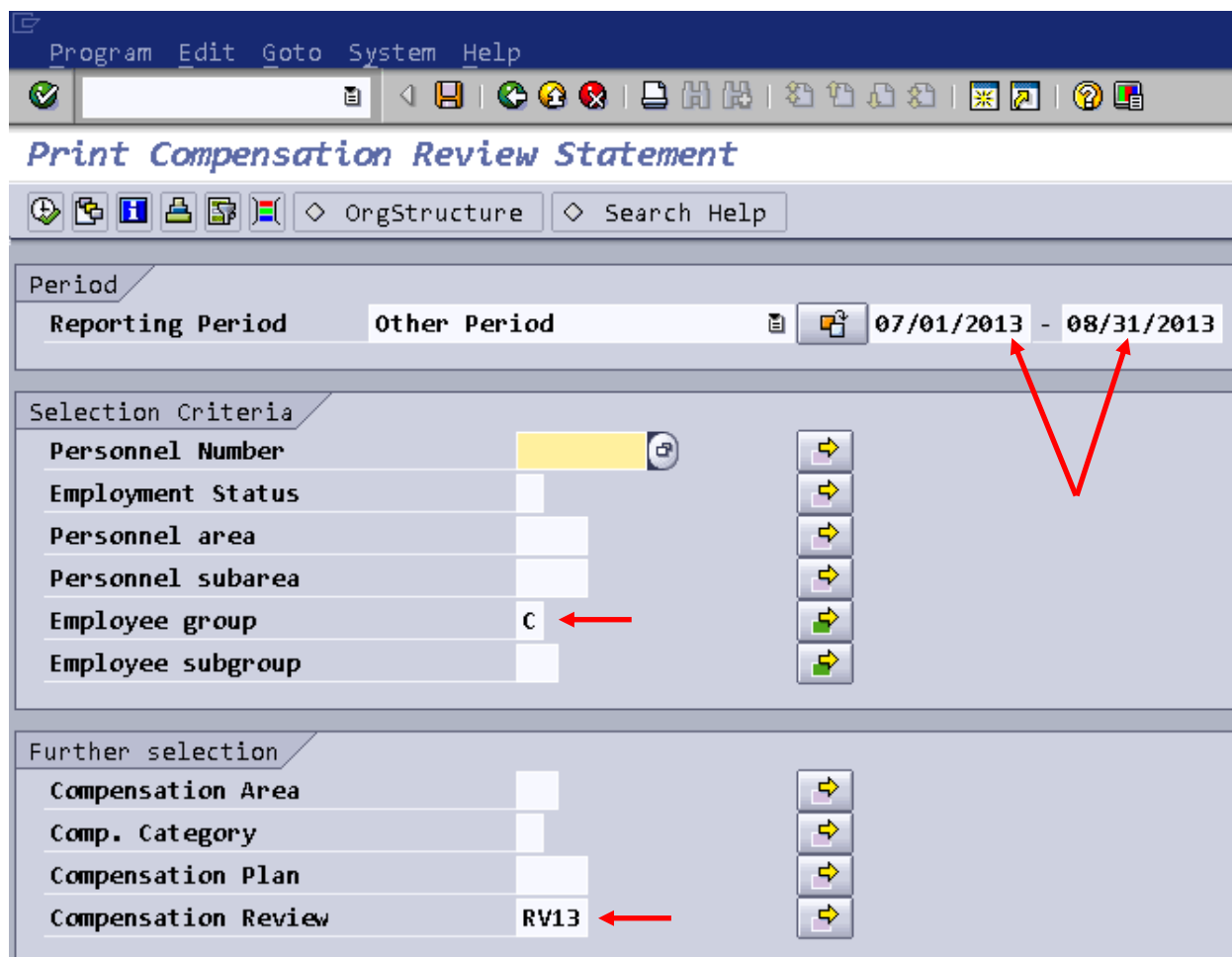
NOTE: Select Variant **before** adding selection criteria otherwise criteria will be lost.



5. Select a Variant name (select the current year).
6. Click Continue.



7. Default values for Faculty Appointment and Staff Notification. This will print all the Faculty members within users authorized org unit(s).



Print Compensation Review Statement

Period

Reporting Period Other Period 07/01/2013 - 08/31/2013

Selection Criteria

Personnel Number		
Employment Status		
Personnel area		
Personnel subarea		
Employee group	C	
Employee subgroup		

Further selection

Compensation Area	
Comp. Category	
Compensation Plan	
Compensation Review	RV13

8. Additional selection criteria (See pages 11 - 12):

Print Compensation Review Statement

OrgStructure Search Help

Period
Reporting Period: Other Period 07/01/2013 - 08/31/2013

Selection Criteria

Personnel Number		
Employment Status		
Personnel area		
Personnel subarea		
Employee group	C	
Employee subgroup		

Further selection

Compensation Area		
Comp. Category		
Compensation Plan		
Compensation Review	RV13	

- A. **OrgStructure** – If left blank it will print your entire org unit(s) at once unless other selection criteria are filled in. In the Organizational Unit selection box, even though the entire University org structure will appear, only the details for the org unit the user is responsible for can be view/print. If user is responsible for multiple org units and only wants to view/print one unit, complete the following:


Organizational structure					
<input type="checkbox"/>	Demo ECM VP	O 11020152	VPECM	31.12.2008	Unlimite
<input type="checkbox"/>	NKU Board of Regents	O 11000000	NKU Board	01.01.1968	Unlimite
<input type="checkbox"/>	President's Office	O 11000001	President	01.01.1968	Unlimite
<input type="checkbox"/>	Government and Comm	O 11000002	Gov & Comm	01.01.1968	Unlimite
<input type="checkbox"/>	Legal Affairs & General	O 11000003	Legal Affs	01.01.1968	Unlimite
<input type="checkbox"/>	Academic Affairs	O 11000004	Academic Aff	01.01.1968	Unlimite
<input type="checkbox"/>	Administration & Finance	O 11000009	Admin & Fin	01.01.1968	Unlimite
<input type="checkbox"/>	Planning, Policy & Budget	O 11000144	Plan Pol Bud	01.01.1968	Unlimite
<input type="checkbox"/>	Student Affairs	O 11000148	Student Aff	01.01.1968	Unlimite
<input type="checkbox"/>	University Advancement	O 11000191	Univ Advan	01.01.1968	Unlimite

Continue to expand dropdowns until desired org level is found; then click the check box to select. More than one can be selected; Click the Green Check to return to the Print Compensation Review

- B. To view/print letters/appointments by select individuals – Key in the individuals personnel number.

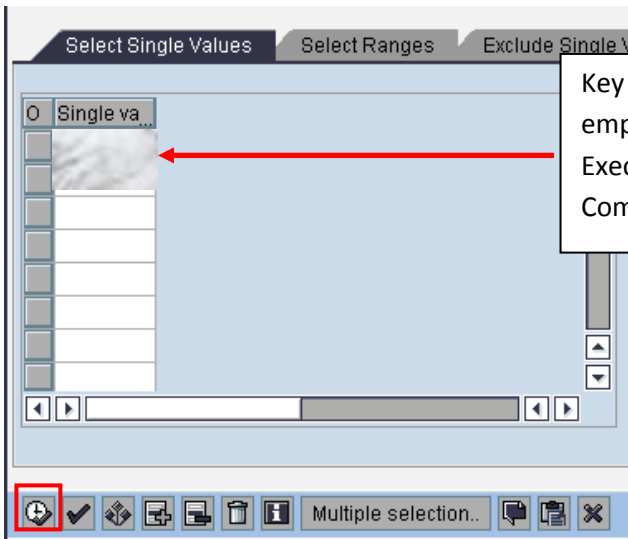
Personnel Number

NOTE: If the variant for Faculty is selected in step 3 but the personnel number input is for a Staff member, the following error message will appear in the lower left hand corner of the screen:

 No employees selected

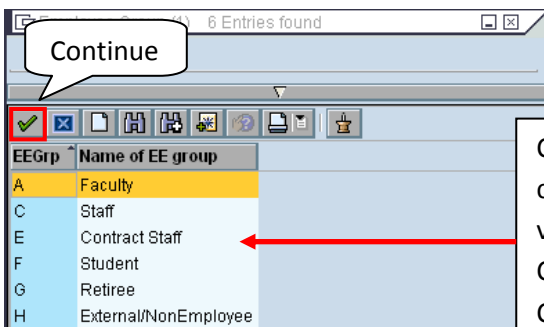
OR:

Use the  icon next to the Personnel Number to select multiple employees



Key in the Personnel Numbers of selected employees you want to view/print. Click Execute to select and return to the Print Compensation Review Statement Screen.

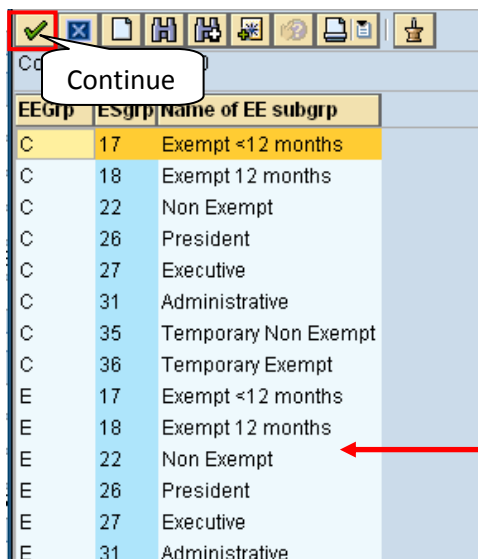
- C. Employee Group



Click Match Code for Employee Group field; choose the Employee Group you want to view/print from the list that appears. Click Continue to select and return to the Print Compensation Review Statement Screen.

EEGrp	Name of EE group
A	Faculty
C	Staff
E	Contract Staff
F	Student
G	Retiree
H	External/NonEmployee

D. Employee Subgroup



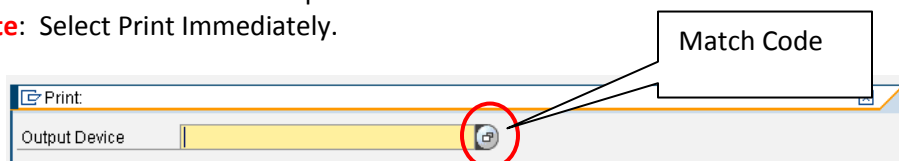
EEGrp	ESgrp	Name of EE subgrp
C	17	Exempt <12 months
C	18	Exempt 12 months
C	22	Non Exempt
C	26	President
C	27	Executive
C	31	Administrative
C	35	Temporary Non Exempt
C	36	Temporary Exempt
E	17	Exempt <12 months
E	18	Exempt 12 months
E	22	Non Exempt
E	26	President
E	27	Executive
E	31	Administrative

Click Match Code for Employee Subgroup field; choose the Employee Subgroup you want to view/print form the list that appears. Click Continue to select and return to the Print Compensation Review Statement Screen.


9. Once you have selected the desired selection criteria click execute .

10. Click Match Code for Output Device.

Note: Select Print Immediately.

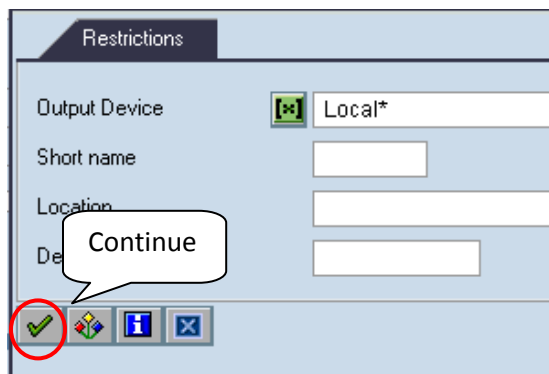


Print:


Output Device 

11. Key in Local* in the Output Device screen

12. Click Continue



Restrictions

Output Device  Local*

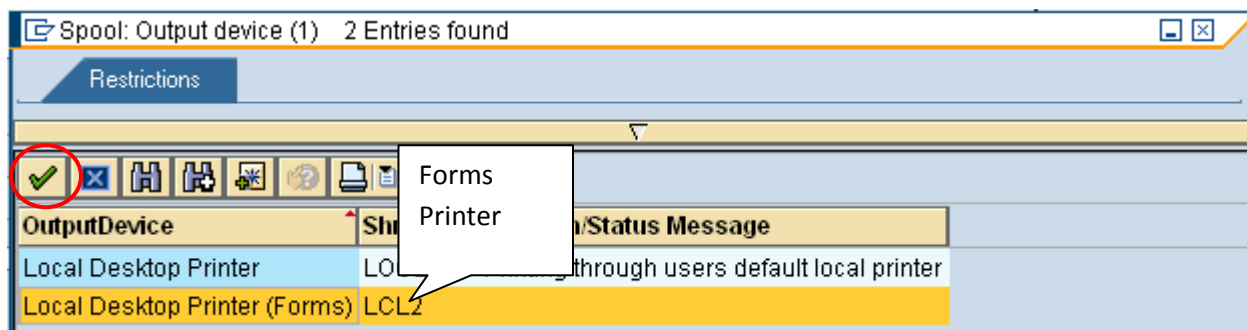
Short name

Location

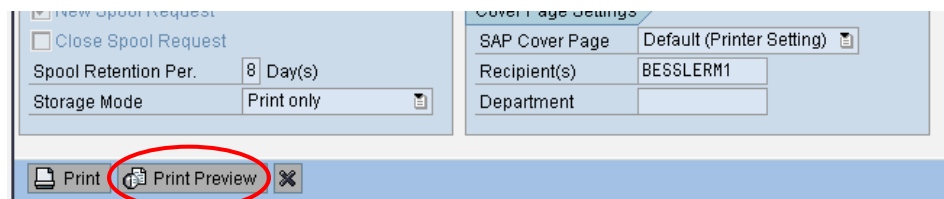
De

Continue

13. Select the printer for forms.
14. Click Continue.

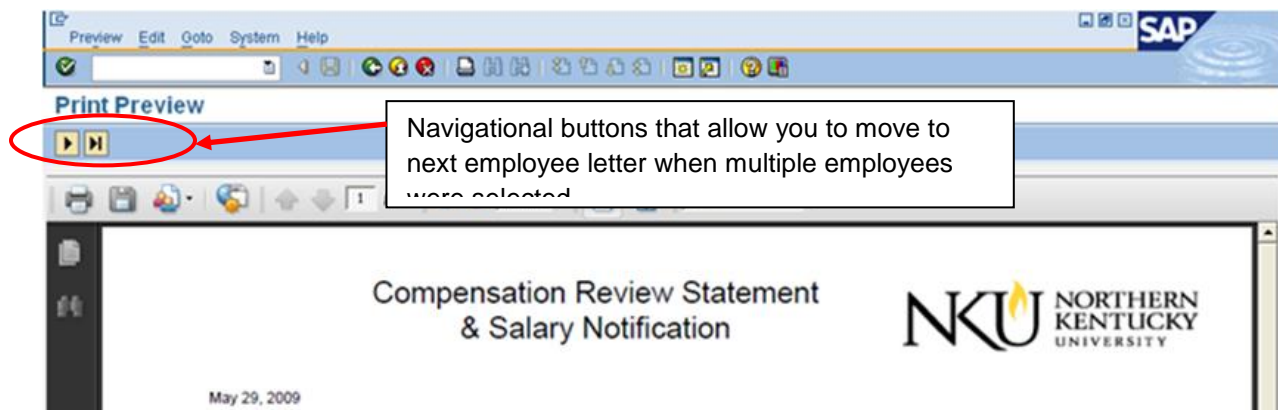


15. Click Print Preview.




Header information for Staff Salary Letters:

Click the Print Icon  to print letter(s).



Header information for Faculty Appointment Forms:

16. Click the Print Icon  to print letter(s).

