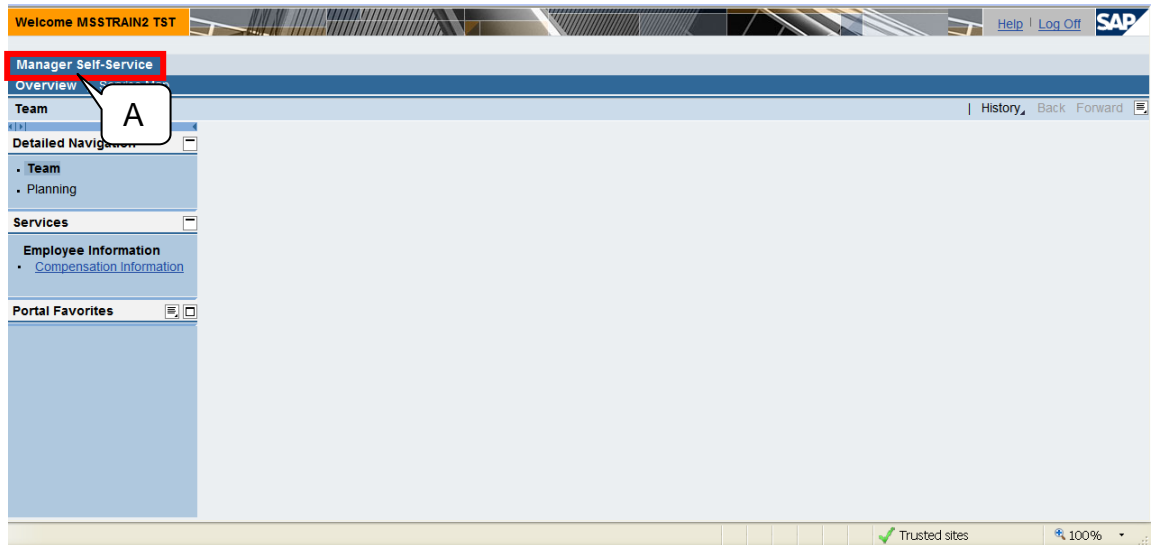


## MSS – Review Planning

**Manager Self Service** (MSS) is available to all managers within NKU. With the annual salary process, position base salaries are established in SAP as well as merit increases disbursed to eligible employees.

**Virtual Private Network** (VPN) is not necessary to access MSS.

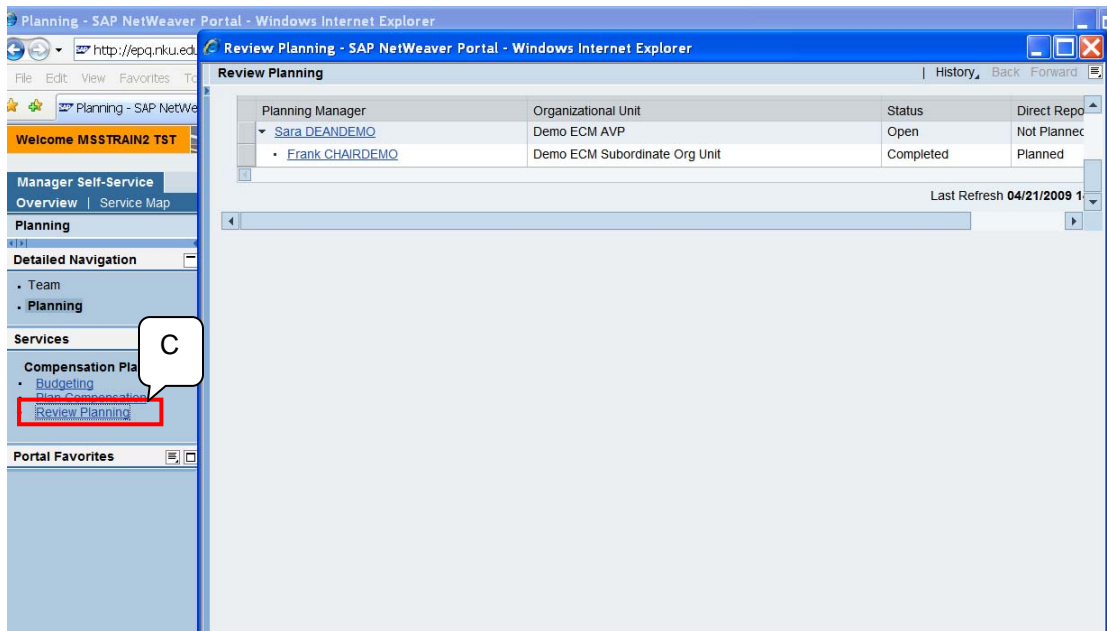
- Once logged into <https://myнку.edu/irj/portal>, click the Manager Self Service tab (A).



- Click Planning (B).



- Click Review Planning (C).
- A new window, "Planning Overview" will open.



- Select the Planning Manager (D).

Review Planning | History Back Forward

Compensation Review Salary Process 09

Expand All Collapse All Review Details Display Progress Approve Reject Display for All Employees Display in US Dollar

Planning Manager	Organizational Unit	Status	Direct Reports
<ul style="list-style-type: none"> <li>Sara DEANDEMO           <ul style="list-style-type: none"> <li>Frank CHAIRDEMO</li> </ul> </li> </ul>	Demo ECM AVP Demo ECM Subordinate Org Unit	Open Completed	Not Planned Planned

- Click Review Details to display the compensation planning.

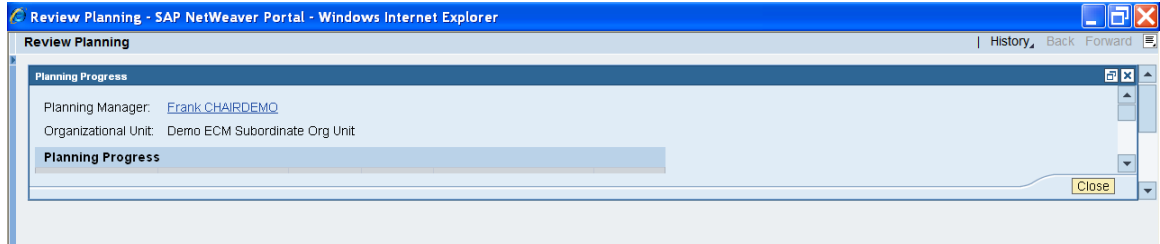
Salary Adjustment for Faculty Budget Information

Budget	Total	Distributed	Remaining	Currency
01	10,000.00	2,500.00	7,500.00	USD

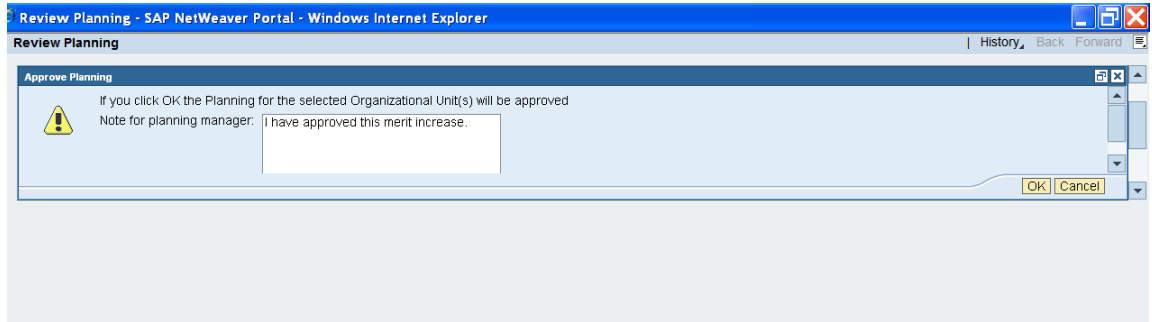
Salary Adjustment for Admin Salary Adjustment for Faculty Salary Adjustment for Staff Salary Adjustment - Rev/Others

Employee	Position	Budget	Calculation Base	Amount	Percentage	New Salary	Frequency	Effective on	Notes	Status
Roger FTFACDEMO	faculty.ecm	01	99,999.96	2,500.00	2.50	102,499.92	Annually	7/1/2009		Submitted
Joe FTSTFDEMO	staff_position.ecm									Ineligible

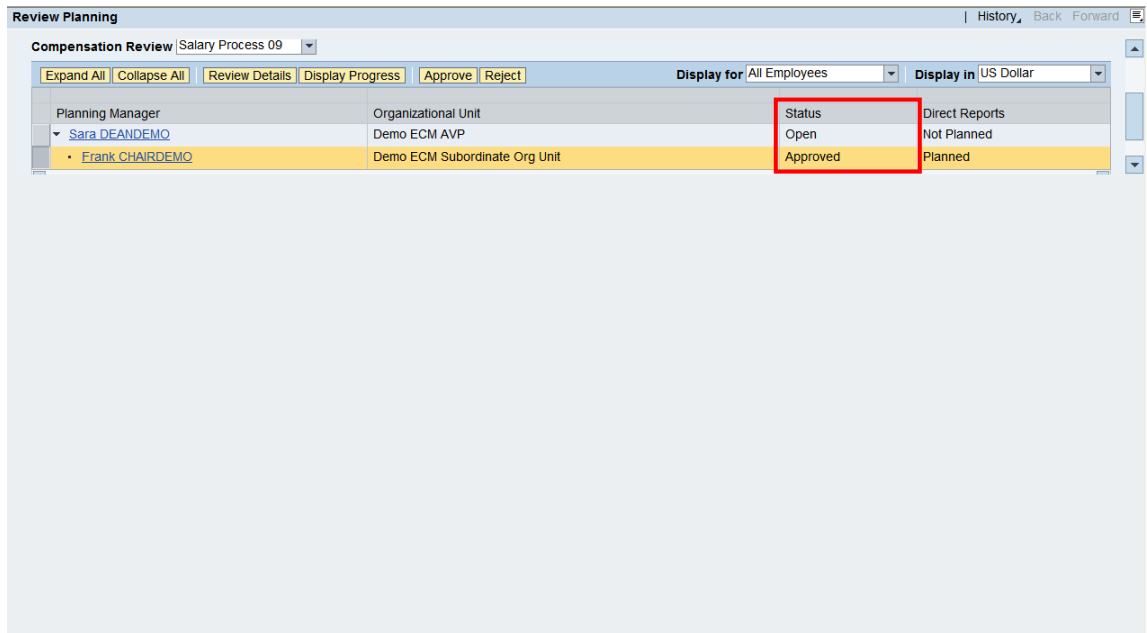
- Click Display Progress to check the status of the planning.



- Click Approve / Reject.



- Notice the Status change to 'Approved.'



The user can now “close the window” or approve/reject the next planning manager link.