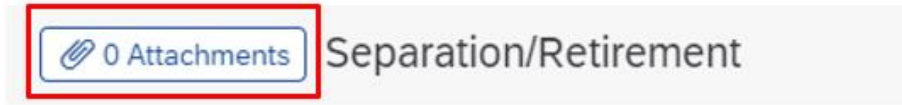


## Attachments on PAR

**Purpose:**

**Attachments are beneficial for supplementing any additional information or justification for the PAR.**

**To create an attachment** to the PAR, click on the **Attachments** icon, located on the upper left-hand corner of the screen. For example, click on the icon on this Separation/Retirement PAR.



Victor Viking (000 12345) as of 2024-01-22

Position: [REDACTED] Lab Technician, Biology)

Org. Unit: 11000021 (Biological Sciences)

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

Superior Org.: 11000004 (Academic Affairs)

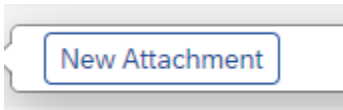
Personnel Group: C (Staff)

Personnel Subgroup: 22 (Non Exempt)

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:



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

Upload Type:  
Letter of Resignation

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 PAR to process. The attachments icon is located on the upper left-hand corner of the screen.

Approve Request

1 Attachments Separation/Retirement Ref.#: 000000074039

Victor Viking (00012345) as of 2024-01-22	Cost Center: 0235020001 (Biological Sciences)
Position: [REDACTED] (Lab Technician, Biology)	Grant: NOT RELEVANT (NOT RELEVANT)
Org. Unit: 11000021 (Biological Sciences)	Functional Area: 0100 (Instruction)
College Org.: 11000019 (College of Arts & Sciences)	Fund: 0111000100 (Unrestrctd Curr Fund)
Superior Org.: 11000004 (Academic Affairs)	Business Area: 100 (Northern Kentucky University)
Personnel Group: C (Staff)	Payroll Area: B2 (NKU Biweekly)
Personnel Subgroup: 22 (Non Exempt)	Annual Salary: \$35412.00 (\$18.16/Hour)
Personnel Area: 1000 (Main Campus)	Weekly Hours: 37.5
Personnel Subarea: 1001 (Highland Hghts)	

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

Letter of Resignation >

DOCX

New Attachment

1 Attachments