

Add Electronic Attachments

Location(s): myNKU → ESS Travel

Purpose: Reference: http://comptroller.nku.edu/travel/Travel_Request.php

Receipts and other supporting documentation are to be scanned and attached electronically for swift processing by accounts payable. Receipts paid by non-grant funds are to be kept three years after audit. Receipts paid by grant funds are to be kept for seven years after audit. Please contact Grants and Contracts Administration Office for further information.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
 2. Select Employee Self-Service tab
 3. Select Travel sub-tab
 4. Select My Trips & Expenses
- OR**
- Select My Employees

Home **Employee Self-Service** Manager Self-Service SAP GUI for ERQ Student Self-Servi

Overview Benefits and Payment Personal Information Working Time **Travel**

Employee Self-Service > Travel > Travel

Travel

Overviews

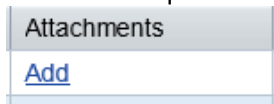
[My Trips and Expenses](#)
Display, change, copy, or cancel one of your existing travel requests or expense reports.

[My Employees](#)
Maintain your employee list here, you can then manage all trips and expense reports for your employees.

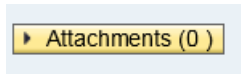
- Highlight the traveler from the Employee List

Employee List		
View: [Standard View] Add Employee(s) Remove Employee(s)		
	Last Name (Surname)	Personnel assignment
	16	Training 00004322 11000109 Comptroller - Genera 30000071 Accountant
	17	Training 00007514 11000107 Comptroller - Financ 30000072 Officer, Budget/Inve
	18	Training 00006888 11000104 Comptroller's Office 30000081 Coordinator

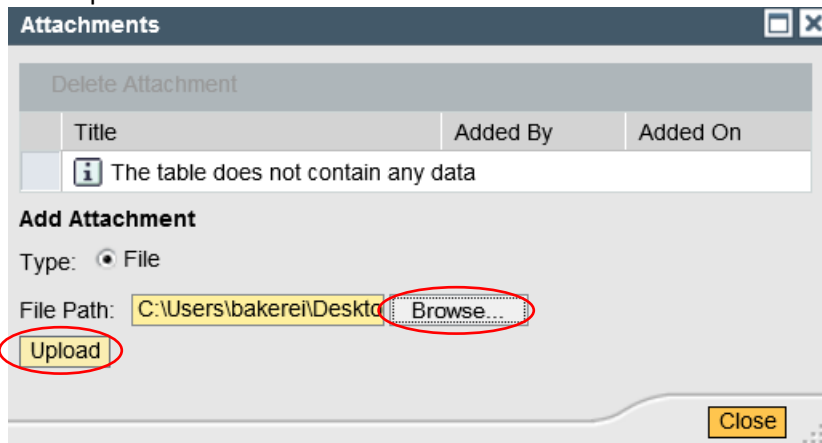
- On the Travel Requests tab, click Add under the Attachments column



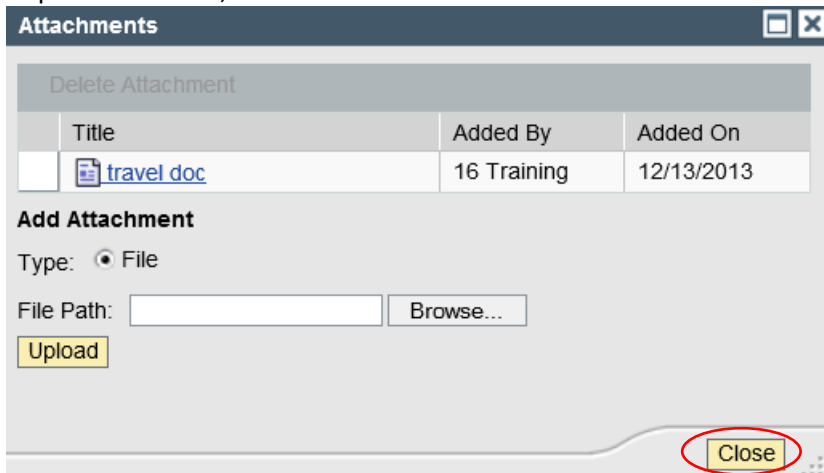
OR Click the Attachments button within the Travel Request



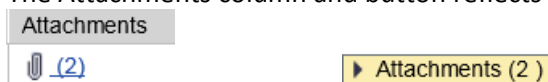
- Click Browse to locate the attachment on your computer
- Click Upload to create the attachment



- The attachment is now displayed in the Attachments window
- Repeat as needed, then click Close



- The Attachments column and button reflects the number of attachments created



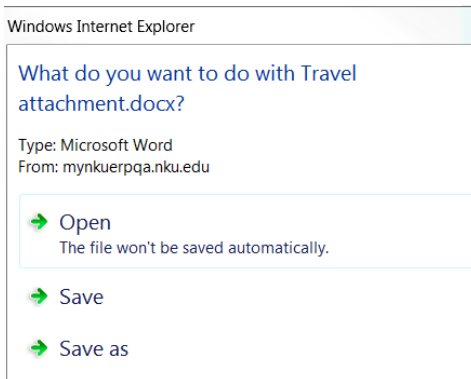
To view attachments

1. Click the number in the Attachments column or click on the Attachments button
 - A list of all attached documents will display in a new window
2. Click on the attachment link



3. Click Open or Save as

Note: Files attached in xlsx and docx format cannot be opened unless saved to the desktop first.



To delete attachments

1. Click the number in the Attachments column
2. Highlight the row with the attachment you wish to delete
3. Click Delete Attachment
4. Click Close

Note: You will not receive a message to confirm deletion

