Create and Filter Employee List

Location(s): myNKU → ESS Travel

Purpose: *Reference: http://comptroller.nku.edu/travel/Travel_Request.php*
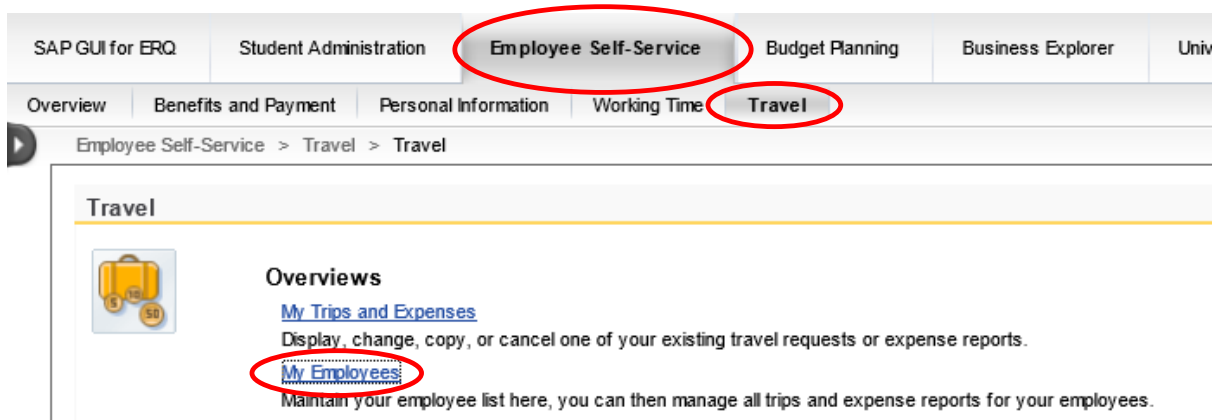
My Employees is where Travel Administrators may maintain travelers for the department. All employees do not need to be added initially. Travel Administrators are able to manage all trips and expenses report for travelers from the My Employees link.
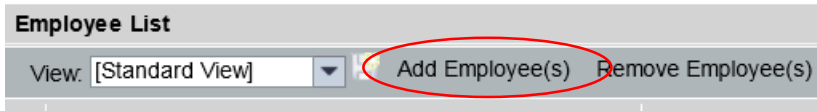
Create Employee List

Filter Employee List

Create Employee List

1.   Log into myNKU.
2.   Select Employee Self-Service tab.
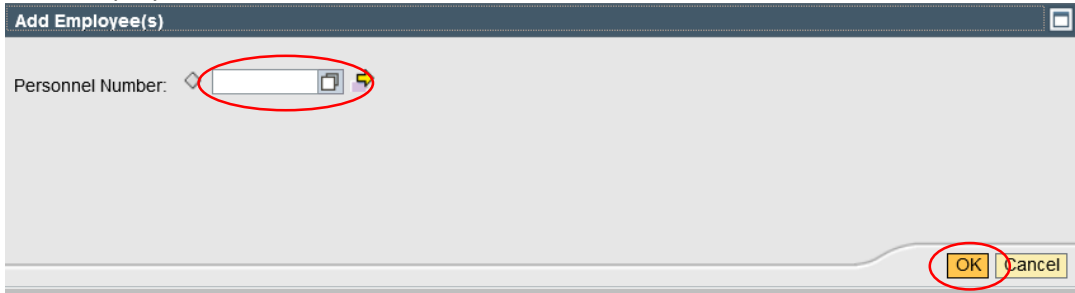3.   Select Travel sub-tab.
4.   Select My Employees.

5. Click Add Employee(s)

Employee List

View: [Standard View] ▼ | Add Employee(s) Remove Employee(s)

6. Enter the Employee Number, click OK

Add Employee(s)

Personnel Number: ◇ [   ] □ ➡
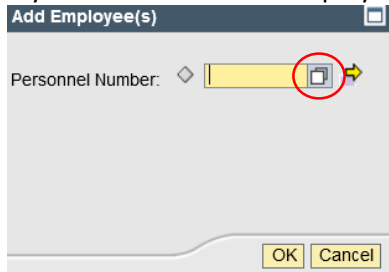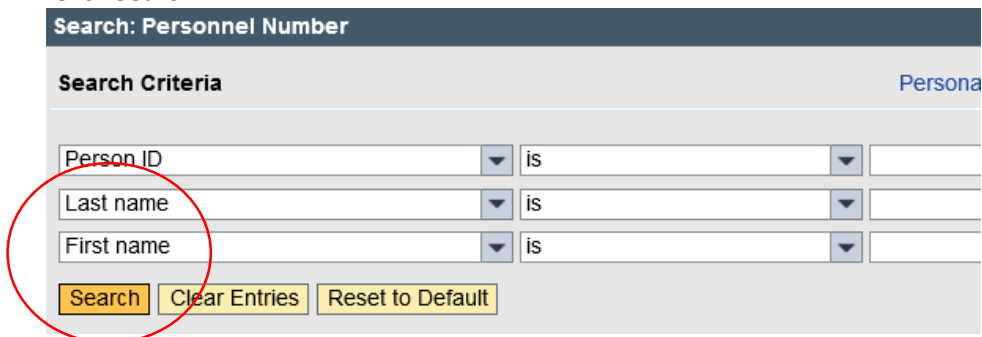
OK Cancel

Note: If the Travel Administrator does not have authorization to add an employee, an error message will display.

🛑 No travel authorization for Eileen Mary Baker (00004220).

- Repeat as needed
- If you do not know the employee number, select the match code.

Add Employee(s)

Personnel Number: ◇ [   ] □ ➡

OK Cancel

- Enter the last or first name of the employee
- Click Search

Search: Personnel Number

Search Criteria   Persona

Person ID	▼	is	▼	
Last name	▼	is	▼	
First name	▼	is	▼	

Search Clear Entries Reset to Default

Or you may click Advanced Options to add more than one number at a time

1. Click in the first blank cell and select the match code

2. Enter the search criteria and click Start Search
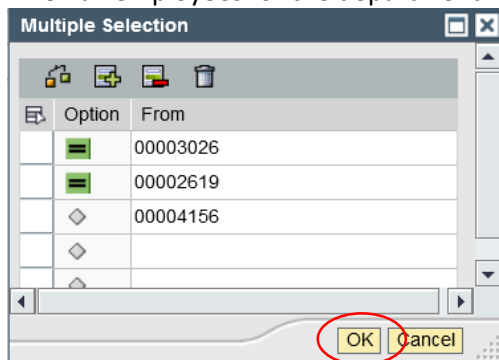

3. Highlight the appropriate line
4. Click OK

- o The Employee Number is now reflected in the Multiple Selection grid
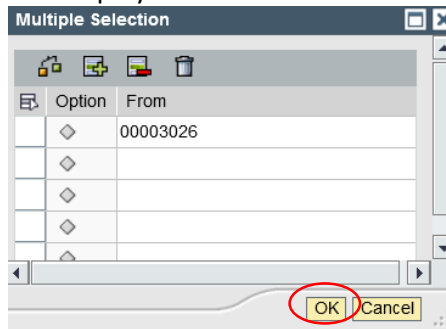
- o Repeat as needed

5. When all employees for the department have been entered click OK.

6. The employee(s) name is now reflected in the Employee List

	Last Name (Surname)	First Name	Personnel assignment	
	19	Training	00003026	
	29	Training	00002619	
	30	Training	00004156	

Employee List
View: [Standard View]   Add Employee(s)   Remove Employee(s)

Filter Employee List

If the employee list is long and you would like to filter for easier access, click the desired column heading. Please note this function is available for any column, not just the Last Name (Surname) column.

- o From the context menu, select either sort in ascending or descending order, or select User-Defined Filter to search for a specific name.

User-Defined Filter…

- Select User-Defined Filter and enter the search criteria.
- Click Filter

- Only the filtered employee is now displayed in the Employee List.

- To remove the filter, click the column header and select (All).