

Create and Filter Employee List

Location(s): myNKU → ESS Travel

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

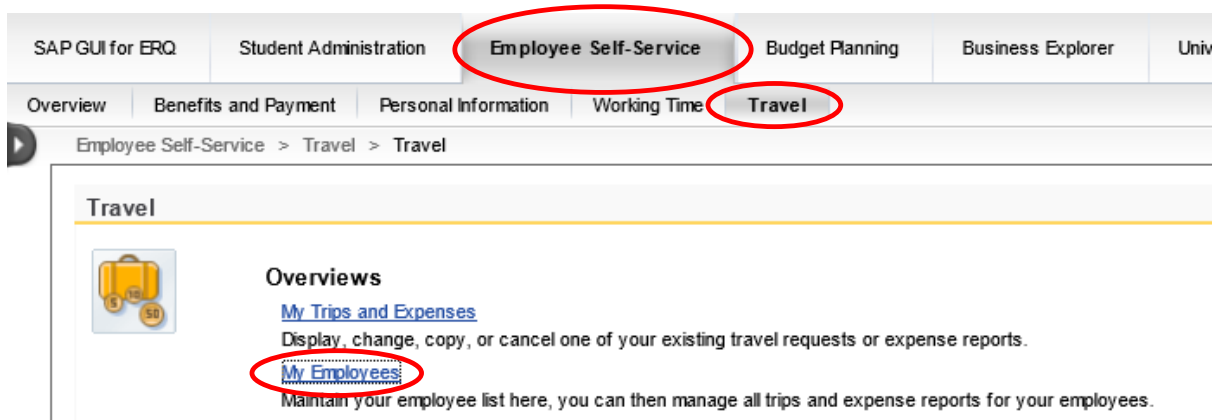
My Employees is where Travel Administrators may maintain travelers for the department. All employees do not need to be added initially. Travel Administrators are able to manage all trips and expenses report for travelers from the My Employees link.

[Create Employee List](#)

[Filter Employee List](#)

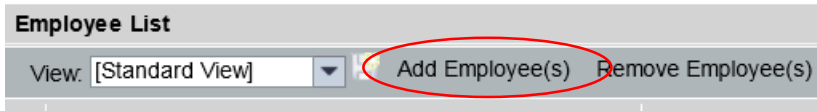
Create Employee List

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

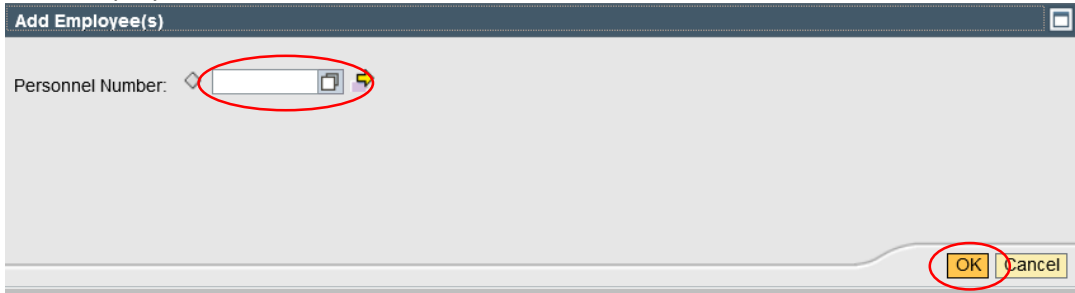


The screenshot displays the myNKU portal interface. The top navigation bar includes tabs for 'SAP GUI for ERQ', 'Student Administration', 'Employee Self-Service', 'Budget Planning', 'Business Explorer', and 'Univ'. The 'Employee Self-Service' tab is highlighted with a red circle. Below this, a sub-navigation bar contains 'Overview', 'Benefits and Payment', 'Personal Information', 'Working Time', and 'Travel'. The 'Travel' sub-tab is also highlighted with a red circle. The breadcrumb trail shows 'Employee Self-Service > Travel > Travel'. The main content area is titled 'Travel' and features a suitcase icon. Under the 'Overviews' section, there are two links: 'My Trips and Expenses' and 'My Employees'. The 'My Employees' link is highlighted with a red circle. Below the link, a description states: 'Maintain your employee list here, you can then manage all trips and expense reports for your employees.'

5. Click Add Employee(s)



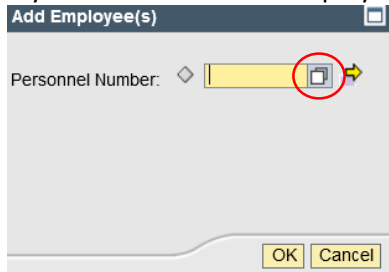
6. Enter the Employee Number, click OK



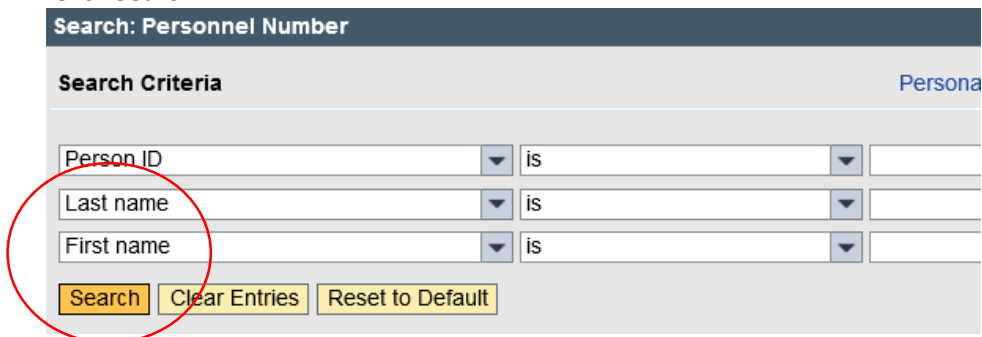
Note: If the Travel Administrator does not have authorization to add an employee, an error message will display.

No travel authorization for Eileen Mary Baker (00004220).

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



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



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

Add Employee(s)

Personnel Number:

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

Multiple Selection

Option	From
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

OK Cancel

2. Enter the search criteria and click Start Search

Search: Personnel Number

Search Criteria Personal

Person ID is

Last name is

First name is TRAINING

Search Clear Entries Reset to Default

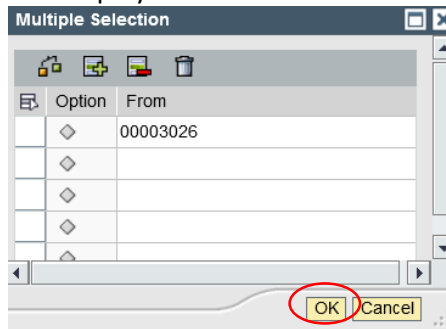
3. Highlight the appropriate line
4. Click OK

Results List: 15 results found for From

Person ID	Personnel no.	Empl./appl.name
2619	00002619	Training 29
2813	00002813	Training 22
3026	00003026	Training 19
3219	00003219	Training 28
3484	00003484	Training 25
3533	00003533	Training 20
3717	00003717	Training 24
4018	00004018	Training 27
4156	00004156	Training 30

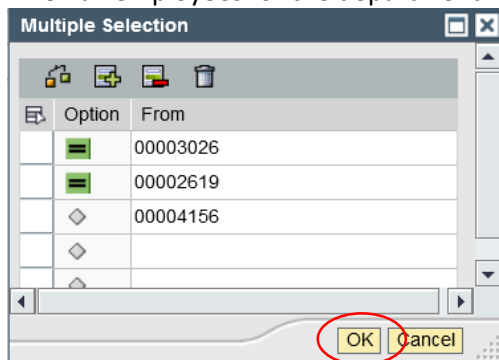
OK Cancel

- The Employee Number is now reflected in the Multiple Selection grid



- 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

Employee List			
View: [Standard View] Add Employee(s) Remove Employee(s)			
	Last Name (Surname)	First Name	Personnel assignment
	19	Training	00003026
	29	Training	00002619
	30	Training	00004156

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.

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

Last Name (Surname)	First Name	Personnel assignment
29	Training	00002619 11000104 Comptroller's Office 3000
22	Training	00002619 11000104 Comptroller's Office 3000
30	Training	00002619 11000104 Comptroller's Office 3000
27	Training	00002619 11000104 Comptroller's Office 3000
23	Training	00002619 11000104 Comptroller's Office 3000

User-Defined Filter...

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

Employee List

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

Last Name (Surname)	First Name	Personnel assignment
29	Training	00002619 11000104 Comptroller's Office 3000
22	Training	00002619 11000104 Comptroller's Office 3000
30	Training	00002619 11000104 Comptroller's Office 3000
27	Training	00002619 11000104 Comptroller's Office 3000
23	Training	00002619 11000104 Comptroller's Office 3000

Custom Filter

Use * to Represent Character Strings

Filter By

Last Name (Surname): 28

Filter Cancel

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

Employee List

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

Last Name (Surname)	First Name	Personnel assignment
28	Training	00002619 11000104 Comptroller's Office 3000

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

Last Name (Surname)	First Name	Personnel assignment
28	Training	00002619 11000104 Comptroller's Office 3000