

Best Practices - MSS Time Reporting

This document provides information about best practices for Time Administrators, including the various time reports available via the Manager Self-Service tab, and the timeline on which they should be run.

General Reminders and Reference Information

- All biweekly staff and students should enter time on a daily basis. This will prevent timesheets from being late for the approval process and releasing time to payroll by specific deadlines.
- Refer to the payroll calendars for specific dates and times to meet payroll deadlines.
- Remember that time reporting does not work with all browser and operating system
 combinations supported combinations can be found on the myNKU Help and Reference
 website, along with a conditions and exceptions list for specific functions.

Timeline for Running Reports

While the suggestions below represent the best practice for a typical department and payroll cycle, all reports can be run as frequently as needed to suit a department's business process.

Display Working Times

Display all time that is recorded, approved, and rejected

- Biweekly Payroll: Run on biweekly pay days and begin obtaining supervisor approvals for time.
- Monthly Payroll: Run approximately 3 days before payroll deadline.

In both cases, follow these steps with the data obtained from the report:

- Verify that time, absences, and/or certifications have been entered.
- Verify all time has been approved by supervisors.
- Verify all time rejected has been corrected and approved by supervisors.
- Release time to payroll.

Display Missing Time

Display missing time for biweekly staff and student employees

- Run no later than Tuesday morning to allow time to follow up with employees who missed entering time.
- Remember to consider holidays, breaks, exam weeks, planned vacation, or other times when employees may not be on their regular schedules, and run the report earlier if necessary.

Display Monthly Certifications

Display the list of monthly employees who have certified no absences for the month

Run the day after time is released to payroll to find those who did not certify or enter absences.

Display Quota Information

Display sick and vacation accrual quotas for employees in the department

Run as needed.