



ESS/MSS Time Administrator



NORTHERN KENTUCKY UNIVERSITY

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Overview

As a time administrator, you will receive an email from the payroll manager alerting you to pertinent information regarding bi-weekly (non-exempt) and monthly (exempt) absences. All time is input via the Employee Self-Service (ESS) tab of myNKU. Academic year faculty will NOT be using ESS time to record or certify absences. Fiscal year faculty (12 month) accrue for both vacation and sick so they will be using ESS Time.

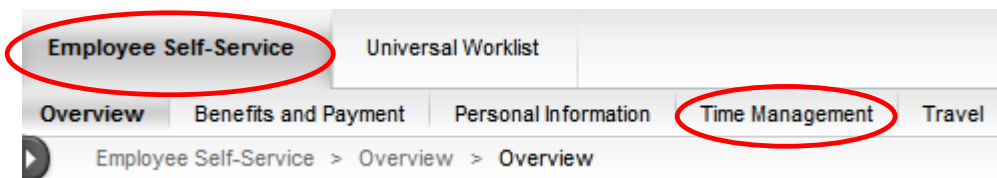
Working time and absences are approved via the MSS tab of myNKU. Reports are available to review via the MSS tab of myNKU too. These reports are designed to assist administrators in managing the time and payroll processes within their department.

Time Administrators and managers should ensure that all employees take the **INT 100 Introduction to myNKU and SAP GUI**, and all new employees will automatically be enrolled in the **HR 200 ESS Time** Blackboard course. Current employees can be enrolled in the course via a request to the myNKU training team. Visit the [myNKU Training](#) page for complete information.

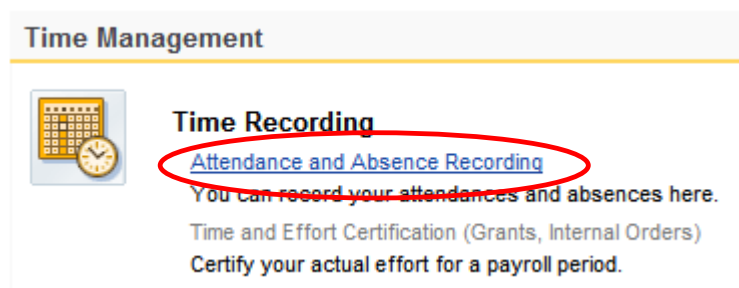
ESS - Record Bi-Weekly Time – Student

Perform this procedure when you need to enter your start and end working hours. Best practice is to enter time daily. Start and end times are mandatory for student timesheets. The system will automatically round the total hours to the quarter hour based on the in and out time entered. Students can only enter time for one week out of the current period. The timesheet can be printed if the department's business process requires a printed copy. Student time should be recorded every day to ensure the timesheet is never late.

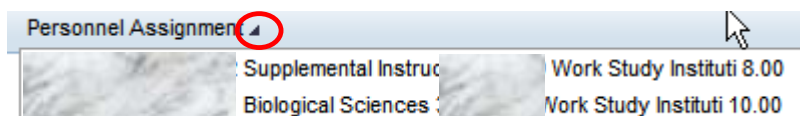
1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the ESS tab.
3. Select the Time Management sub-tab.



4. Click Attendance and Absence Recording.



5. Click the drop-down for Personnel Assignment to record time on the appropriate assignment (the pay rate appears at the end of the row).



6. Select the Student Hours attendance type from the drop-down of the appropriate day.

| Previous Period | | Next Period | | Week from: 09/01/2013 | Apply | Insert Row |
|-----------------|-----------|-------------|------------------|-----------------------|-------|------------|
| Delete | Date | Pers.Assgn | Per. assignmTxt. | Att./abs. type | | |
| | | | | | | |
| | SU, 09/01 | | | | | |
| | MO, 09/02 | | | | | |
| | TU, 09/03 | | | | | |
| | WE, 09/04 | | | | | |
| | TH, 09/05 | | | | | |
| | FR, 09/06 | | | | | |
| | SA, 09/07 | | | | | |

7. Enter the working Start time and End time for the appropriate day.

| Start time | End time |
|------------|----------|
| | |
| | |
| | |
| | |
| 0815a | 0200P |

Enter military time or the actual time with an 'a' or 'p'

8. Click Apply.

Note: The Apply button only calculates and totals. This button does not save the timesheet!

| Timesheet | |
|-----------------------|-------------|
| Previous Period | Next Period |
| Week from: 09/01/2013 | Apply |
| | Insert Row |


Note: If a student attempts to delete or backspace over hours after clicking Apply, the following message will display.

- Erroneous records exist. Navigation is not possible
- start time 00:00 must be less than end time 00:00

To correct the error, click the delete row icon to remove the entered time.



9. Click the Edit Details icon to enter helpful information regarding the hours worked (optional).

| Det. | Start time | End time |
|---|------------|----------|
| | | |
| | | |
| | | |
| | | |
|  | 08:15 | 14:00 |

When you click Apply, the time will display as military time.

10. Enter the note.

11. Click OK.

Details

Recorded Data

Personnel Assignment:

Personnel assignment text:

Att./Absence type:

Biological Sciences

Student Hours (1027)

Recorded Time

Date:

Start time:

End time:

Cell content:

09/05/2013

08:15

14:00

5.75

Further Details

Reason for rejection:

Processing status:

Document Number:

Released for approval

Information

Note:

Worked for Brian who requested off this day/time.

OK

Cancel

This icon indicates a note exists on the recorded time:



To delete a previous recorded time, click the delete row icon:



Select a row and click Insert Row to add a row to the timesheet (working multiple shifts on a particular day):

▼ Timesheet

Previous Period Next Period Week from: 09/01/2013 Apply **Insert Row**

| Delete | Date | Pers. Assgn | Per. assignmTtxt. | Att./abs. type | Actual | Total | Det. | Start time | End time |
|--------|-----------|-------------|-------------------|------------------------|--------|-------|------|------------|----------|
| | SU, 09/01 | | | Biolo... | ▼ 0.00 | | | | |
| | MO, 09/02 | | | Biolo... | ▼ 0.00 | | | | |
| | TU, 09/03 | | | Biolo... | ▼ 0.00 | | | | |
| | WE, 09/04 | | | Biolo... | ▼ 0.00 | | | | |
| | TH, 09/05 | | | Biolo... Student Hours | ▼ 5.75 | 5.75 | | 08:15 | 14:00 |

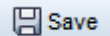
Example of an additional row inserted:

▼ Timesheet

Previous Period Next Period Week from: 09/01/2013 Apply **Insert Row**

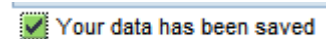
| Delete | Date | Pers. Assgn | Per. assignmTtxt. | Att./abs. type | Actual | Total | Det. | Start time | End time |
|--------|-----------|-------------|-------------------|------------------------|--------|-------|------|------------|----------|
| | SU, 09/01 | | | | 7.75 | | | | |
| | SU, 09/01 | | | Biolo... | ▼ 0.00 | | | | |
| | MO, 09/02 | | | Biolo... | ▼ 0.00 | | | | |
| | TU, 09/03 | | | Biolo... | ▼ 0.00 | | | | |
| | WE, 09/04 | | | Biolo... | ▼ 0.00 | | | | |
| | TH, 09/05 | | | Biolo... Student Hours | ▼ 7.75 | 5.75 | | 08:15 | 14:00 |
| | | | | Biolo... Student Hours | ▼ | 2 | | 15:00 | 17:00 |

Click the Save icon to save all recorded time:



Note: If a student enters the same or overlapping in and out times that are already saved on another assignment, the following message will display. Time correction is needed before the student may save their entered time.

- ❗ Erroneous records exist. Navigation is not possible
- ❗ Entry for 08/11 overlaps with assignment 00014796; start time 08:00 end time 12:00

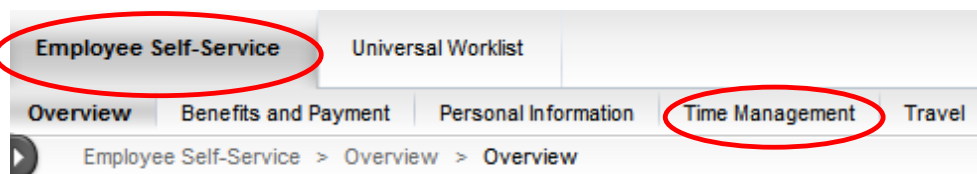


A confirmation message will appear for all successfully saved timesheets:

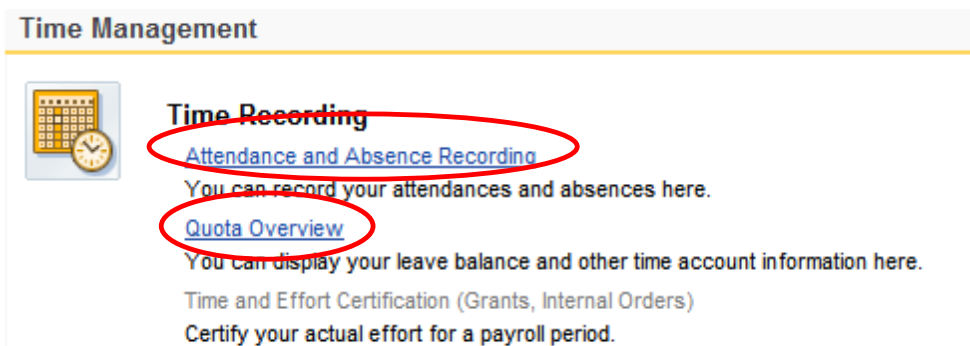
ESS - Record Bi-Weekly Time - Staff

Perform this procedure when you need to enter your working hours. Best practice is to enter time daily. Total hours worked is required for bi-weekly staff. The system will round the total hours to the quarter hour if in and out time are entered. Bi-weekly staff can enter/modify time 6 weeks past and future.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the ESS tab.
3. Select the Time Management sub-tab.




4. Click Attendance and Absence Recording to record working time, or click Quota Overview to display your leave balance.



Quota Overview

1. Click Quota Overview to display your leave balance.

Time Management



Time Recording

[Attendance and Absence Recording](#)

You can record your attendances and absences here.

[Quota Overview](#)

You can display your leave balance and other time account information here.

Time and Effort Certification (Grants, Internal Orders)

Certify your actual effort for a payroll period.

2. Sick/Illness and Vacation accruals will display.

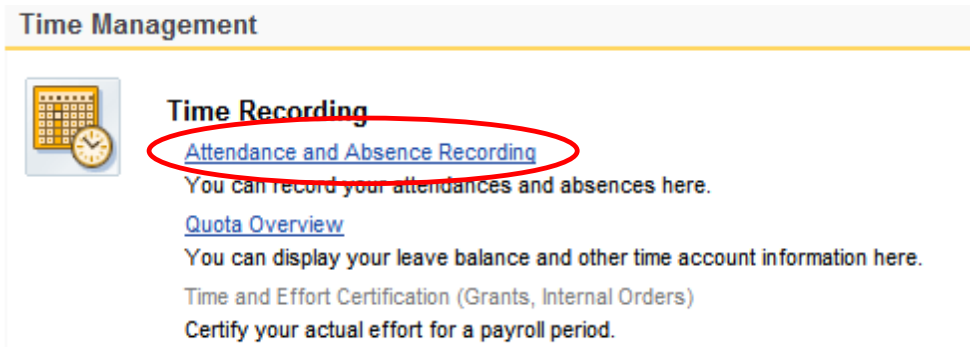
| Time Account | |
|---|-----------------|
| | |
| Time Account: All Types Apply | |
| Time Account | Accrual Balance |
| Sick/Illness | 96.52 Hours |
| Vacation | 105.00 Hours |

3. Click the Time Account drop-down to select a time account.
4. Click Apply.

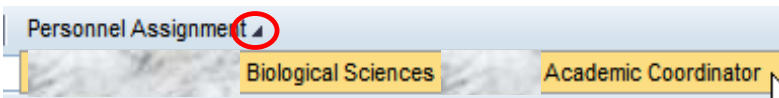
| | |
|---------------|---|
| Time Account: | All Types Apply |
| Time Account | All Types |
| Sick/Illness | Benevolent Quota |
| Vacation | Holiday Banked |
| | Sick/Illness |
| | Vacation |

Attendance and Absence Reporting

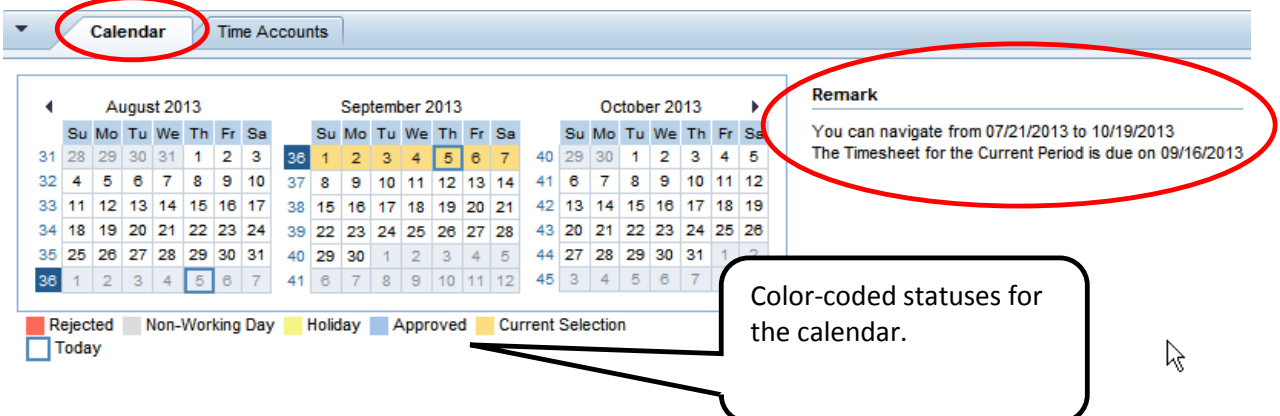
1. Click Attendance and Absence Recording to record working time.



2. Click the drop-down for Personnel Assignment to record time on the appropriate assignment (the pay rate appears at the end of the row).



3. The Calendar tab displays recorded time status for a 3-month period. The due date period for the timesheet will display under the Remark section to the right.



4. The Time Accounts tab will display quota balances.



5. Holidays are built into the system. If you worked the holiday, enter the time on the line below.

▼ Timesheet

Previous Period Next Period Week from: 09/01/2013 Apply Favorites Insert Row

| Delete | Date | Pers. Assgn | Per. assignmTtxt. | Att./abs. type | Actual | Total |
|--------|-----------|-------------|-------------------|----------------|--------|-------|
| | SU, 09/01 | | | | 7.50 | |
| | MO, 09/02 | | | 3150 | 7.50 | 7.50 |
| | | | | | | |

Example of holiday (Labor Day).

6. Enter the correct attendance/absence type and total hours worked for each day.

▼ Timesheet

Previous Period Next Period Week from: 09/01/2013 Apply Favorites Insert Row

| Delete | Date | Pers. Assgn | Per. assignmTtxt. | Att./abs. type | Actual | Total |
|--------|-----------|-------------|-------------------|----------------|--------|-------|
| | SU, 09/01 | | | | 7.50 | |
| | MO, 09/02 | | | 3150 | 7.50 | 7.50 |
| | TU, 09/03 | | | Vacation | 0.00 | 7.5 |
| | WE, 09/04 | | | | 0.00 | 7.5 |
| | TH, 09/05 | | | | 0.00 | 7.5 |
| | FR, 09/06 | | | | 0.00 | 7.5 |
| | SA, 09/07 | | | | 0.00 | |

Note: You can also enter start and end time including the a.m. or p.m. per manager's request. See the example below or refer to the student reference card.

▼ Timesheet

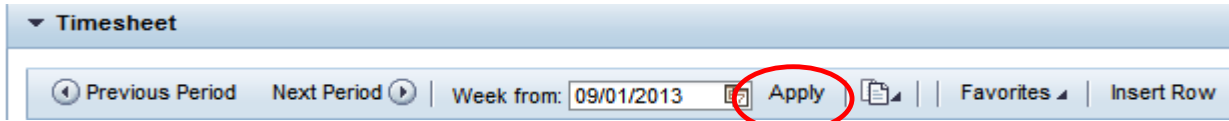
Previous Period Next Period Week from: 09/15/2013 Apply Favorites Insert Row

| Delete | Date | Pers. Assgn | Per. assignmTtxt. | Att./abs. type | Actual | Total | Det. | Start time | End time |
|--------|-----------|-------------|-------------------|----------------------|--------|-------|------|------------|----------|
| | SU, 09/15 | | | | 0.00 | | | | |
| | MO, 09/16 | | | Base Pay BW - Hourly | 0.00 | | | 8:15 am | 4:30 pm |
| | TU, 09/17 | | | Base Pay BW - Hourly | 0.00 | | | 8:15 am | 4:30 pm |
| | WE, 09/18 | | | Base Pay BW - Hourly | 0.00 | | | 8:15 am | 4:30 pm |
| | TH, 09/19 | | | Base Pay BW - Hourly | 0.00 | | | 8:15 am | 4:30 pm |
| | FR, 09/20 | | | Base Pay BW - Hourly | 0.00 | | | 8:45 am | 5:00 pm |
| | SA, 09/21 | | | | 0.00 | | | | |

Note: If time is entered without the a.m. and/or p.m. the system will display this error message. This will prevent the employee from possibly getting paid more hours than actually worked. To correct the error, include the a.m. and/or p.m. with the time.



- ❗ Erroneous records exist. Navigation is not possible
- ❗ start time 15:00 must be less than end time 05:00

7. Click Apply.
8. **Note:** The Apply button only calculates and totals. This button does not save the timesheet!

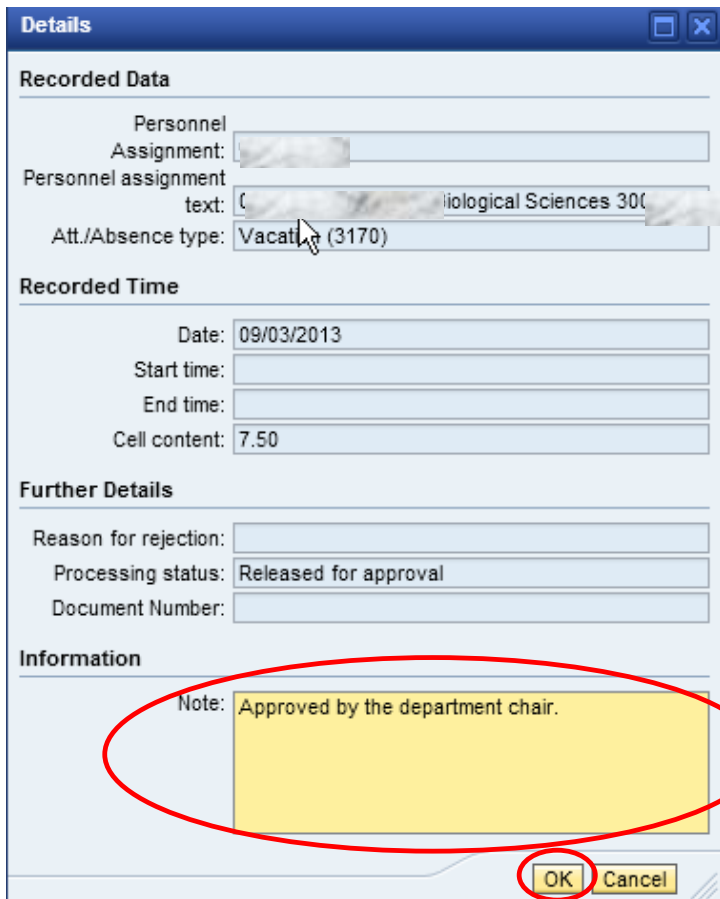


The screenshot shows the 'Timesheet' header with a dropdown arrow. Below it is a toolbar with buttons for 'Previous Period', 'Next Period', 'Week from: 09/01/2013', 'Apply' (circled in red), 'Favorites', and 'Insert Row'.

9. Click the Edit Details icon to enter helpful information regarding the recorded time (optional).

| Total | Det. |
|-------|---|
| | |
| | |
| 7.50 | |
| | |
| 7.50 |  |
| 7.50 |  |

10. Enter the note.
11. Click OK.



The 'Details' dialog box is shown with the following sections:

- Recorded Data**
 - Personnel Assignment: [redacted]
 - Personnel assignment text: ([redacted] Biological Sciences 300)
 - Att./Absence type: Vacat (3170)
- Recorded Time**
 - Date: 09/03/2013
 - Start time: [redacted]
 - End time: [redacted]
 - Cell content: 7.50
- Further Details**
 - Reason for rejection: [redacted]
 - Processing status: Released for approval
 - Document Number: [redacted]
- Information**
 - Note: Approved by the department chair. (This section is circled in red)

At the bottom, the 'OK' button is circled in red.

This icon indicates a note exists on the recorded time:



To delete a previous recorded time, click the delete row icon:



Select a row and click Insert Row to add a row to the timesheet (working multiple shifts on a particular day):

▼ Timesheet

Previous Period Next Period Week from: 09/01/2013 Apply Favorites **Insert Row**

| Delete | Date | Pers.Assgn | Per. assignmTxt. | Att./abs. type | Actual | Total |
|--------|-----------|------------|------------------|-------------------------------|--------|-------|
| | | | Σ | | 37.50 | |
| | SU, 09/01 | | | Biolo... | 0.00 | |
| | MO, 09/02 | | | 3150 | 7.50 | 7.50 |
| | TU, 09/03 | | | Biolo... | | |
| | WE, 09/04 | | | Biolo... Vacation | 7.50 | 7.50 |
| | | | | Biolo... Base Pay BW - Hourly | 7.50 | 7.50 |

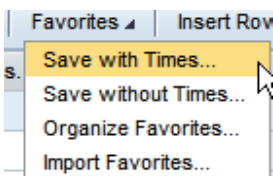
Example of an additional row inserted:

▼ Timesheet

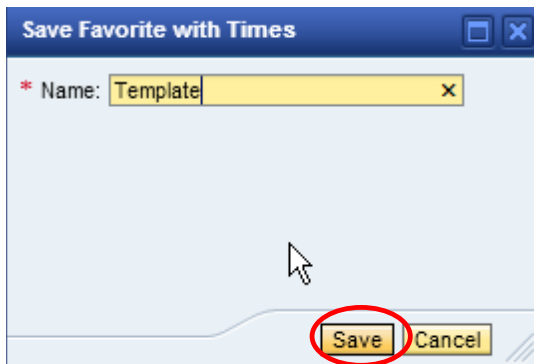
Previous Period Next Period Week from: 09/01/2013 Apply Favorites Insert Row


| Delete | Date | Pers.Assgn | Per. assignmTxt. | Att./abs. type | Actual | Total |
|--------|-----------|------------|------------------|-------------------------------|--------|-------|
| | | | Σ | | 40.50 | |
| | SU, 09/01 | | | Biolo... | 0.00 | |
| | MO, 09/02 | | | 3150 | 7.50 | 7.50 |
| | TU, 09/03 | | | Biolo... | | |
| | WE, 09/04 | | | Biolo... Vacation | 7.50 | 7.50 |
| | | | | Biolo... Base Pay BW - Hourly | 10.50 | 7.50 |
| | | | | Biolo... Base Pay BW - Hourly | | 3 |

Click the Favorites drop-down icon to Save the timesheet with or without times:



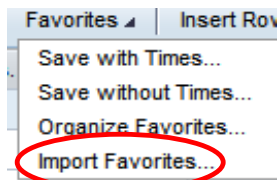
Enter a Name for the Favorite and click Save.



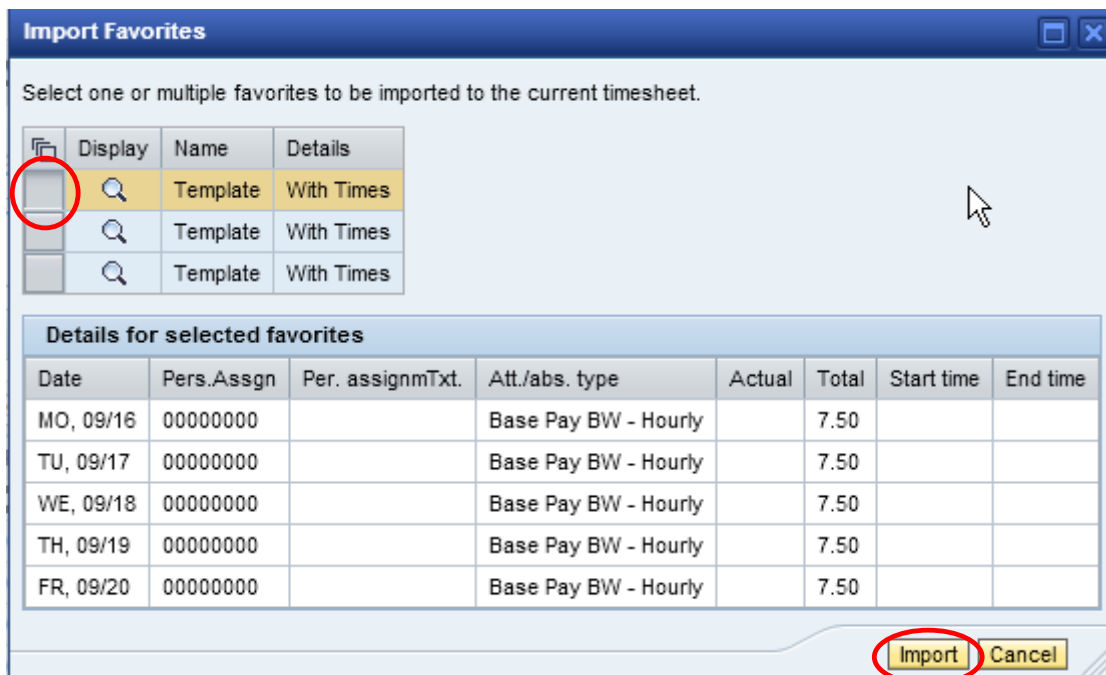
 Favorite "Template" was successfully saved

A confirmation message will appear:

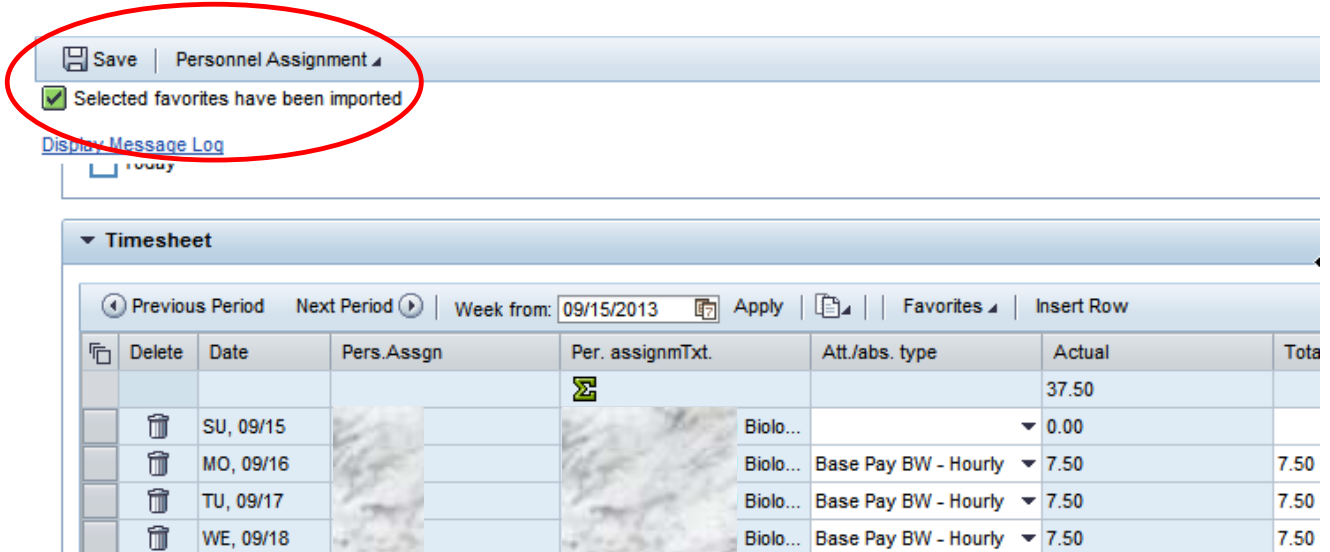
To import a Favorite Timesheet, click the Favorites drop-down then select Import Favorites:



Select the appropriate Favorite and click Import:



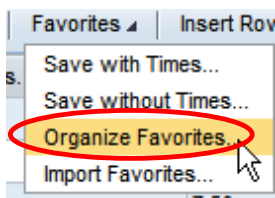
A confirmation will appear. Remember to Save!



The screenshot shows the 'Personnel Assignment' section with a confirmation message: 'Selected favorites have been imported'. Below this is a 'Timesheet' section with a table showing data for the week of 09/15/2013. The table has columns for Delete, Date, Pers. Assgn, Per. assignmTxt., Att./abs. type, Actual, and Total.

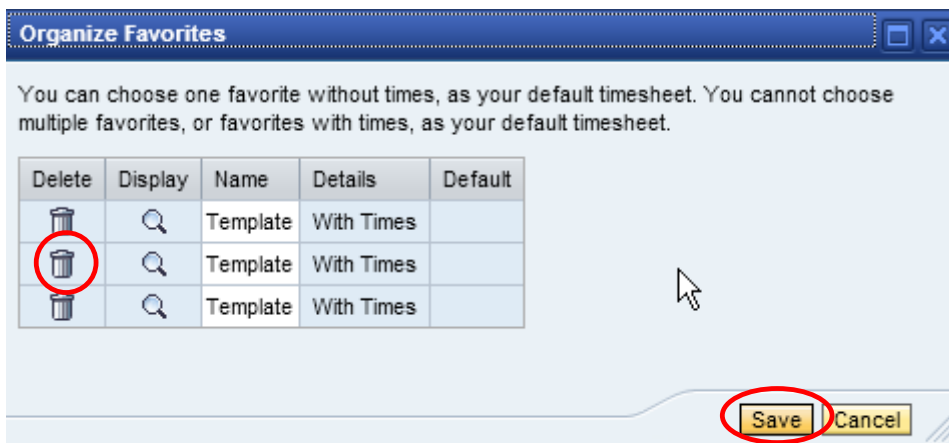
| Delete | Date | Pers. Assgn | Per. assignmTxt. | Att./abs. type | Actual | Total |
|--------|-----------|-------------|------------------|----------------------|--------|-------|
| | | | | | 37.50 | |
| | SU, 09/15 | | Biolo... | | 0.00 | |
| | MO, 09/16 | | Biolo... | Base Pay BW - Hourly | 7.50 | 7.50 |
| | TU, 09/17 | | Biolo... | Base Pay BW - Hourly | 7.50 | 7.50 |
| | WE, 09/18 | | Biolo... | Base Pay BW - Hourly | 7.50 | 7.50 |

To delete a Favorite, click the drop-down for Favorites and select Organize Favorites:



The screenshot shows the 'Favorites' dropdown menu with the following options: 'Save with Times...', 'Save without Times...', 'Organize Favorites...' (highlighted), and 'Import Favorites...'.

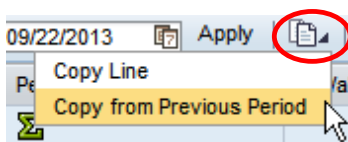
Click the Delete icon to remove the Favorite, and click Save.



The screenshot shows the 'Organize Favorites' dialog box. It contains a table with columns: Delete, Display, Name, Details, and Default. The first three rows are 'Template With Times'. The 'Delete' icon (trash can) is highlighted in the first row. At the bottom, the 'Save' button is highlighted.

| Delete | Display | Name | Details | Default |
|--------|---------|----------|------------|---------|
| | | Template | With Times | |
| | | Template | With Times | |
| | | Template | With Times | |

To copy a line or from a Previous Period, click the Copy icon drop-down button:

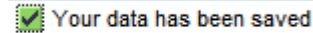


The screenshot shows the 'Copy' icon drop-down menu with the following options: 'Copy Line' and 'Copy from Previous Period' (highlighted).

Click the Save icon to save all recorded time:



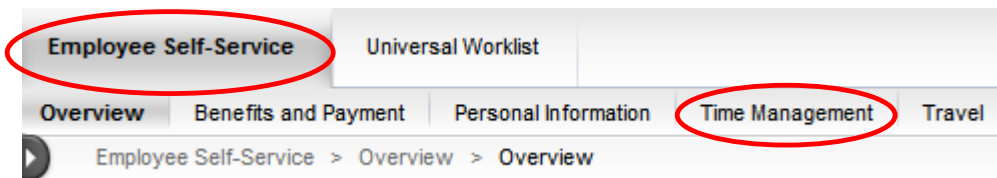
A confirmation message will appear for all saved timesheets:



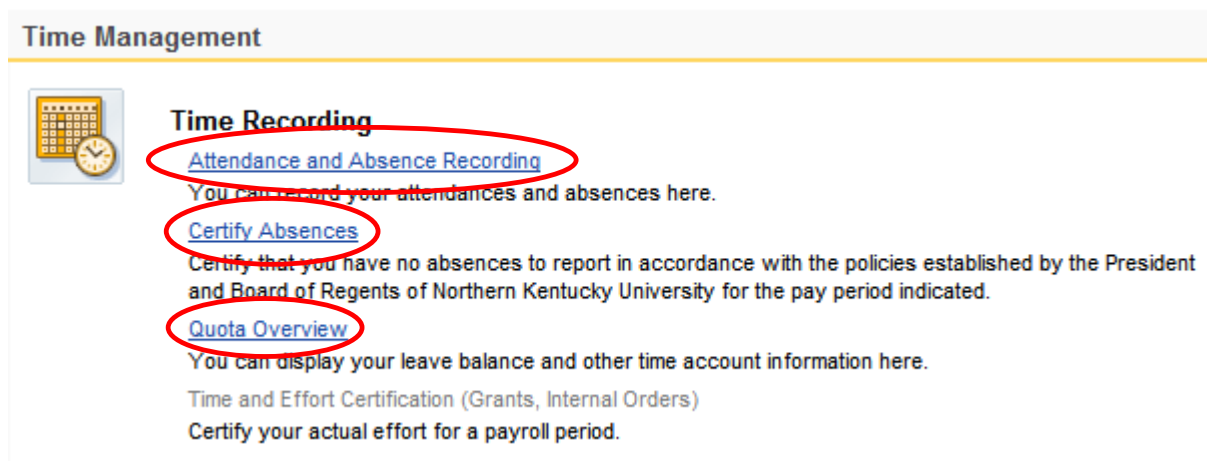
ESS - Record Monthly Absences

Perform this procedure when you need to enter your absences. Monthly faculty may enter/modify absences 6 weeks past and present. Academic year faculty will NOT be using ESS time to record or certify absences. Fiscal year faculty (12 month) accrue for both vacation and sick so they will be using ESS Time. You must certify monthly timesheets for zero absences.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the ESS tab.
3. Select the Time Management sub-tab.




4. Click Attendance and Absence Recording to record working time, certify absences to record zero absences, or click Quota Overview to display your leave balance.



Quota Overview

1. Click Quota Overview to display your leave balance.



Time Recording

[Attendance and Absence Recording](#)
You can record your attendances and absences here.

[Certify Absences](#)
Certify that you have no absences to report in accordance with the policies established by the President and Board of Regents of Northern Kentucky University for the pay period indicated.

[Quota Overview](#)
You can display your leave balance and other time account information here.

[Time and Effort Certification \(Grants, Internal Orders\)](#)
Certify your actual effort for a payroll period.

2. Sick/Illness and Vacation accruals will display.

| Time Account | |
|-------------------------|-----------------|
| | |
| Time Account: All Types | Apply |
| Time Account | Accrual Balance |
| Sick/Illness | 57.58 Hours |
| Vacation | 27.65 Hours |


3. Click the Time Account drop-down to select a time account.
4. Click Apply.

| | | | |
|---------------|------------------|---|-------|
| Time Account: | All Types | ▼ | Apply |
| Time Account | All Types | | |
| Sick/Illness | Benevolent Quota | | |
| Vacation | Holiday Banked | | |
| | Sick/Illness | | |
| | Vacation | | |

Certify Absences

1. Click Certify Absences to submit zero absences.

Time Management



Time Recording

[Attendance and Absence Recording](#)
You can record your attendances and absences here.

[Certify Absences](#)
Certify that you have no absences to report in accordance with the policies established by the President and Board of Regents of Northern Kentucky University for the pay period indicated.

[Quota Overview](#)
You can display your leave balance and other time account information here.

Time and Effort Certification (Grants, Internal Orders)
Certify your actual effort for a payroll period.

2. Select the time period to certify.
3. Click Certify button.

| Certify Time: Nellie Norse 00004810 | | | | | | | |
|--|----------------|------------|------------|--------------------|-------------|------------|------------|
| | Action Needed | Start Date | End Date | Certification Type | Description | Changed on | Changed by |
| | CERTIFY | 09/01/2013 | 09/30/2013 | | self | | |
| | CERTIFY | 08/01/2013 | 08/31/2013 | | self | | |
| | CERTIFY | 07/01/2013 | 07/31/2013 | | self | | |
| | CERTIFY | 06/01/2013 | 06/30/2013 | | self | | |


4. Confirmation with the Changed on and Changed by will appear.

| Certify Time: Nellie Norse 00004810 | | | | | | | |
|--|----------------|------------|------------|--------------------|----------------|------------|--------------|
| | Action Needed | Start Date | End Date | Certification Type | Description | Changed on | Changed by |
| | CERTIFY | 09/01/2013 | 09/30/2013 | | self | | |
| | CERTIFY | 08/01/2013 | 08/31/2013 | | self | | |
| | CERTIFY | 07/01/2013 | 07/31/2013 | | self | | |
| | | 06/01/2013 | 06/30/2013 | 90 | Self-Certified | 09/05/2013 | TESTESSUSER6 |

Attendance and Absence Reporting

1. Click Attendance and Absence Recording to record working time.

Time Management



Time Recording

[Attendance and Absence Recording](#)

You can record your attendances and absences here.

[Quota Overview](#)

You can display your leave balance and other time account information here.

Time and Effort Certification (Grants, Internal Orders)

Certify your actual effort for a payroll period.

2. Click the drop-down for Personnel Assignment to record time on the appropriate assignment (the pay rate appears at the end of the row).

Personnel Assignment ▾

00004810 11000021 Biological Sciences 30000332 Manager, Lab (Biolog

3. The Calendar tab displays recorded time status for a 3-month period. The due date period for the timesheet will display under the Remark section to the right.

Calendar Time Accounts

| August 2013 | | | | | | | September 2013 | | | | | | | October 2013 | | | | | | | | | |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | | | |
| 31 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 36 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 40 | 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 32 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 37 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 41 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 33 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 38 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 42 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 34 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 39 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 43 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 35 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 40 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 44 | 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 36 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 41 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 45 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

■ Rejected
 ■ Non-Working Day
 ■ Holiday
 ■ Approved
 ■ Current Selection
 ■ Today

Remark

You can navigate from 07/21/2013 to 10/19/2013

Color-coded statuses for the calendar.

4. The Time Accounts tab will display quota balances.

| Time Account | Accrual Balance |
|--------------|-----------------|
| Sick/illness | 57.58 Hours |
| Vacation | 27.65 Hours |

5. Holidays are built into the system. If you worked the holiday, enter the time on the line below.

| Delete | Date | Pers. Assgn | Per. assignmTxt. | Att./abs. type | Actual | Total |
|--------|-----------|-------------|--------------------|----------------|--------|-------|
| | SU, 09/01 | | Biological Scie... | | 0.00 | |
| | MO, 09/02 | | | 3150 | 7.50 | 7.50 |



6. Enter the correct absence type and total hours for each absence.

| Delete | Date | Pers. Assgn | Per. assignmTxt. | Att./abs. type | Actual | Total |
|--------|-----------|-------------|--------------------|----------------|--------|-------|
| | SU, 09/01 | | Biological Scie... | | 0.00 | |
| | MO, 09/02 | | | 3150 | 7.50 | 7.50 |
| | TU, 09/03 | | Biological Scie... | Vacation | 0.00 | 7.5 |

7. Click Apply.

Note: The Apply button only calculates and totals. This button does not save the timesheet!

8. Click the Edit Details icon to enter helpful information regarding the recorded time (optional).

| Total | Det. |
|-------|---|
| | |
| | |
| 7.50 | |
| | |
| 7.50 |  |
| 7.50 |  |

9. Enter the note.
10. Click OK.

Details

Recorded Data

Personnel Assignment:
Personnel assignment text: Biological Sciences
Att./Absence type: Vacat (3170)

Recorded Time

Date: 09/03/2013
Start time:
End time:
Cell content: 7.50

Further Details

Reason for rejection:
Processing status: Released for approval
Document Number:

Information

Note: Approved by the department chair.

OK Cancel

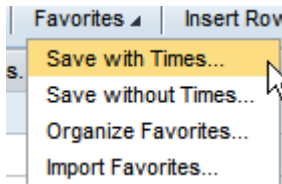
This icon indicates a note exists on the recorded time:



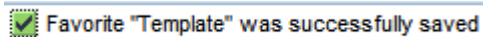
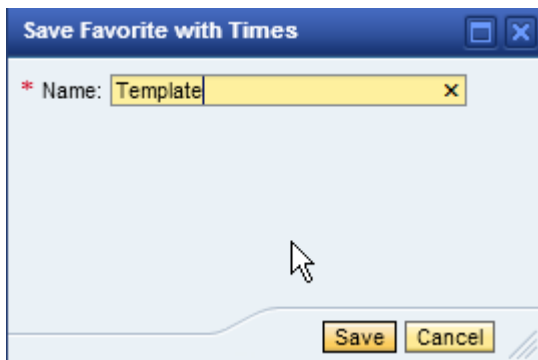
To delete a previous recorded time, click the delete row icon:



Click the Favorites drop-down icon to Save the timesheet with or without times (for monthly paid employees this is beneficial for FMLA, etc.):

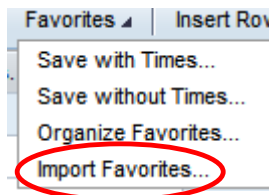


Enter a Name for the Favorite and click Save.



A confirmation message will appear:

To import a Favorite Timesheet, click the Favorites drop-down then select Import Favorites:



Select the appropriate Favorite and click Import:



A confirmation will appear. Remember to Save!

Record Working Times: 00004810 11000021 Biological Sciences 30000332 Manager, La

Save | Personnel Assignment

Selected favorites have been imported

[Display Message Log](#)

Timesheet

Previous Period | Next Period | Week from: 09/08/2013 | Apply | Favorites | Insert Row

| Delete | Date | Pers. Assgn | Per. assignmTst. | Att./abs. type | Actual | Total |
|--------|-----------|-------------|--------------------|----------------|--------|-------|
| | | | | | 37.50 | |
| | SU, 09/08 | | Biological Scie... | | 0.00 | |
| | MO, 09/09 | | Biological Scie... | FMLA - Paid | 7.50 | 7.50 |
| | TU, 09/10 | | Biological Scie... | FMLA - Paid | 7.50 | 7.50 |
| | WE, 09/11 | | Biological Scie... | FMLA - Paid | 7.50 | 7.50 |
| | TH, 09/12 | | Biological Scie... | FMLA - Paid | 7.50 | 7.50 |
| | FR, 09/13 | | Biological Scie... | FMLA - Paid | 7.50 | 7.50 |

To delete a Favorite, click the drop-down for Favorites and select Organize Favorites:

Favorites | Insert Row

- Save with Times...
- Save without Times...
- Organize Favorites...**
- Import Favorites...

Click the Delete icon to remove the Favorite, and click Save.

Organize Favorites

You can choose one favorite without times, as your default timesheet. You cannot choose multiple favorites, or favorites with times, as your default timesheet.

| Delete | Display | Name | Details | Default |
|--------|---------|----------|------------|---------|
| | | Template | With Times | |
| | | Template | With Times | |
| | | Template | With Times | |

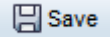
Save Cancel

To copy a line or from a Previous Period, click the Copy icon drop-down button:

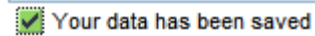
09/22/2013 | Apply |

- Copy Line
- Copy from Previous Period**

Click the Save icon to save all recorded time:



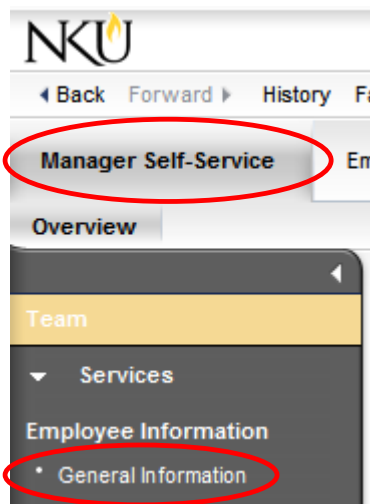
A confirmation message will appear for all saved timesheets:



MSS – Record Time on Behalf

Perform this procedure when you need to record working time for a student, bi-weekly staff, or for monthly absences. Academic year faculty will NOT be using ESS time to record or certify absences. Fiscal year faculty (12 month) will be using ESS Time.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the MSS tab.
3. Click General Information.



- Click the Name of the employee to record working time or absences.

Employee Search

Employee Selection - General Info iView: Directly Subordinate Employees

Display: Organizational Information

| Name | Personnel Number | Position | Organizational Unit |
|------------------------------------|------------------|----------|---------------------|
| Time Administrator | | | Biological Sciences |
| Nellie Norse | | | Biological Sciences |

- Scroll down.
- Click Record Working Time.

Related Activities

Self-Service for My Employee

[Record Working Time](#)

[Quota Overview](#)

[Change Office and Communication Data](#)

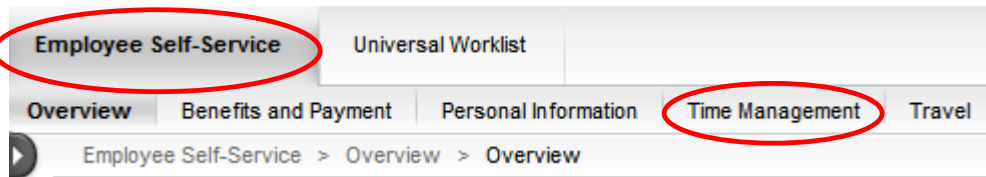
[Addresses](#)

Note: Follow the reference card for ESS – Time Student, ESS – Time – BiWeekly-Staff, or ESS – Time – Monthly to record time or absences for the selected employee.

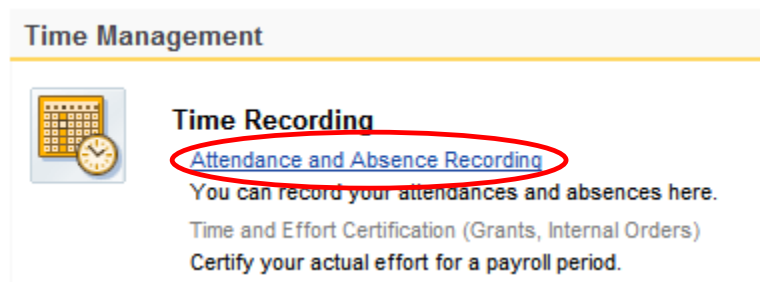
Print Timesheet

If you need a printed timesheet, you can print from within ESS – Time Management.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the ESS tab.
3. Select the Time Management sub-tab.



4. Click Attendance and Absence Recording.



5. Click Print (right-hand side of screen).



6. Select Start date.
7. Select End date.
8. Click Show.

▼ Selection

* Start date: 01/26/2014 * End Date: 02/01/2014 * Name of Form Object: Default Timesheet Show

9. The timesheet for the specified period displays in Adobe .pdf format.
10. Click Save or Print using the Adobe toolbar.

09/01/2013-09/21/2013



Print Date Sep 20, 2013

Page 1 of 1

Name Nate Norse

Position

Pers.No.

Org. Unit Biological Sciences

Start Date 09/01/2013

End Date 09/21/2013

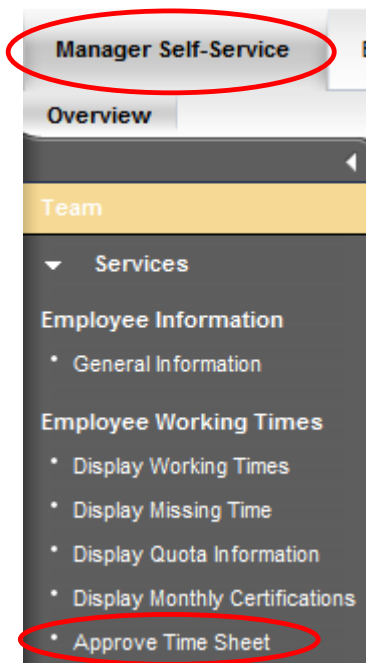
| Cost Center | Percentage | Order | Grant |
|-------------|------------|-------|-------|
| | | | |

| Date | A/A Type | Attendance or Absence Type Text | Hours | Start |
|--------------|----------|---------------------------------|-------|----------|
| Sep 4, 2013 | 1027 | Student Hours | 4.00 | 10:00:00 |
| Sep 5, 2013 | 1027 | Student Hours | 5.75 | 08:15:00 |
| | 1027 | Student Hours | 2.00 | 15:00:00 |
| Sep 16, 2013 | 1027 | Student Hours | 7.50 | 08:30:00 |

MSS - Approve Time

Perform this procedure when you need to enter your start and end working hours.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/iri/portal>
2. Select the MSS tab.
3. Click Approve Time Sheet.



4. Select the appropriate view and employee data.

Collective Approval

View: Monthly view ▼ Select employee data: Directly Subordinate Employees - BiWeekly & Monthly ▼

| Approve Time Sheets | | | | | | |
|--|---------------|------------|------------|---------|----------|-------------------------------------|
| Save | | | | | | |
| Collective Approval | | | | | | |
| View: Monthly view ▼ Select employee data: Directly Subordinate Employees - BiWeekly & Monthly ▼ | | | | | | |
| Employee | Empl/applName | Frm | To | Message | Number | Approval |
| | Nelle Norse | 09/01/2013 | 09/30/2013 | | 7.500 H | Pending Approval All ▼ |
| | Nate Norse | 09/01/2013 | 09/30/2013 | | 11.750 H | Pending Approval All ▼ |

5. Select the Approval drop-down for the time-sheet for approve or reject action.

6. Select a rejection reason for any recorded time that is rejected.

7. Click Save.

| Employee | Empl/appl.name | Frm | To | Message | Number | Approval | RejectionReason |
|----------|----------------|------------|------------|---------|----------|-------------|--------------------------|
| | Nellie Norse | 09/01/2013 | 09/30/2013 | | 7.500 H | Approve All | |
| | Nate Norse | 09/01/2013 | 09/30/2013 | | 11.750 H | Reject All | Error in recording hours |

8. A confirmation for no pending approvals will display.

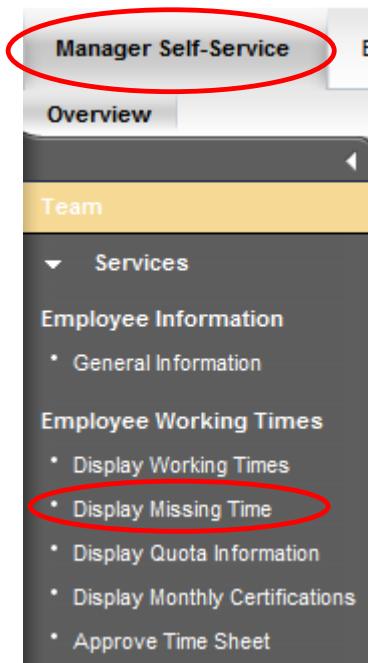
You have no Data to Approve or Reject

9. Select the Approval drop-down for the time-sheet for approve or reject action.

MSS - Display Missing Time

Perform this procedure when you need to display missing bi-weekly time.

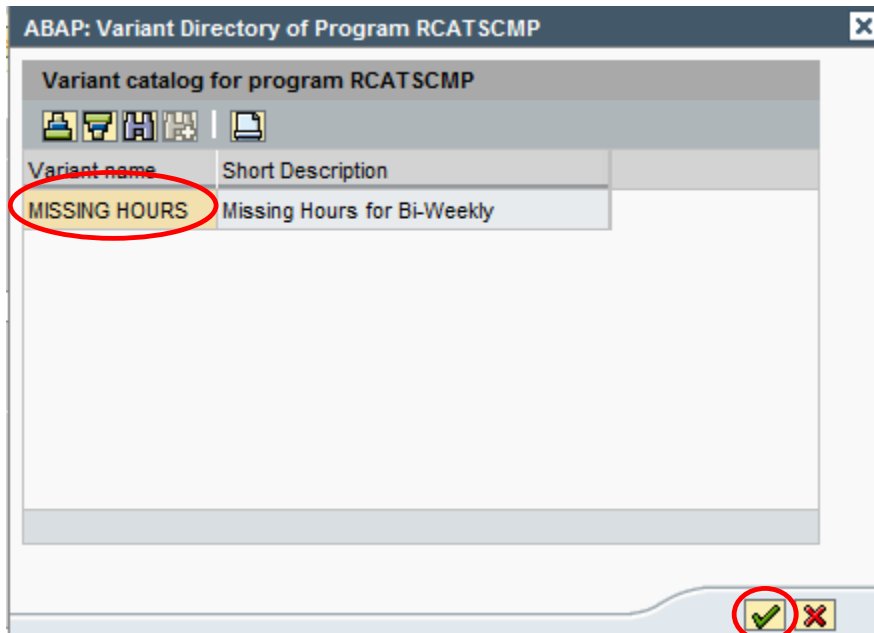
1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the MSS tab.
3. Click Display Missing Time.



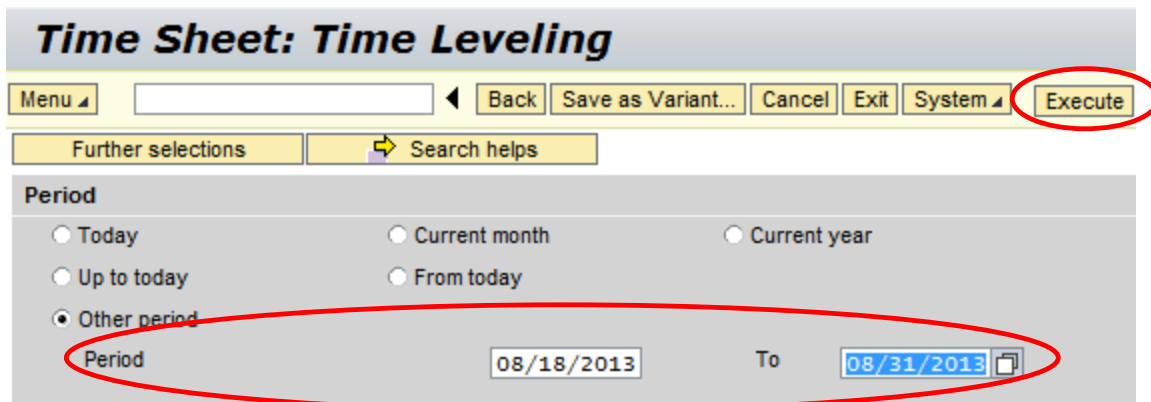
4. Click Get Variant.

A screenshot of the 'Time Sheet: Time Leveling' form. The 'Get Variant...' button in the top right corner is highlighted with a red circle. The form includes a 'Menu' dropdown, a search bar, and buttons for 'Back', 'Save as Variant...', 'Cancel', 'Exit', 'System', 'Execute', and 'Get Variant...'. Below these, there are 'Further selections' and 'Search helps' buttons. The 'Period' section contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. The 'Other period' option is selected. At the bottom, there are input fields for 'Period' and 'To'.

5. Select MISSING HOURS.
6. Click Enter.



7. Enter Period.
8. Click Execute.




9. The results are displayed.

Display Missing Time

Time Sheet: Time Leveling

Menu ◀ Back Cancel Exit System Details Sort in Ascending Order

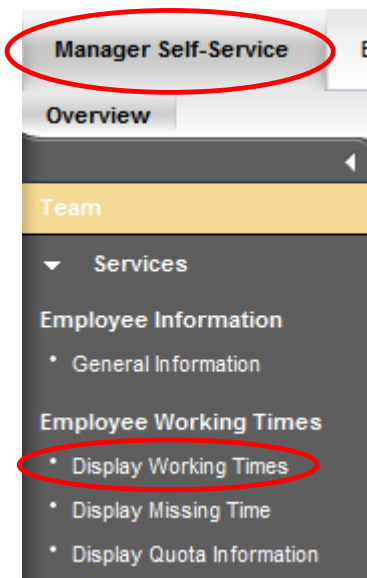
Period 08/18/2013-08/31/2013

| Pers.No. | Name of employee or applicant | From date | To Date | Total recorded hrs |
|--|-------------------------------|------------|------------|--------------------|
|  | | 08/18/2013 | 08/24/2013 | |
| | | 08/25/2013 | 08/31/2013 | |
| | | 08/18/2013 | 08/24/2013 | |
| | | 08/25/2013 | 08/31/2013 | |
| | | 08/18/2013 | 08/24/2013 | |
| | | 08/25/2013 | 08/31/2013 | |
| | | 08/18/2013 | 08/24/2013 | |
| | | 08/25/2013 | 08/31/2013 | |
| | Nate Norse | 08/18/2013 | 08/24/2013 | |
| | Nate Norse | 08/25/2013 | 08/31/2013 | |

MSS - Display Working Times

Perform this procedure when you need to display time recorded, account assignment, approver, and approval status.

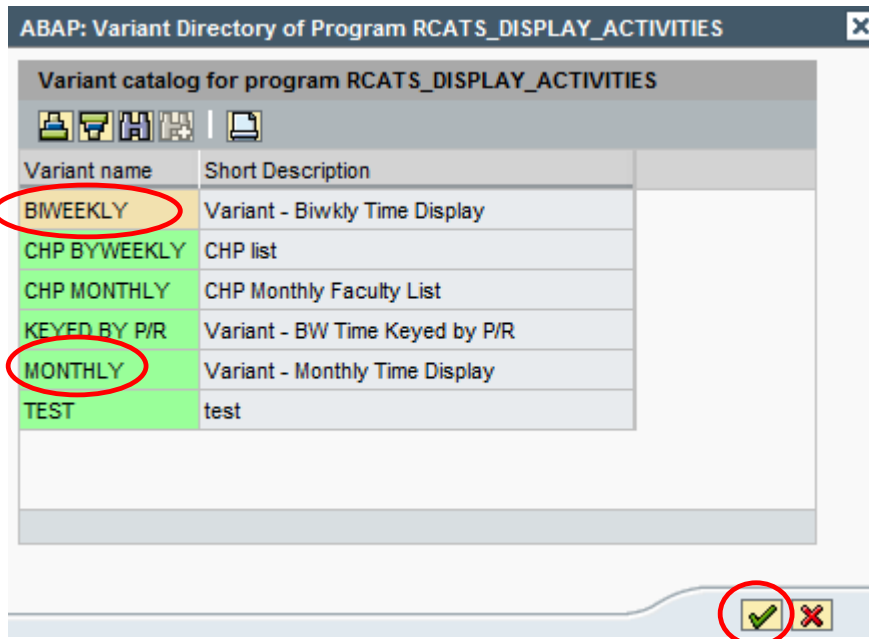
1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the MSS tab.
3. Click Display Working Times.



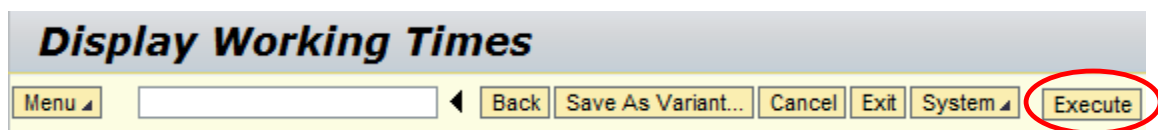
4. Click Get Variant.

A screenshot of the 'Display Working Times' form. The form has a title bar with the text 'Display Working Times'. Below the title bar is a menu bar with buttons: 'Menu', 'Back', 'Save As Variant...', 'Cancel', 'Exit', 'System', 'Execute', and 'Get Variant..'. The 'Get Variant..' button is circled in red. Below the menu bar is a 'Period' section with a 'Reporting Period' dropdown menu set to 'Current Year'. Below the 'Period' section is a 'Selection Criteria' section with four rows: 'Personnel Number', 'Employment Status', 'Company Code', and 'Cost Center'. Each row has a text input field and a yellow arrow button pointing right.

5. Select either BIWEEKLY or MONTHLY.
6. Click Enter.



7. Click Execute.



8. The working times data is displayed.

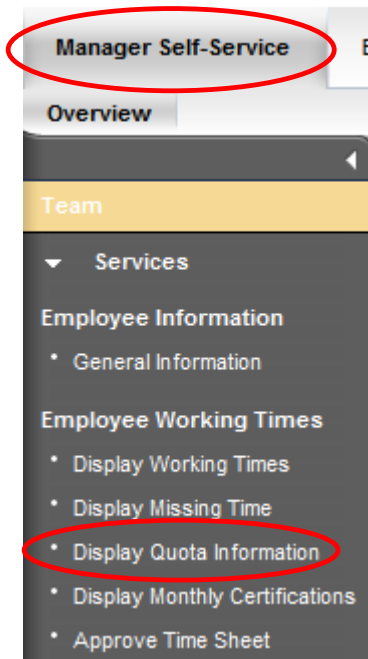
| Display Working Times | | | | | | | | | | | | |
|--|----------|------------|--------|--------|-----------|------------|----------|------------|----------|------------|---------------------|-----------|
| Menu <input type="text"/> ◀ Back Save As Variant... Cancel Exit System ▶ Execute | | | | | | | | | | | | |
| Empl/appl.na... | Pers.No. | Date | Status | Number | A/A ty... | Created on | Time | Created by | End time | Start time | Short Text | Long text |
| Time Administrator | | 09/13/2013 | ⚠ | 7.500 | 1007 | 09/05/2013 | 13:52:17 | TIMEAPPROV | 00:00:00 | 00:00:00 | | |
| | | 09/12/2013 | ⚠ | 7.500 | 1007 | 09/05/2013 | 13:52:17 | TIMEAPPROV | 00:00:00 | 00:00:00 | | |
| | | 09/11/2013 | ⚠ | 7.500 | 1007 | 09/05/2013 | 13:52:17 | TIMEAPPROV | 00:00:00 | 00:00:00 | | |
| | | 09/10/2013 | ⚠ | 7.500 | 1007 | 09/05/2013 | 13:52:17 | TIMEAPPROV | 00:00:00 | 00:00:00 | | |
| | | 09/09/2013 | ⚠ | 7.500 | 1007 | 09/05/2013 | 13:52:17 | TIMEAPPROV | 00:00:00 | 00:00:00 | | |
| | | 09/06/2013 | ⚠ | 7.500 | 1007 | 09/05/2013 | 13:52:17 | TIMEAPPROV | 00:00:00 | 00:00:00 | | |
| | | 09/05/2013 | ⚠ | 7.500 | 1007 | 09/05/2013 | 13:52:17 | TIMEAPPROV | 00:00:00 | 00:00:00 | | |
| | | 09/04/2013 | ⚠ | 7.500 | 1007 | 09/05/2013 | 13:52:17 | TIMEAPPROV | 00:00:00 | 00:00:00 | | |
| | | 09/03/2013 | ⚠ | 3 | 1007 | 09/05/2013 | 14:03:01 | TIMEAPPROV | 00:00:00 | 00:00:00 | | |
| | | 05/10/2013 | ✅ | 7.500 | 3170 | 09/05/2013 | 13:52:17 | TIMEAPPROV | 00:00:00 | 00:00:00 | Approved by the dep | 🏆 |
| | | 05/13/2013 | ⚠ | 7.500 | 1007 | 05/13/2013 | 13:29:34 | EUBANKSK1 | 00:00:00 | 00:00:00 | | |

| Status | Description |
|--------|-------------|
| ✅ | Approved |
| ❌ | Rejected |
| ⚠ | Pending |

MSS - Display Quota Information

Perform this procedure when you need to view sick and vacation accruals.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the MSS tab.
3. Click Display Quota Information.



4. Select any criteria, if desired.
5. Click Execute.

A screenshot of the 'Display Quota Information' form. The title is 'Absence Quota Information for Concurrent Employment'. The 'Menu' dropdown is set to 'Display Quota Information'. The 'Reporting Period' is set to 'Today'. The 'Selection Criteria' section includes fields for 'Person ID', 'Personnel Number', 'Employment Status', and 'Personnel area'. The 'Execute' button is highlighted with a red circle.

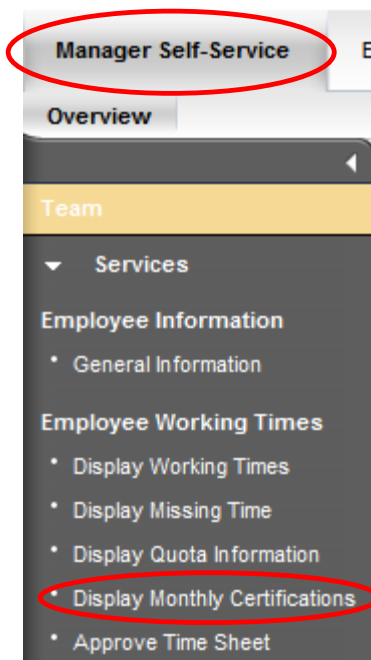
- The results are displayed.

| Absence Quota Information for Concurrent Employment | | | | | | |
|--|--------------|----------------|--------------|------------------|------------------|--------------|
| Menu <input type="text"/> ◀ Back Cancel Exit System ◀ Previous Section Next Section Overview of List Sections Choose L | | | | | | |
| <h2>Absence Quotas</h2> <p>Validity Period 09/06/2013 - 09/06/2013</p> | | | | | | |
| Person ID | PersAssgn... | Pers. Assig... | Unit | Total Remain. | Used | Quota |
| | | | Hours | 96.51840 | 41.25000 | Sick/Illness |
| | | | Hours | 105.00000 | 82.50000 | Vacation |
| | | | Hours | 201.51840 | 123.75000 | |

MSS - Display Monthly Certifications

Perform this procedure when you need to show monthly absences and certifications.

- Log into myNKU
 - <https://myNKU.nku.edu/irj/portal>
- Select the MSS tab.
- Click Display Monthly Certifications.



4. Select any criteria, if desired.
5. Click Execute.

Display Monthly Certifications

Menu ◀ Back Save as Variant... Cancel Exit System ◿ **Execute** Get

Period

Reporting Period 01/01/2013 - 08/29/2013

Selection Criteria

Personnel Number ➡

Employment Status ➡

Personnel area ➡

Personnel subarea ➡

Employee group ➡

6. The results are displayed.

Note: You should see certified or absences. If blank, no action was done, and you should follow-up with the employee.

Display Monthly Certifications

Menu ◀ Back Cancel Exit System ◿ Details Sort in Ascending Order Sort in descending order Set filter Total Print preview Local file... Mail Recipient ABC Analysis

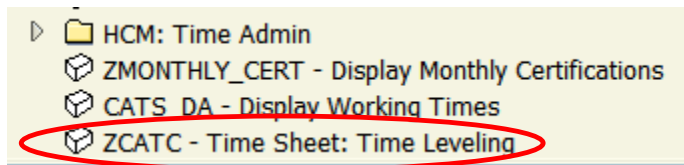
| Pers.No. | Personnel Number | Employee Group | Employee Subgroup | Organizational Unit | AType | Absence Type | Hrs | Start Date | Instructions | on |
|----------|------------------|----------------|-------------------|---------------------|-------|--------------|------|------------|--------------------|------------|
| | | | | Biological Sciences | | | 0.00 | 00/00/0000 | | 00/00/0000 |
| | | | | Biological Sciences | | | 0.00 | 00/00/0000 | | 00/00/0000 |
| | | | | Biological Sciences | | | 0.00 | 00/00/0000 | | 00/00/0000 |
| | | | | Biological Sciences | 3170 | Vacation | 7.50 | 01/30/2013 | Self-Certification | 09/05/2013 |
| | | | | Biological Sciences | 3170 | Vacation | 7.50 | 02/15/2013 | Self-Certification | 09/05/2013 |
| | | | | Biological Sciences | 3170 | Vacation | 7.50 | 03/04/2013 | Self-Certification | 09/05/2013 |
| | | | | Biological Sciences | 3170 | Vacation | 7.50 | 03/18/2013 | Self-Certification | 09/05/2013 |
| | | | | Biological Sciences | 3170 | Vacation | 7.50 | 03/27/2013 | Self-Certification | 09/05/2013 |
| | | | | Biological Sciences | 3170 | Vacation | 7.50 | 04/19/2013 | Self-Certification | 09/05/2013 |
| | | | | Biological Sciences | 3170 | Vacation | 7.50 | 04/29/2013 | Self-Certification | 09/05/2013 |
| | | | | Biological Sciences | 3170 | Vacation | 7.50 | 05/10/2013 | Self-Certification | 09/05/2013 |
| | | | | Biological Sciences | 3180 | Sick | 7.50 | 02/01/2013 | Self-Certification | 09/05/2013 |
| | | | | Biological Sciences | | | 0.00 | 00/00/0000 | | 00/00/0000 |

SAP GUI - Display Missing Time

Perform this procedure when you need to display missing bi-weekly time.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the SAP GUI tab.
3. Double-click the ZCATC transaction code.

Note: Add the ZCATC transaction code to your Favorites folder, and rename it to “Missing Time.”



4. Enter the start and end dates for the bi-weekly time period.
5. Click Execute.

 A screenshot of the SAP ZCATC transaction code screen. The screen shows a 'Period' section with radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. The 'Other period' radio button is selected. Below the radio buttons, there are two date input fields: 'Period' and 'To'. The 'Period' field contains the date '01/19/2014' and the 'To' field contains the date '02/01/2014'. Both date fields are circled in red. There is also an 'Execute' button (a green circle with a white 'X') to the right of the 'To' field.

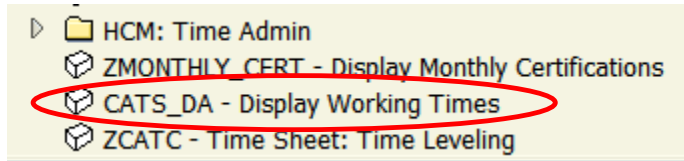
6. Employees with missing time are displayed.

| Period 01/19/2014-02/01/2014 | | | | |
|------------------------------|-------------------------------|------------|------------|--------------------|
| Pers.No. | Name of employee or applicant | From date | To Date | Total recorded hrs |
| | | 01/19/2014 | 01/25/2014 | |
| | | 01/26/2014 | 02/01/2014 | |
| | | 01/19/2014 | 01/25/2014 | |
| | | 01/26/2014 | 02/01/2014 | |

SAP GUI - Display Working Times

Perform this procedure when you need to display time recorded, account assignment, approver, and approval status.

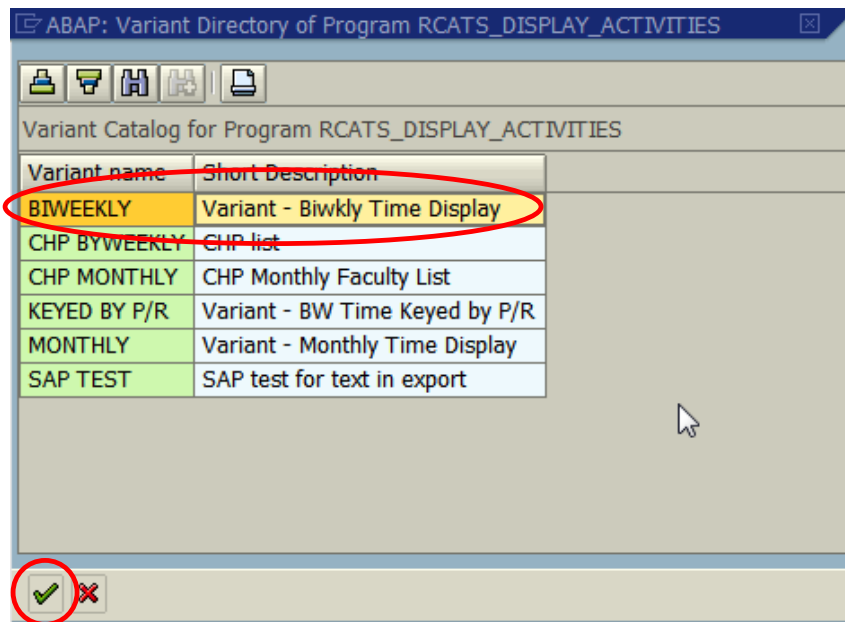
1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the SAP GUI tab.
3. Double-click the CATS_DA transaction code.



4. Click Get Variant.



5. Select either BIWEEKLY or MONTHLY Variant name.
6. Click Enter.



7. Enter the start and end dates for the BIWEEKLY or MONTHLY payroll period.
8. Click Execute.

Period

Reporting Period Other Period

01/19/2014 - 02/01/2014

9. The results are displayed.

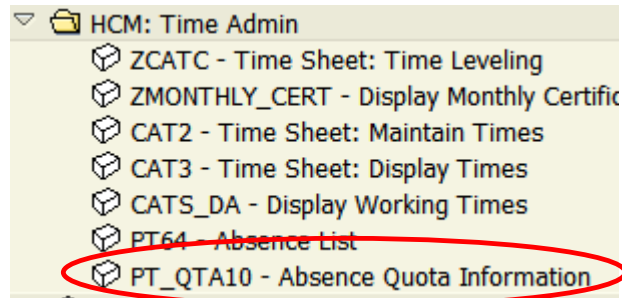
Note: Click Additional Functions twice to export to Microsoft Excel. Refer to the reference card for exporting instructions.

| Employee/app.name | Pers.No. | Date | Status | Number | A/A type | Created on | Time of entry | Created by | Start Time | End time |
|-------------------|----------|------|--------|---------|----------|------------|---------------|------------|------------|----------|
| | | | ▲ | 1 | 1027 | 10/31/2013 | 11:20:15 | | 11:00:00 | 12:00:00 |
| | | | ▲ | 8 | 1027 | 10/31/2013 | 11:18:40 | | 10:00:00 | 18:00:00 |
| | | | ▲ | 8 | 1027 | 10/31/2013 | 11:18:40 | | 13:00:00 | 21:00:00 |
| | | | ▲ | 8 | 1027 | 10/31/2013 | 11:18:40 | | 13:00:00 | 21:00:00 |
| | | | ▲ | 1 | 1027 | 10/31/2013 | 11:17:30 | | 11:00:00 | 12:00:00 |
| | | | ▲ | 2 | 1027 | 10/31/2013 | 11:20:48 | | 13:00:00 | 15:00:00 |
| | | | ▲ | 2 | 1027 | 10/28/2013 | 16:08:44 | | 10:00:00 | 12:00:00 |
| | | | ▲ | 8 | 1027 | 10/28/2013 | 16:02:49 | | 13:00:00 | 21:00:00 |
| | | | ▲ | 4 | 1027 | 10/28/2013 | 16:02:49 | | 17:00:00 | 21:00:00 |
| | | | ▲ | 5 | 1027 | 10/28/2013 | 16:02:00 | | 13:00:00 | 18:00:00 |
| | | | ▲ | 6 | 1027 | 10/29/2013 | 13:43:18 | | 12:00:00 | 18:00:00 |
| | | | ▲ | 3.500 | 1027 | 10/29/2013 | 13:43:18 | | 13:00:00 | 16:30:00 |
| | | | ▲ | 2 | 1027 | 10/29/2013 | 13:43:18 | | 08:00:00 | 10:00:00 |
| | | | ▲ | 3.500 | 1027 | 10/29/2013 | 13:43:18 | | 13:00:00 | 16:30:00 |
| | | | ▲ | 3.500 | 1027 | 10/29/2013 | 13:43:18 | | 13:00:00 | 16:30:00 |
| | | | ▲ | 6 | 1027 | 10/29/2013 | 13:43:18 | | 12:00:00 | 18:00:00 |
| | | | ▲ | 6.500 | 1027 | 10/29/2013 | 13:43:18 | | 13:00:00 | 19:30:00 |
| | | | ▲ | 1 | 1027 | 10/10/2013 | 16:02:51 | | 11:00:00 | 12:00:00 |
| | | | ▲ | 4.500 | 1027 | 10/10/2013 | 16:02:51 | | 14:00:00 | 18:30:00 |
| | | | ▲ | 5 | 1027 | 10/10/2013 | 16:02:51 | | 09:30:00 | 14:30:00 |
| | | | ▲ | 4.500 | 1027 | 10/10/2013 | 16:02:51 | | 09:30:00 | 14:00:00 |
| | | | ▲ | 3.500 | 1027 | 10/10/2013 | 16:02:51 | | 13:00:00 | 16:30:00 |
| | | | ▲ | 6 | 1027 | 10/10/2013 | 16:02:51 | | 12:00:00 | 18:00:00 |
| | | | ■ | 102.500 | | | | | | |
| | | | ▲ | 6 | 1007 | 10/28/2013 | 10:48:58 | | 00:00:00 | 00:00:00 |
| | | | ▲ | 8 | 1007 | 10/28/2013 | 10:48:58 | | 00:00:00 | 00:00:00 |
| | | | ▲ | 8 | 1007 | 10/28/2013 | 10:48:58 | | 00:00:00 | 00:00:00 |

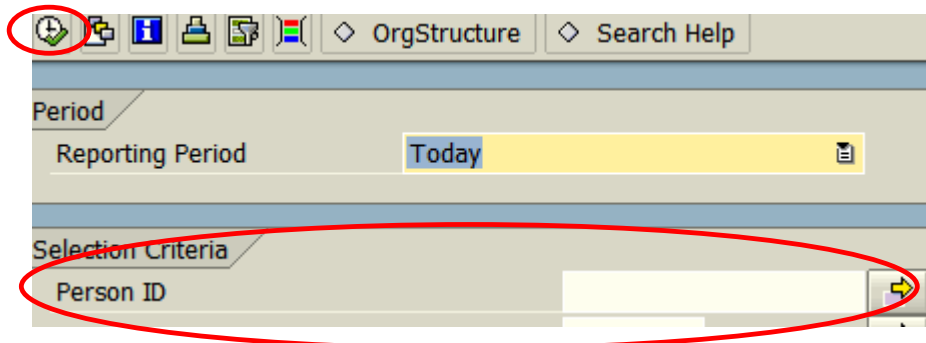
SAP GUI - Display Quota Information

Perform this procedure when you need to view sick and vacation accruals.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the SAP GUI tab.
3. Double-click the PT_QTA10 transaction code.



4. Enter a Person ID number to run the report for a particular employee (optional).
5. Click Execute.



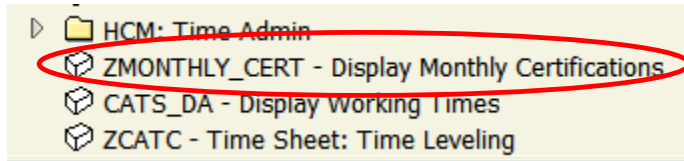
6. Employee(s) quota information is displayed.

| Absence Quotas | | | | | | |
|---|------|------------------|------------------|-------|---------------|--------|
| Validity Period 01/27/2014 - 01/27/2014 | | | | | | |
| Person ID | Name | PersAssignmtName | Pers. Assignment | Unit | Total Remain. | |
| | | | | Hours | 33.45160 | 130.75 |
| | | | | Hours | 57.13220 | 208.75 |
| | | | | Hours | 6.46390 | 231.00 |
| | | | | Hours | 0.00150 | 382.50 |
| | | | | Hours | 141.78630 | 10.00 |
| | | | | Hours | 70.92890 | 29.00 |

SAP GUI - Display Monthly Certifications

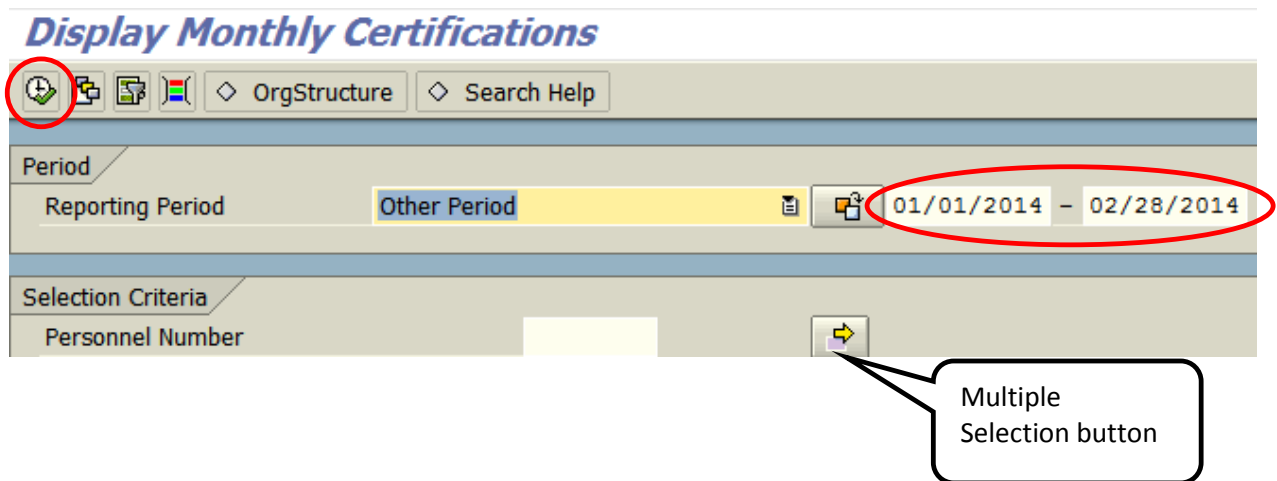
Perform this procedure when you need to show monthly absences and certifications.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the SAP GUI tab.
3. Double-click the ZMONTHLY_CERT transaction code.



4. Enter the Reporting Period start and end dates.
5. Click Execute.

Note: If you want to view selected employee(s), enter the Personnel Number or use the Multiple Selection button to enter additional Personnel Numbers.



6. The results are displayed.

Note: You should see certified or absences. If blank, no action was done, and you should follow-up with the employee's manager.

Display Monthly Certifications

| Pers.No. | Personnel Number | Employee Group | Employee Subgroup | Orga... | A/ATyp... | Attendance or Absence | Certified | actions |
|----------|------------------|----------------|-------------------|------------------------|-----------|-----------------------|-----------|------------|
| | | Staff | Exempt 12 months | Ent... | 3170 | Vacation | | |
| | | Staff | Exempt 12 months | Ent... | 3170 | Vacation | | |
| | | Staff | Exempt 12 months | IT - | 3170 | Vacation | | |
| | | Staff | Exempt 12 months | IT - | 3170 | Vacation | | |
| | | Staff | Exempt 12 months | IT - | 3180 | Sick | | |
| | | Staff | Exempt 12 months | IT - Infrastructure | | | 0.00 | 00/00/0000 |
| | | Staff | Exempt 12 months | IT - Customer Systems | 3170 | Vacation | 7.50 | 01/15/2014 |
| | | Staff | Exempt 12 months | IT - Customer Systems | | | 0.00 | 00/00/0000 |
| | | Staff | Exempt 12 months | University Development | | | 0.00 | 00/00/0000 |

Absences

Certified

No action taken

SAP GUI – Export to Microsoft Excel

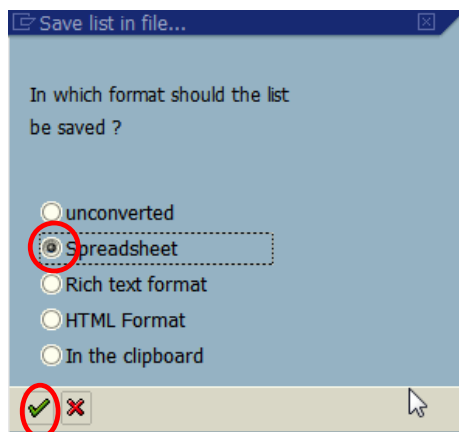
Perform this procedure when you need to export data to Microsoft Excel to print or distribute.

1. Click Local File.

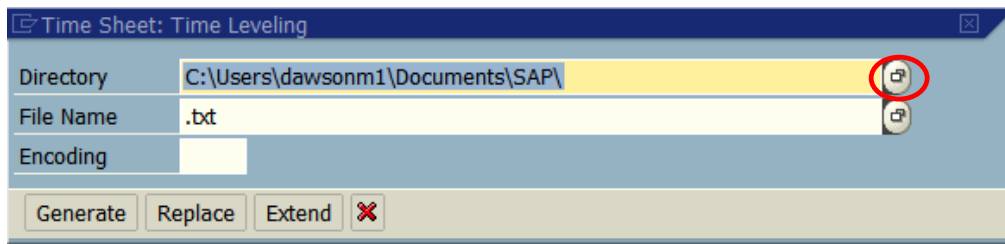


2. Select Spreadsheet.

3. Click Enter.



4. Select the Directory match code button.



Time Sheet: Time Leveling

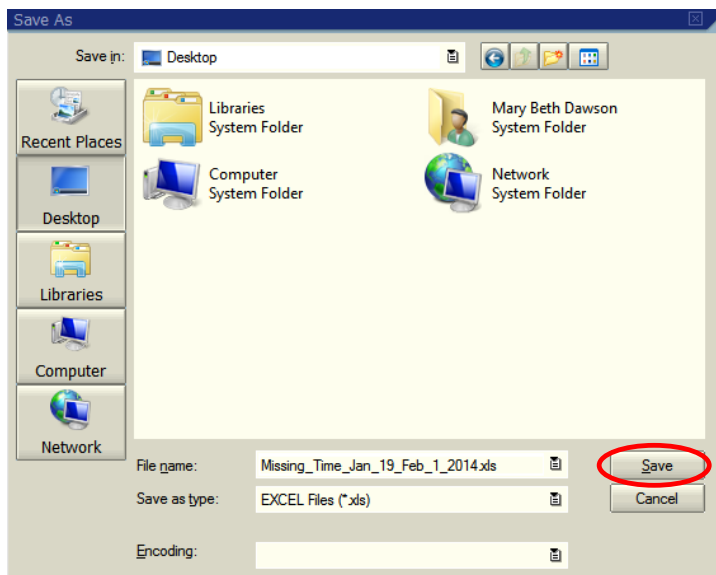
Directory: C:\Users\dawsonm1\Documents\SAP\

File Name: .bt

Encoding:

Generate Replace Extend X

5. Select the Directory.
6. Enter a File name.
7. Select the file type .xls
8. Click Save.



Save As

Save in: Desktop

Recent Places: Desktop, Libraries, Computer, Network

Libraries System Folder, Computer System Folder, Mary Beth Dawson System Folder, Network System Folder

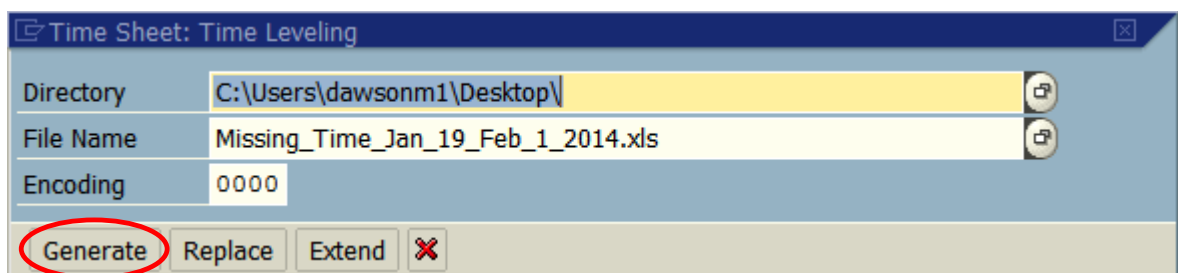
File name: Missing_Time_Jan_19_Feb_1_2014.xls

Save as type: EXCEL Files (*.xls)

Encoding:

Save Cancel

9. Click Generate.



Time Sheet: Time Leveling

Directory: C:\Users\dawsonm1\Desktop\

File Name: Missing_Time_Jan_19_Feb_1_2014.xls

Encoding: 0000

Generate Replace Extend X

10. A confirmation message will appear at the bottom of the screen.

✓ 4,550 bytes transmitted, code page 4103