ESS/MSS
Time Administrator

IT Information Technology
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.

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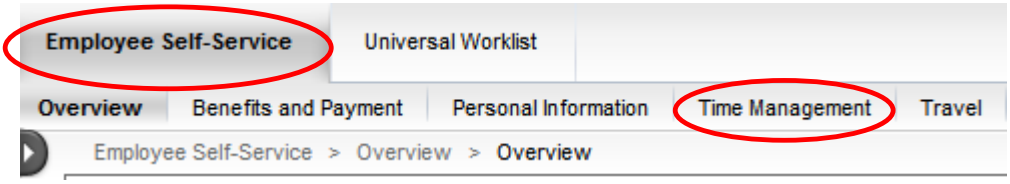
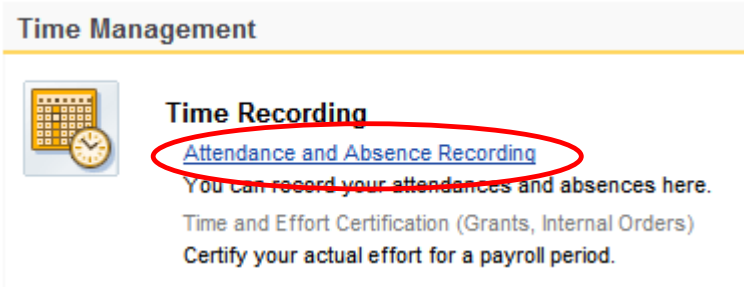
ESS - Record Bi-Weekly Time – Student

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.

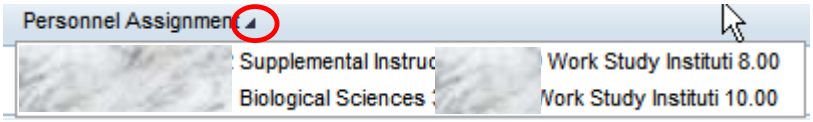
1. Log into myNKU
    a. https://myNKU.nku.edu/irj/portal
2. Select the ESS tab.
3. Select the Time Management sub-tab.



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).



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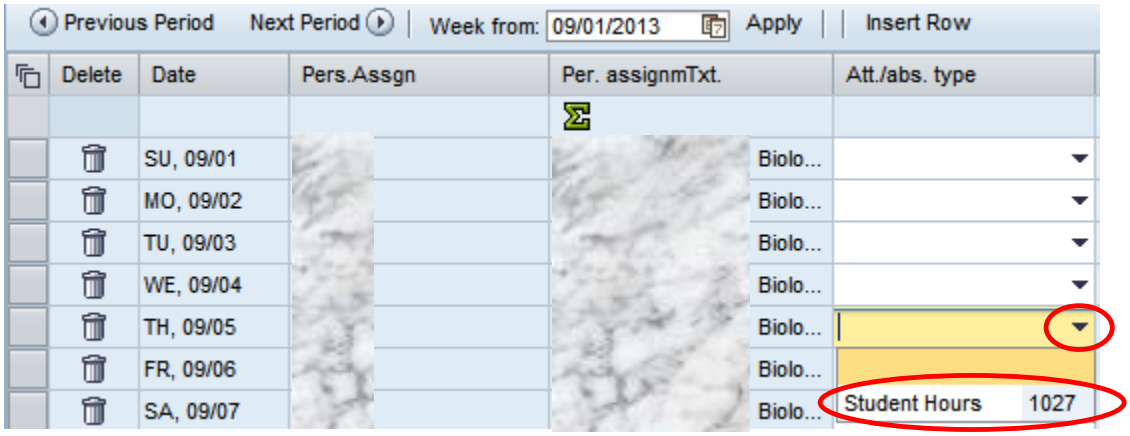
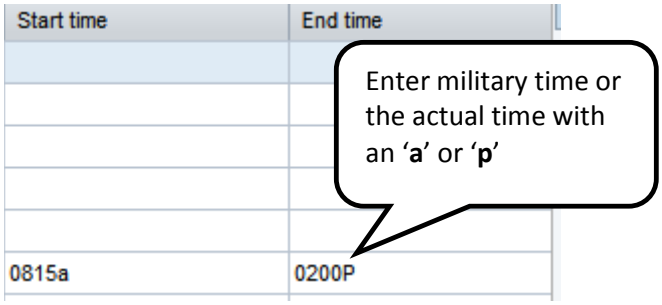
6. Select the Student Hours attendance type from the drop-down of the appropriate day.

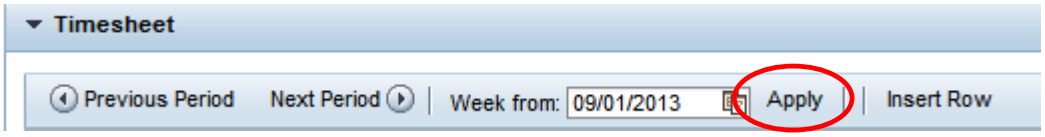


7. Enter the working Start time and End time for the appropriate day.

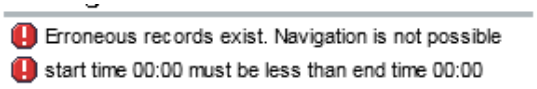


8. Click Apply.

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



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



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

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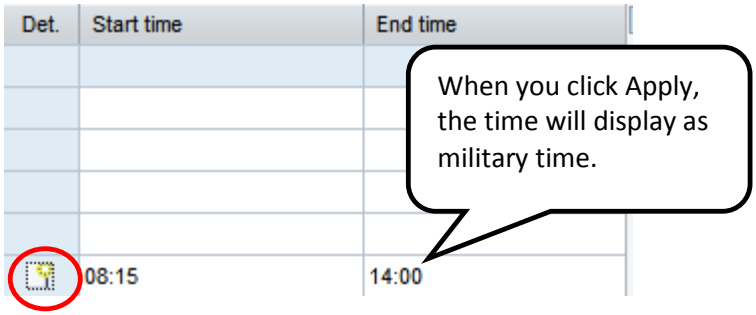
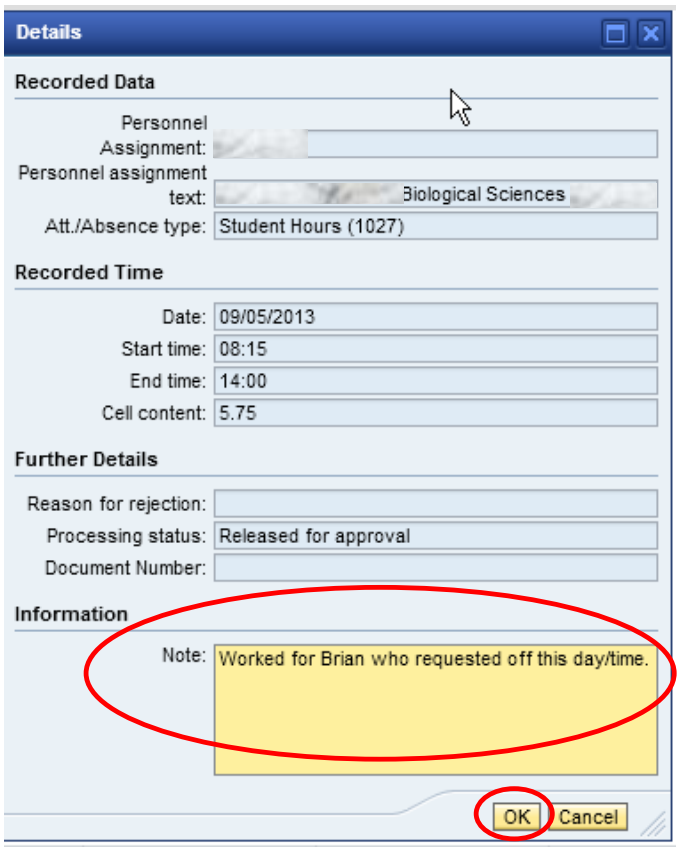
9. Click the Edit Details icon to enter helpful information regarding the hours worked (optional).



10. Enter the note.
11. Click OK.



This icon indicates a note exists on the recorded time:

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

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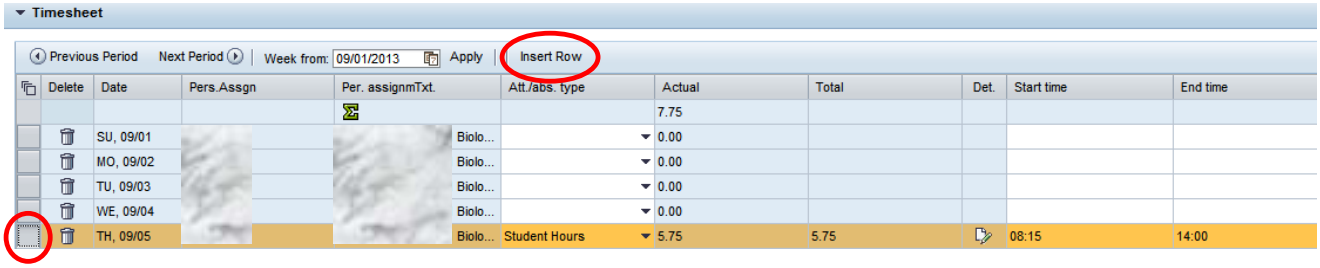
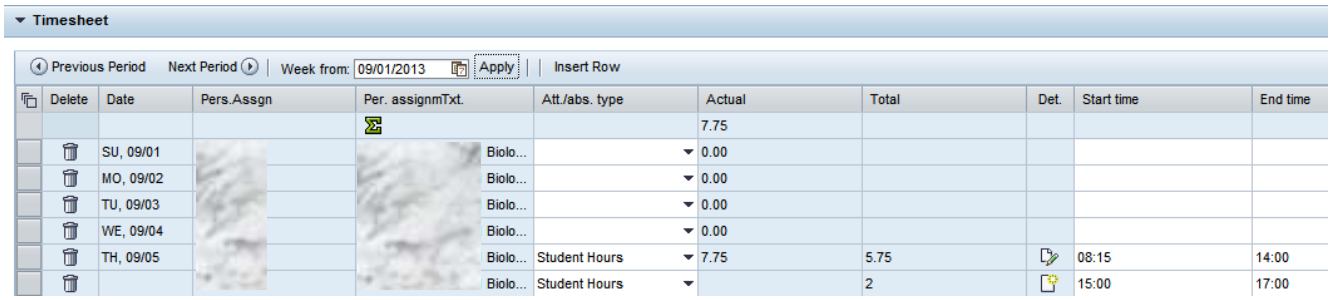
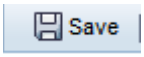
Select a row and click Insert Row to add a row to the timesheet (working multiple shifts on a particular day):

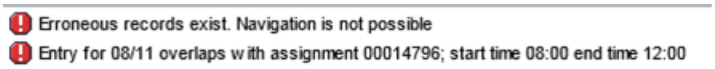


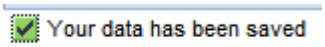
Example of an additional row inserted:



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.



A confirmation message will appear for all successfully saved timesheets: 

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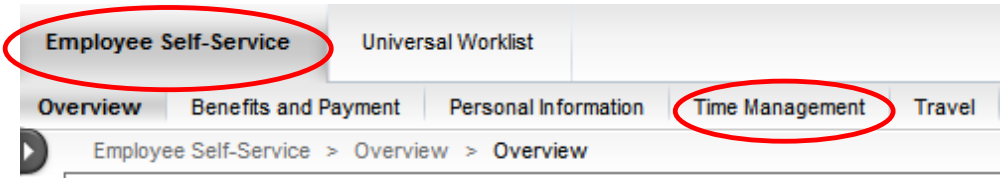
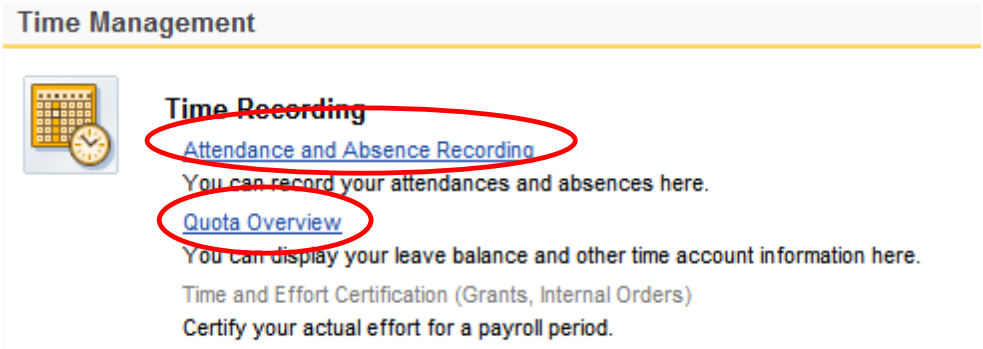
ESS - Record Bi-Weekly Time – Staff

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.



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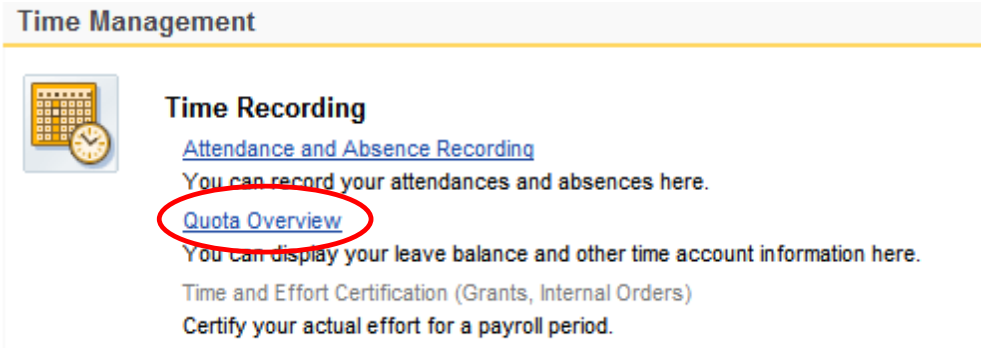
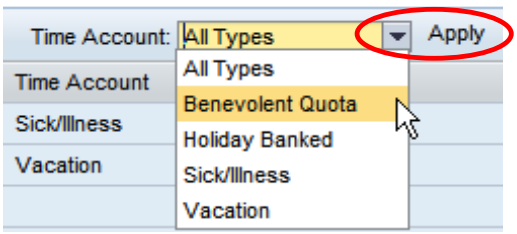
Quota Overview

1. Click Quota Overview to display your leave balance.



2. Sick/Illness and Vacation accruals will display.

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



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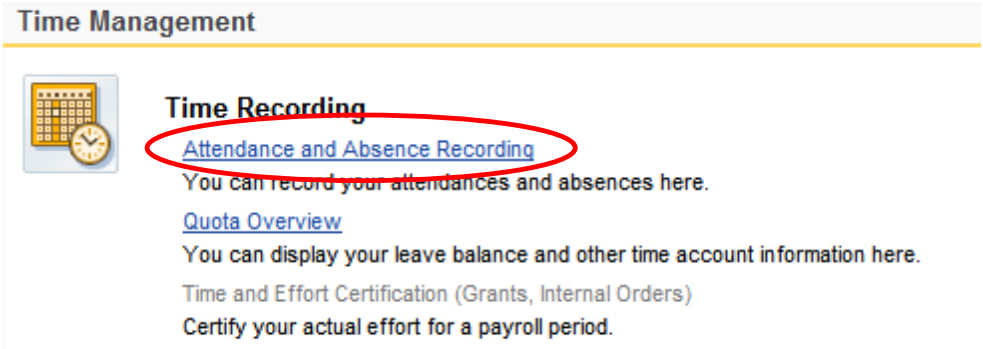
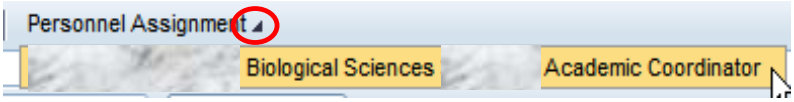
Attendance and Absence Reporting

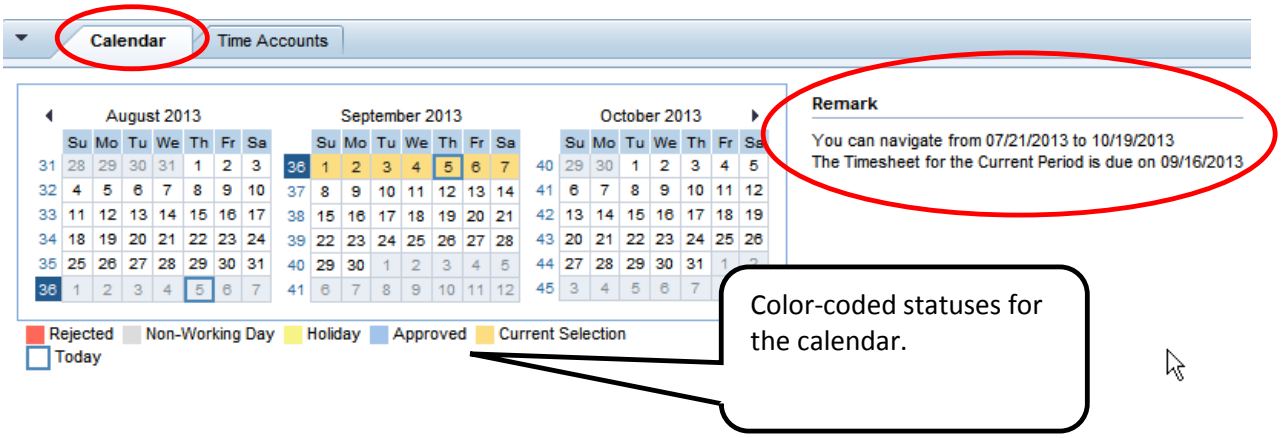
1. Click Attendance and Absence Recording to record working time.



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.

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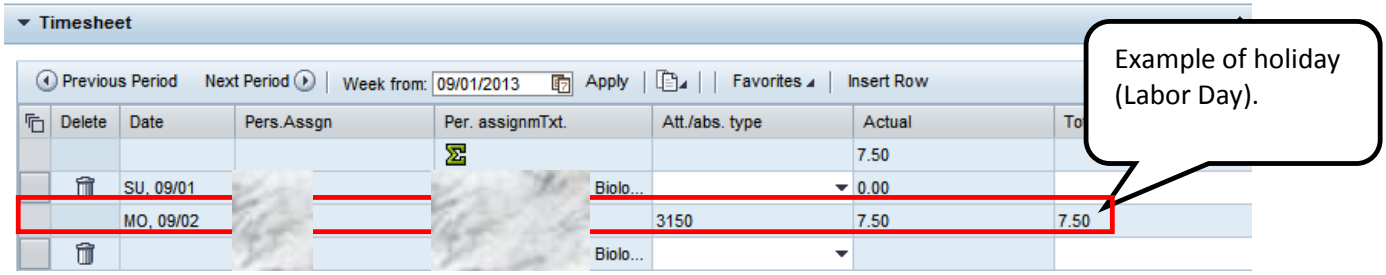
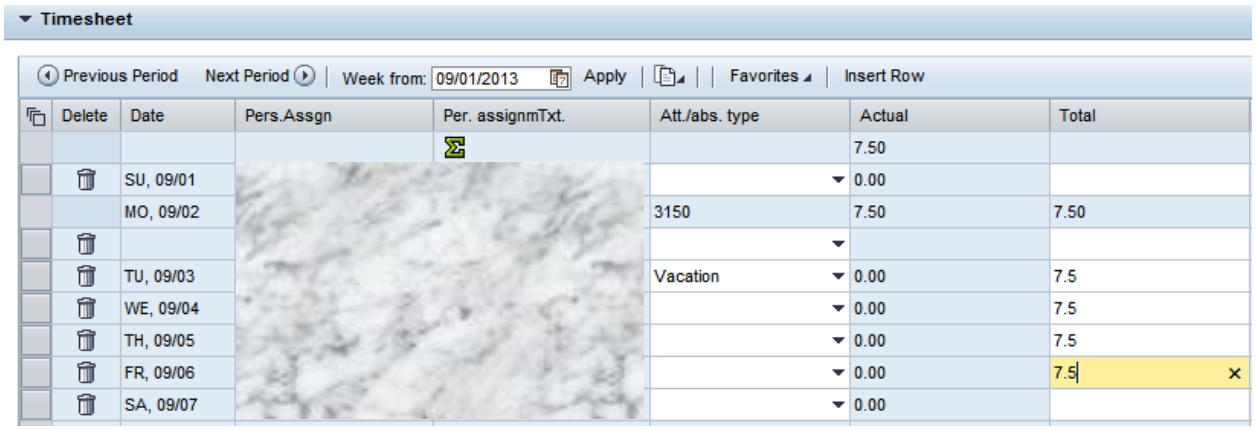
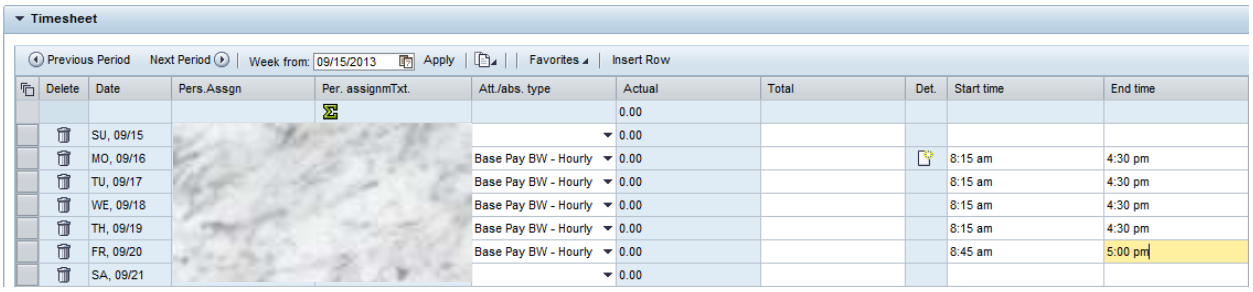
5. Holidays are built into the system. If you worked the holiday, enter the time on the line below.



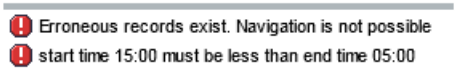
6. Enter the correct attendance/absence type and total hours worked for each day.



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.



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.



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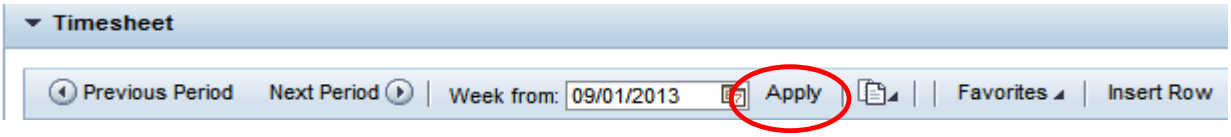
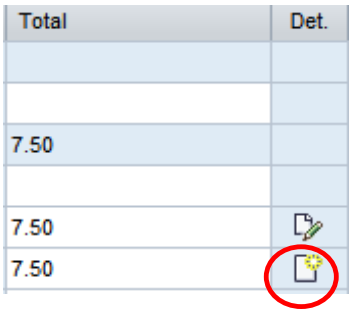
7. Click Apply.

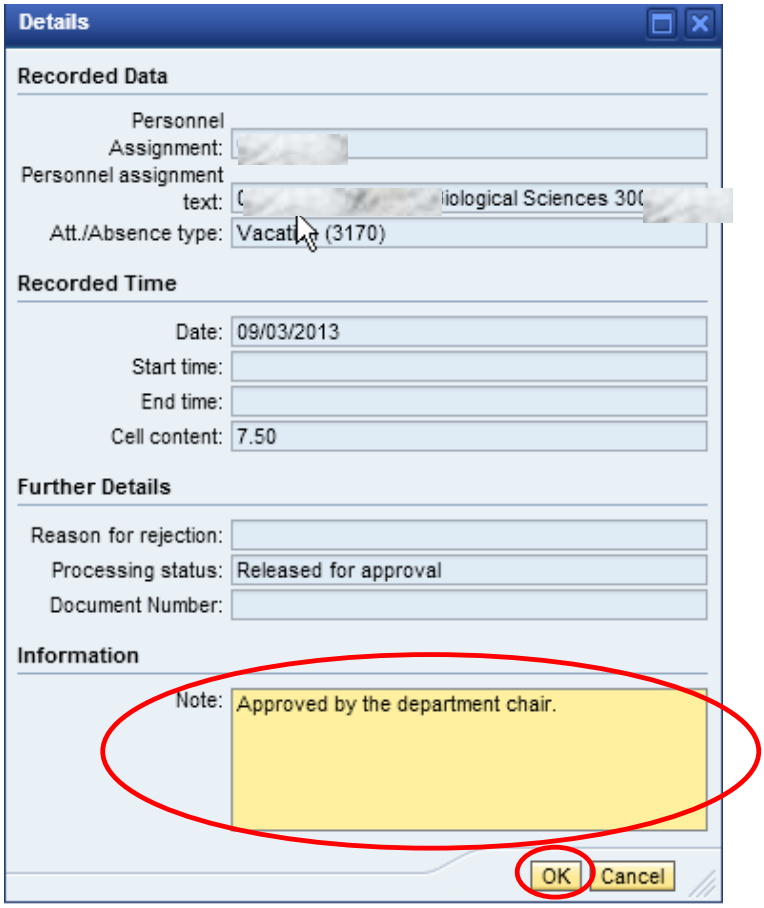
8. **Note**: The Apply button only calculates and totals. This button does not save the timesheet!



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



10. Enter the note.
11. Click OK.



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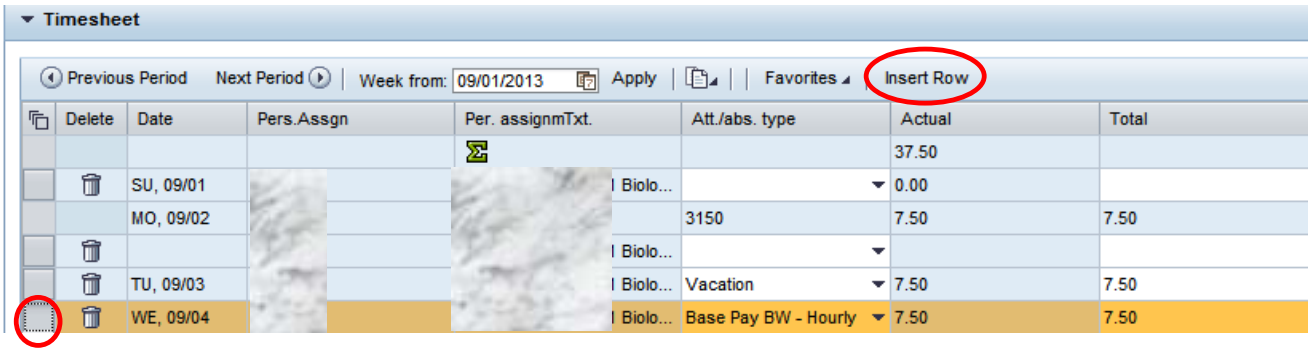
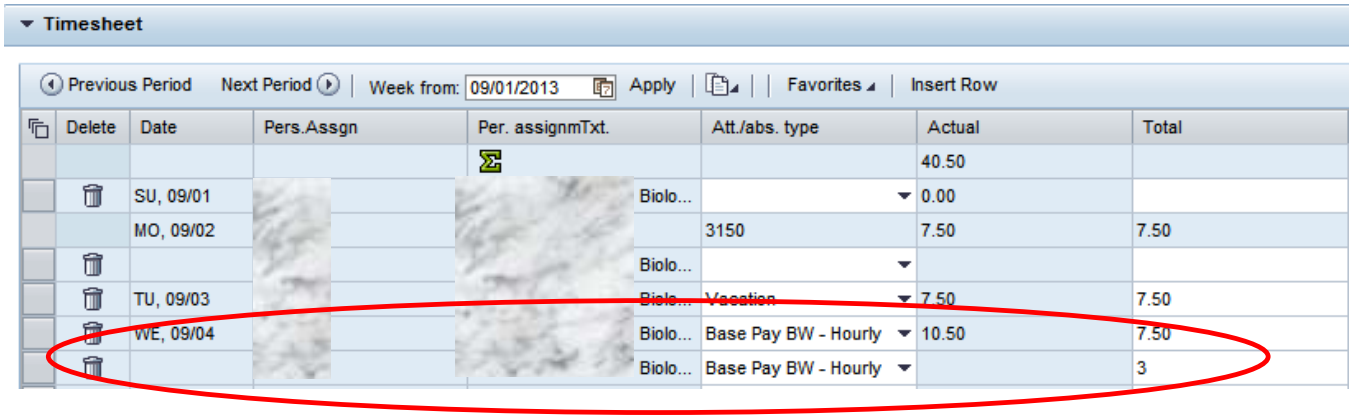
This icon indicates a note exists on the recorded time:

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

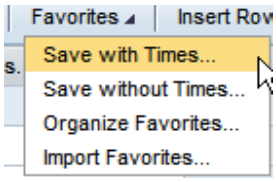
Select a row and click Insert Row to add a row to the timesheet (working multiple shifts on a particular day):



Example of an additional row inserted:



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



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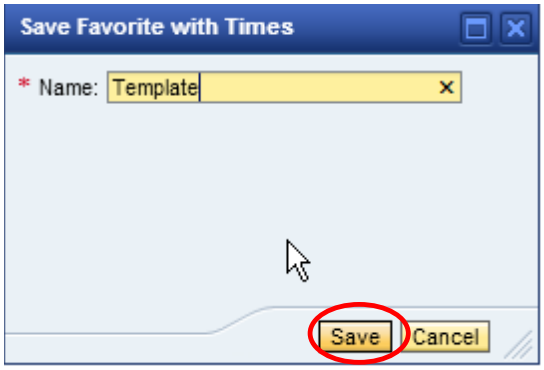
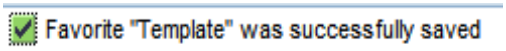
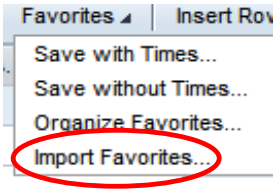
Enter a Name for the Favorite and click Save.

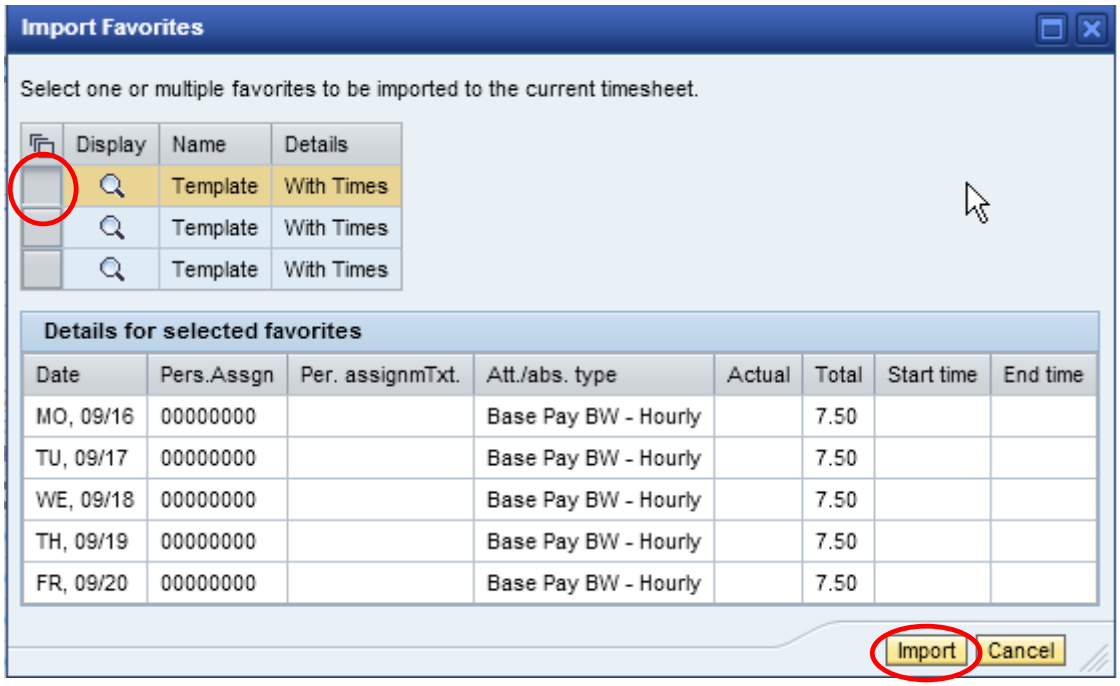


A confirmation message will appear: 

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



Select the appropriate Favorite and click Import:



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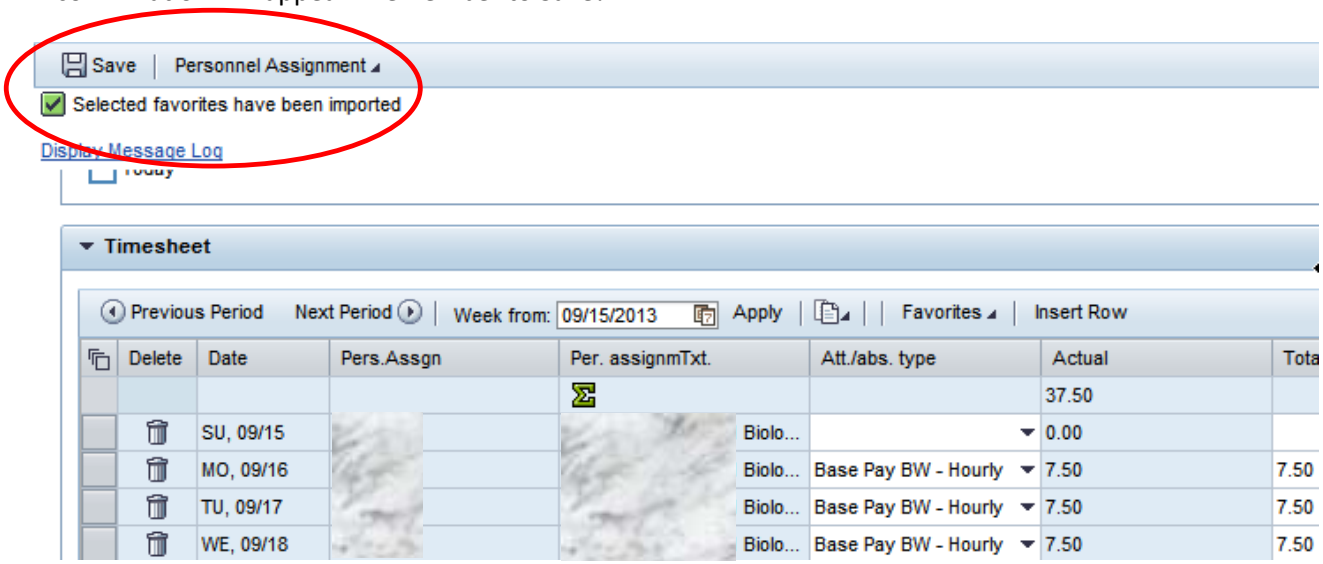
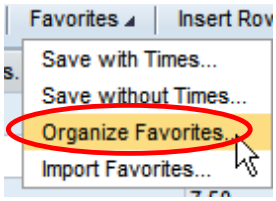
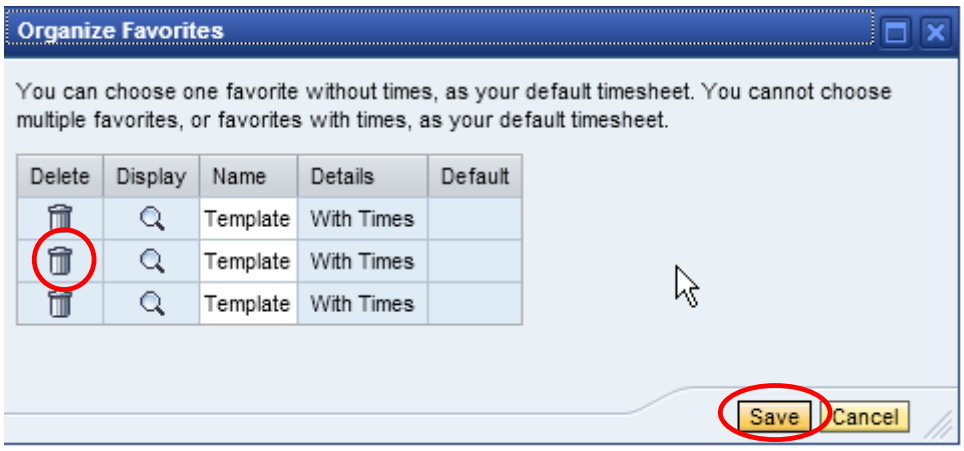
A confirmation will appear. Remember to Save!



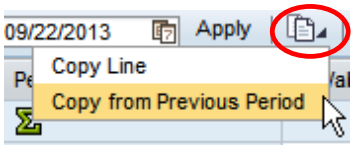
To delete a Favorite, click the drop-down for Favorites and select Organize Favorites:



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



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



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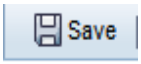
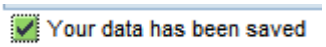
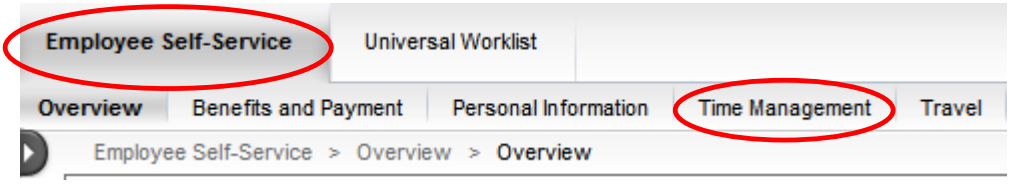
Click the Save icon to save all recorded time: 

A confirmation message will appear for all saved timesheets: 

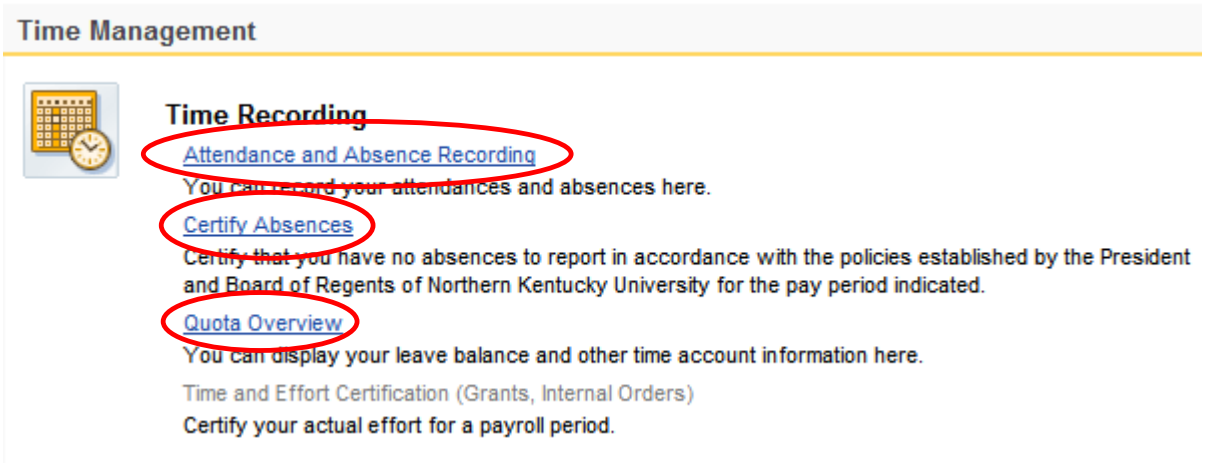
ESS - Record Monthly Absences

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.



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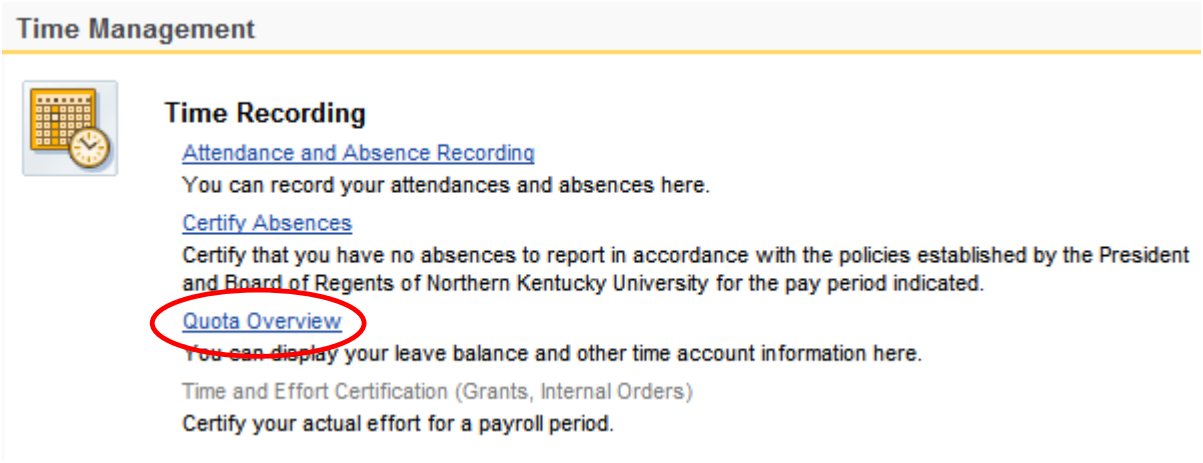
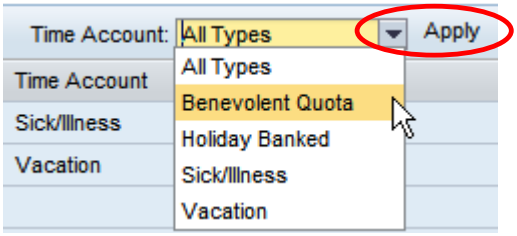
Quota Overview

1. Click Quota Overview to display your leave balance.



2. Sick/Illness and Vacation accruals will display.

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



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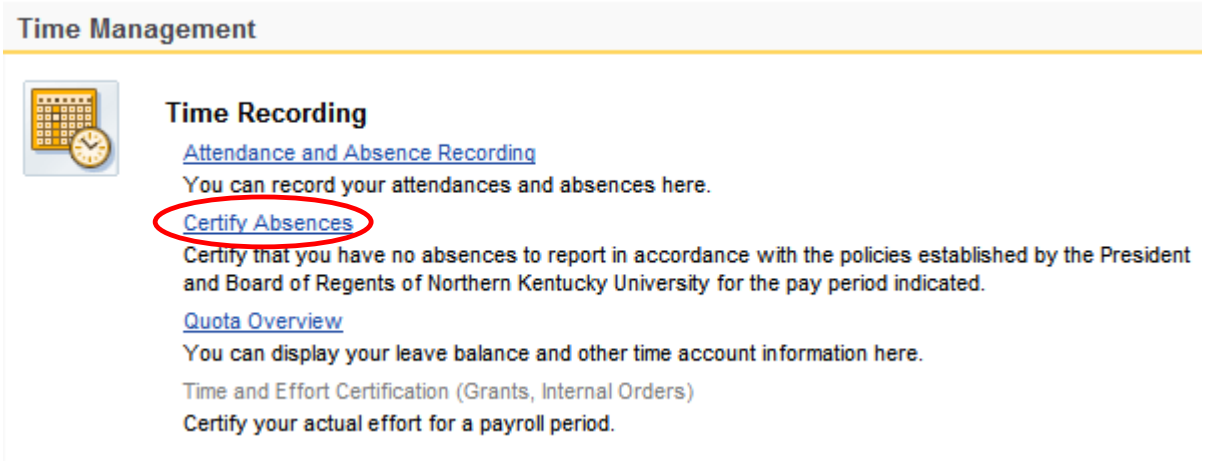
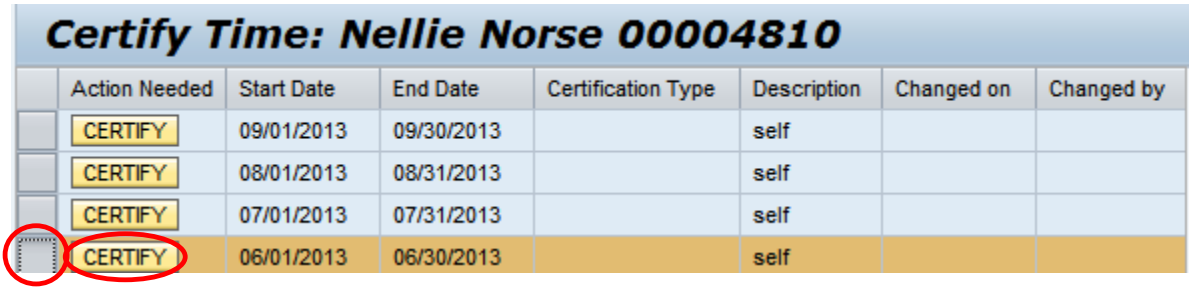
Certify Absences

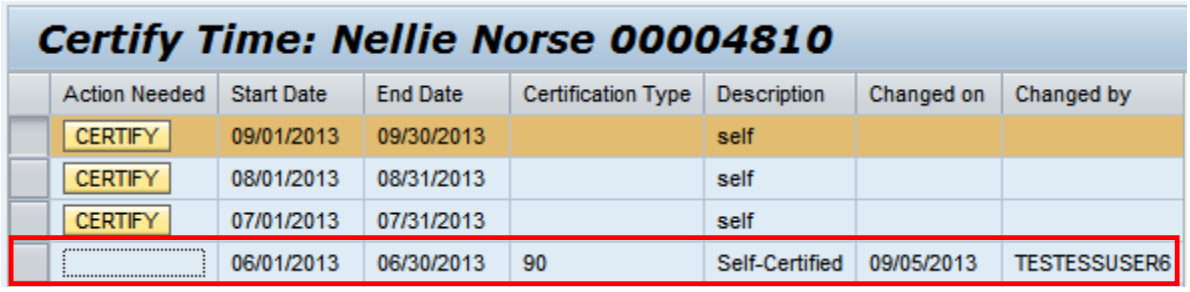
1. Click Certify Absences to submit zero absences.



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



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



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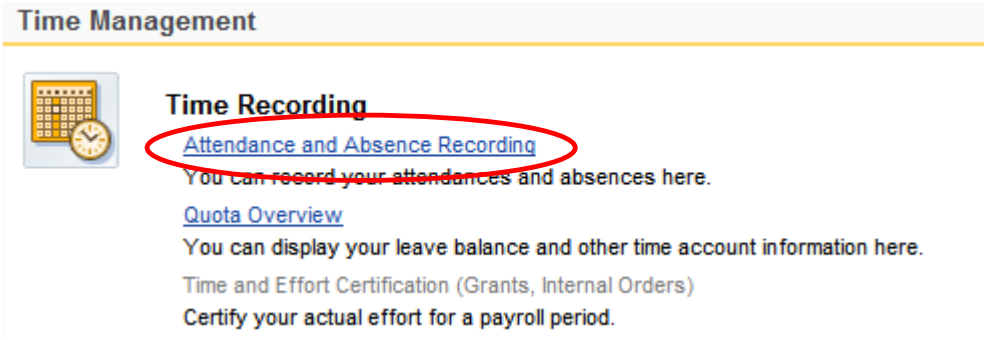
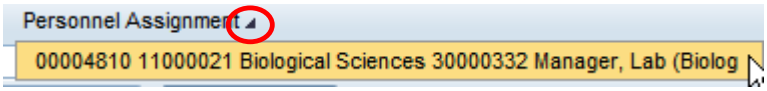
Attendance and Absence Reporting

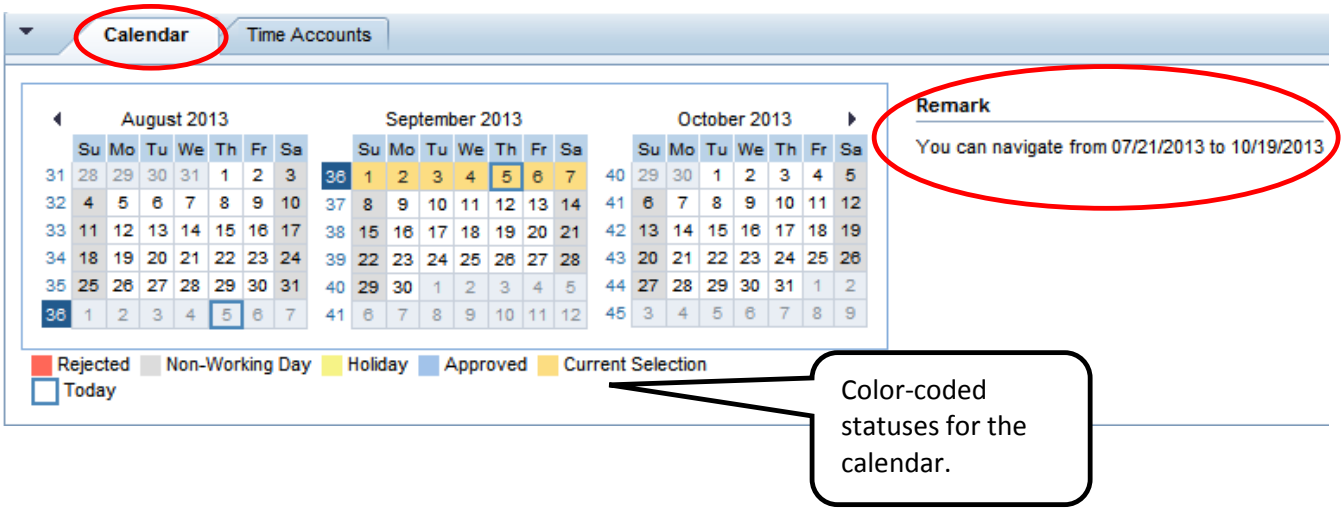
1. Click Attendance and Absence Recording to record working time.



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.



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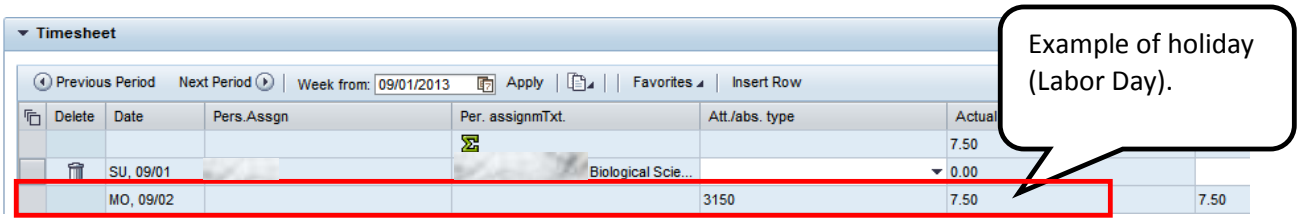
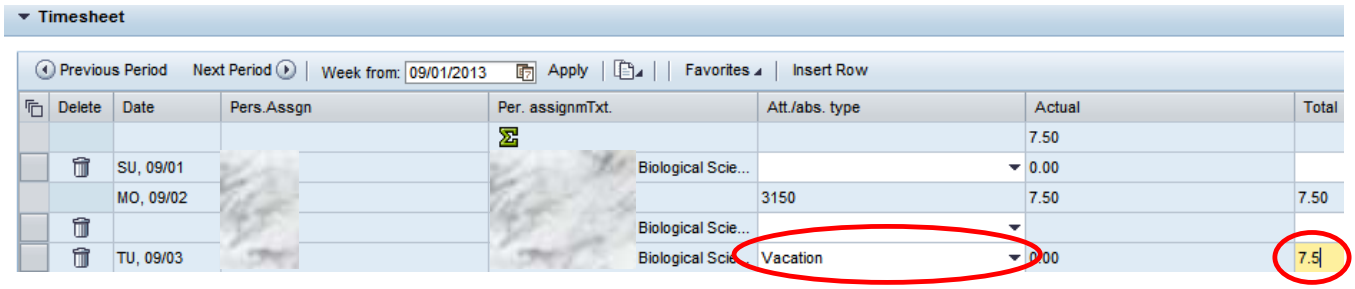
4. The Time Accounts tab will display quota balances.

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

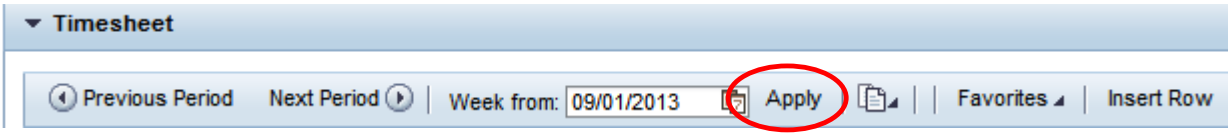


6. Enter the correct absence type and total hours for each absence.



7. Click Apply.

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



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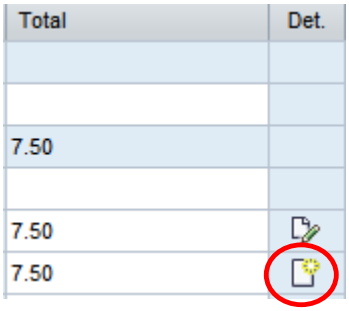
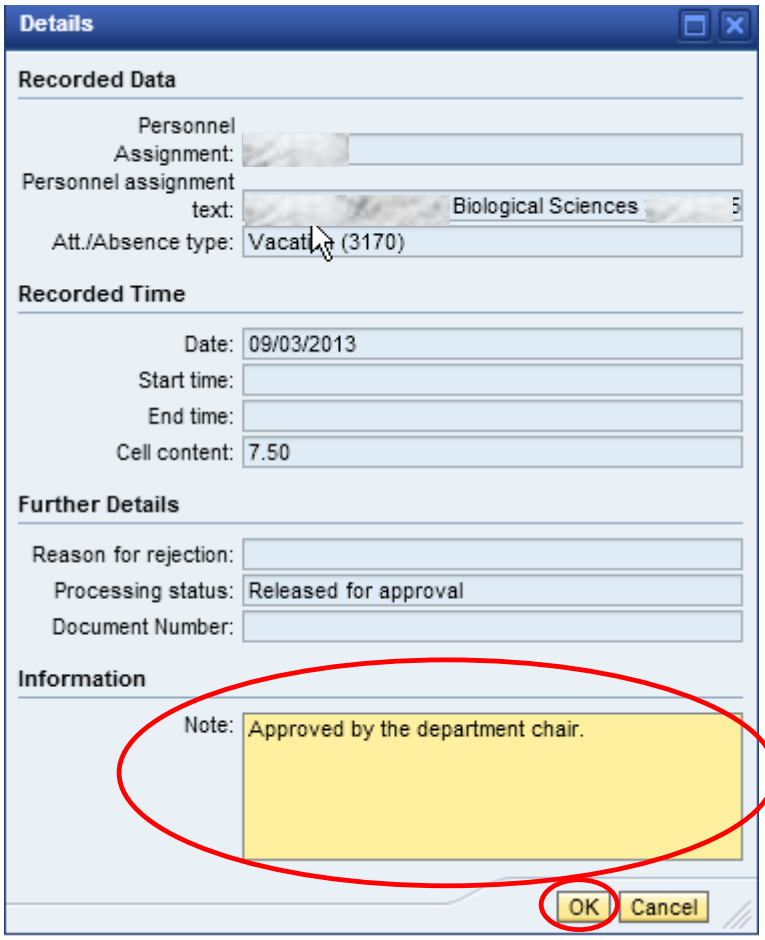
8. Click the Edit Details icon to enter helpful information regarding the recorded time (optional).



9. Enter the note.
10. Click OK.



This icon indicates a note exists on the recorded time:

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

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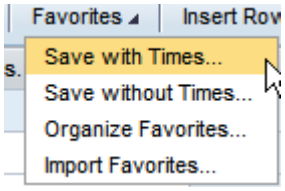
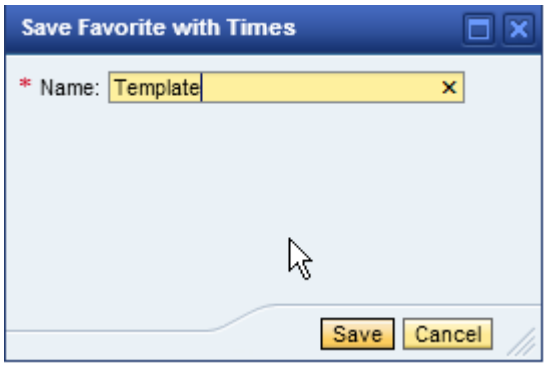
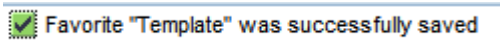
Click the Favorites drop-down icon to Save the timesheet with or without times (for monthly paid employees this is beneficial for FMLA, etc.):

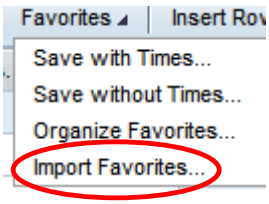


Enter a Name for the Favorite and click Save.

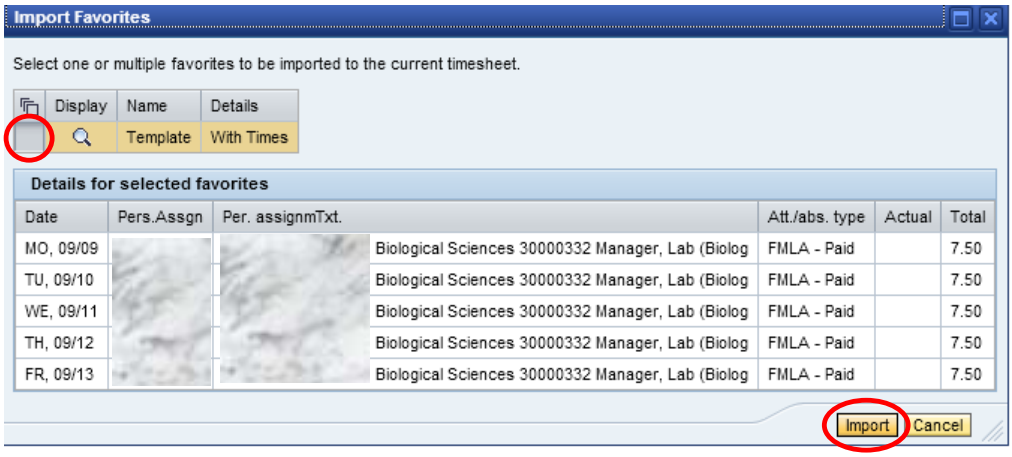


A confirmation message will appear: 

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



Select the appropriate Favorite and click Import:



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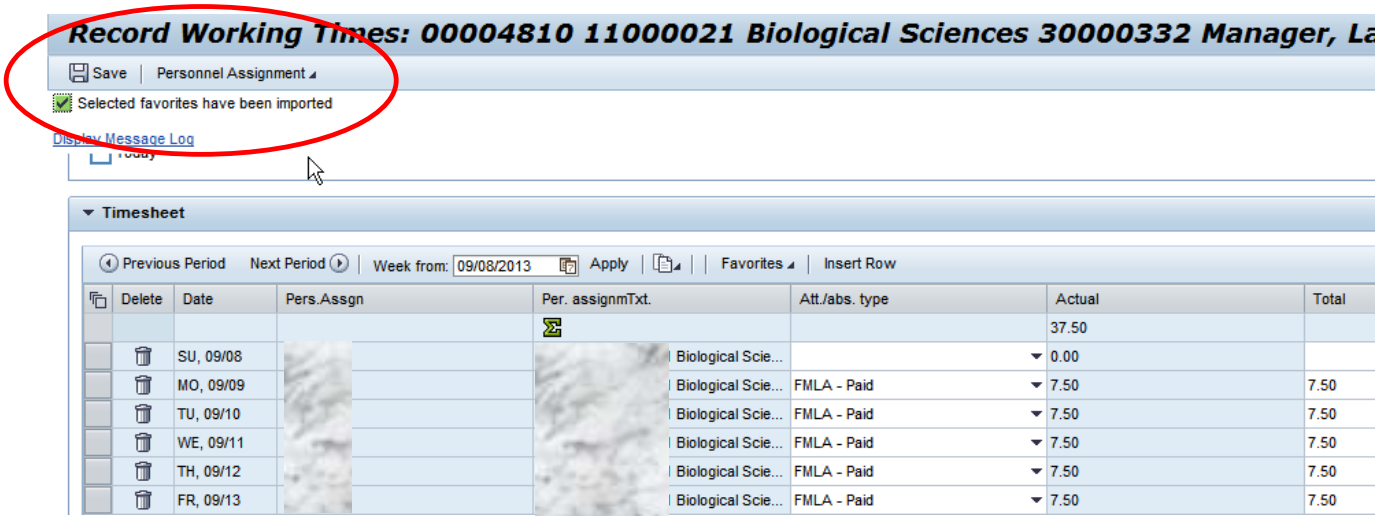
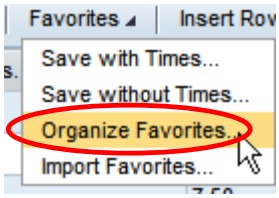
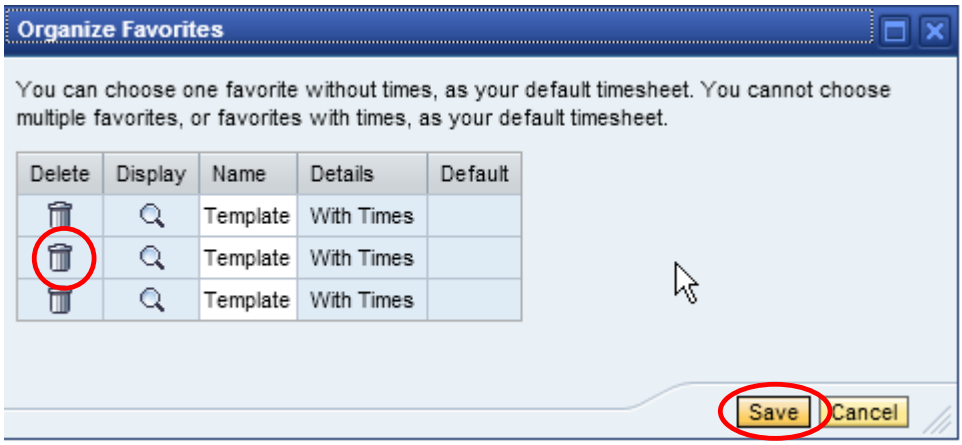
A confirmation will appear. Remember to Save!



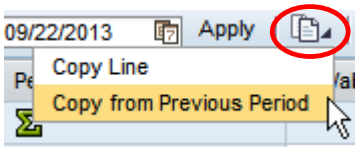
To delete a Favorite, click the drop-down for Favorites and select Organize Favorites:



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



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



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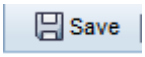
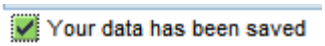
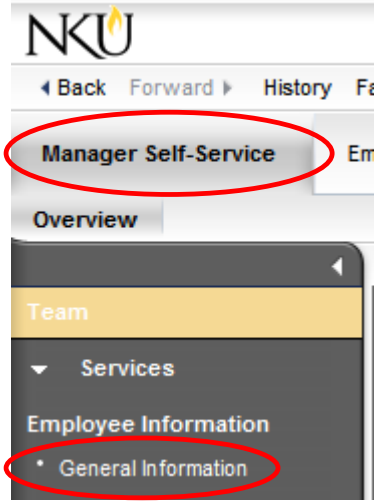
Click the Save icon to save all recorded time: 

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.



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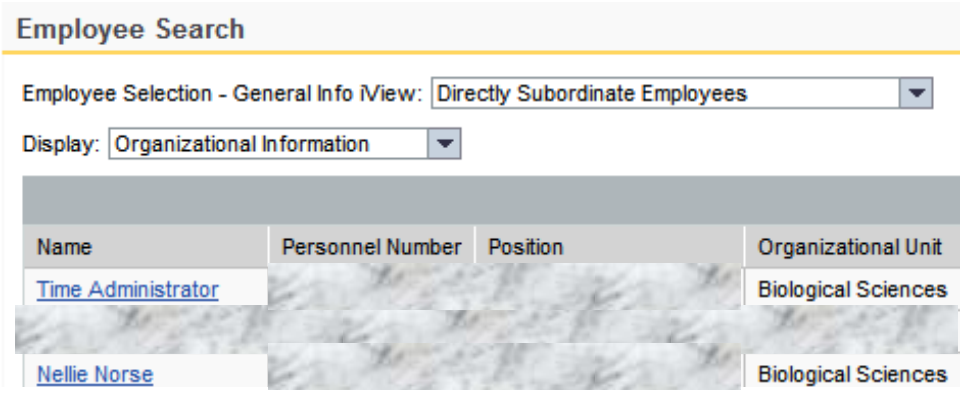
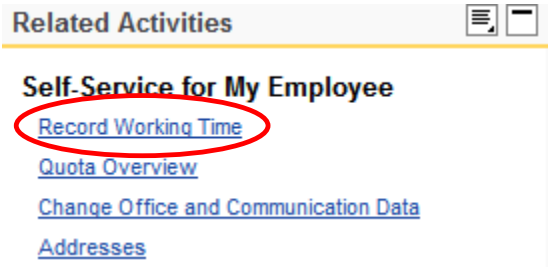
4. Click the Name of the employee to record working time or absences.



5. Scroll down.
6. Click Record Working Time.



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.

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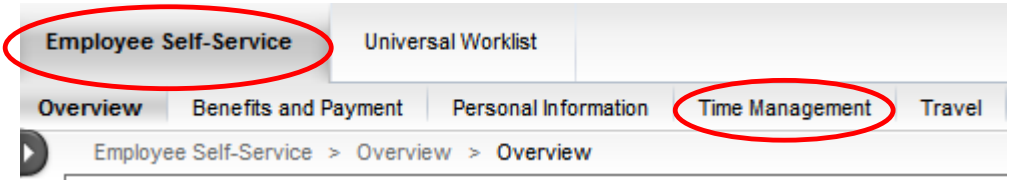
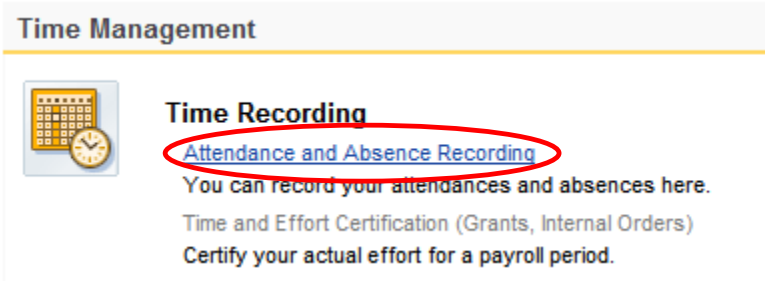
Print Timesheet

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.

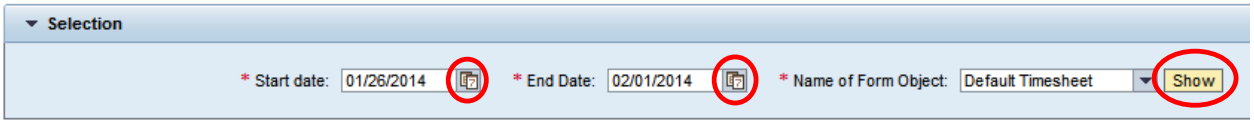


4. Click Attendance and Absence Recording.



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

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



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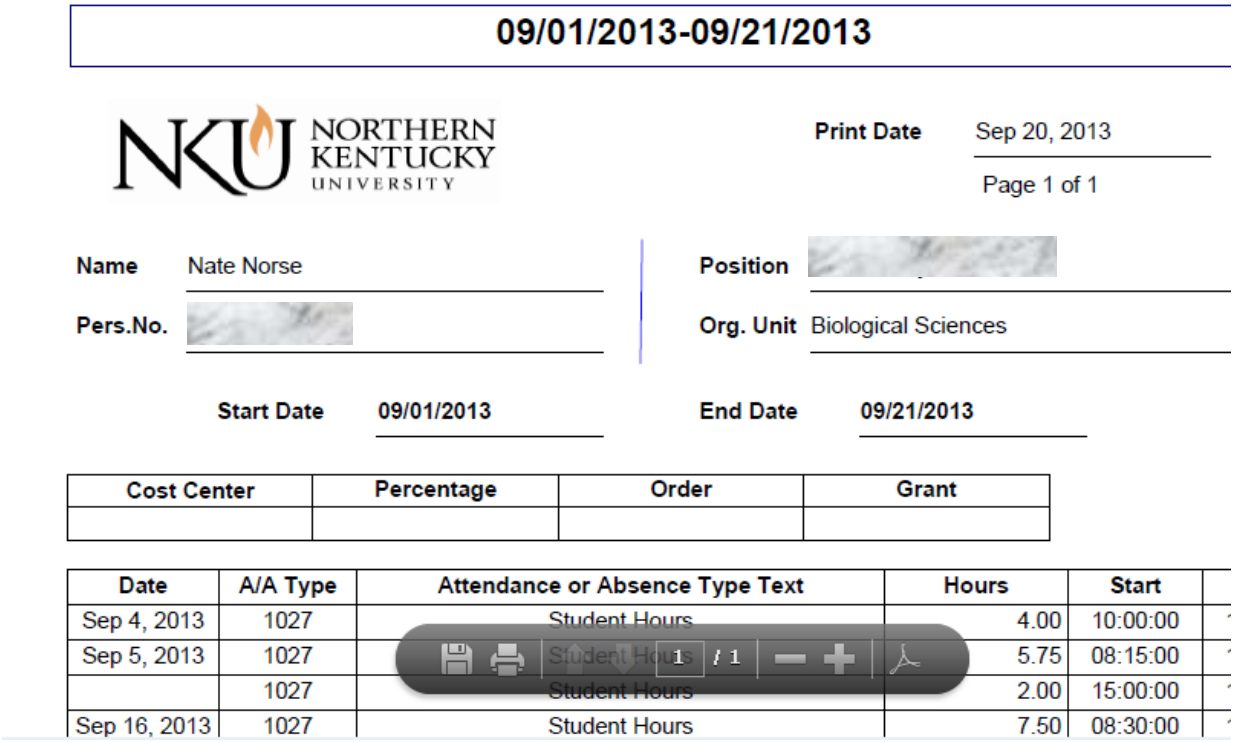
9. The timesheet for the specified period displays in Adobe .pdf format.
10. Click Save or Print using the Adobe toolbar.



09/01/2013-09/21/2013

NORTHERN KENTUCKY UNIVERSITY

Print Date Sep 20, 2013

Page 1 of 1

Name Nate Norse

Position [redacted]

Pers.No. [redacted]

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

1 / 1

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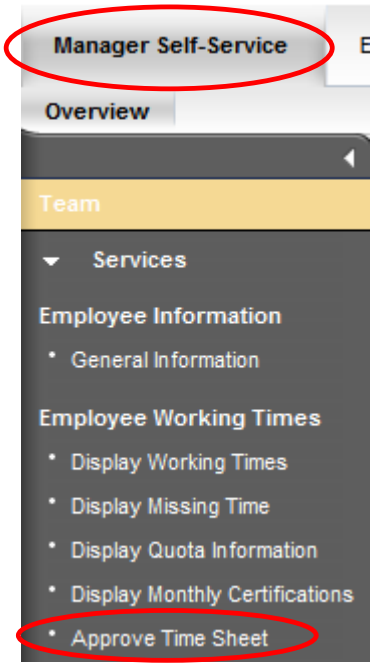
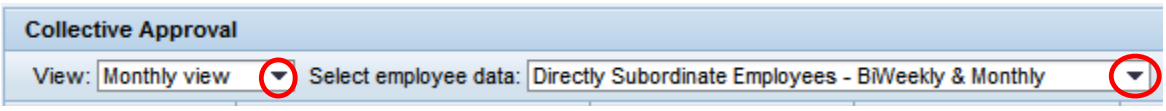
MSS - Approve Time

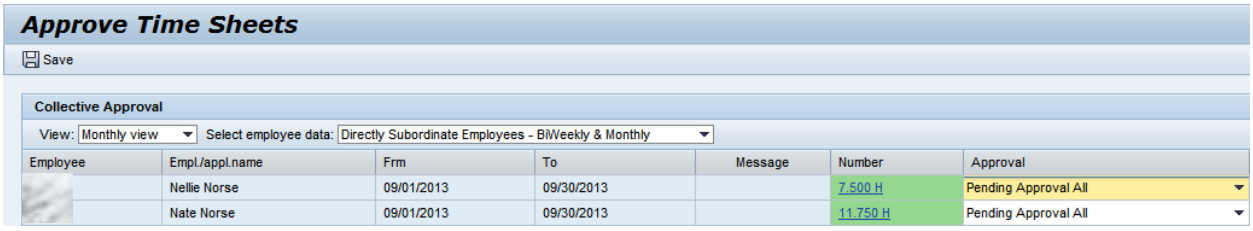
Perform this procedure when you need to enter your start and end working hours.

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



4. Select the appropriate view and employee data.





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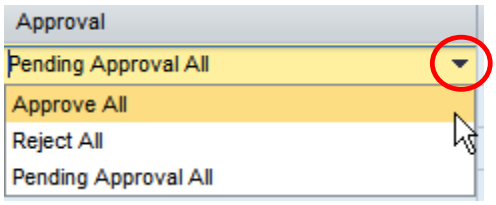
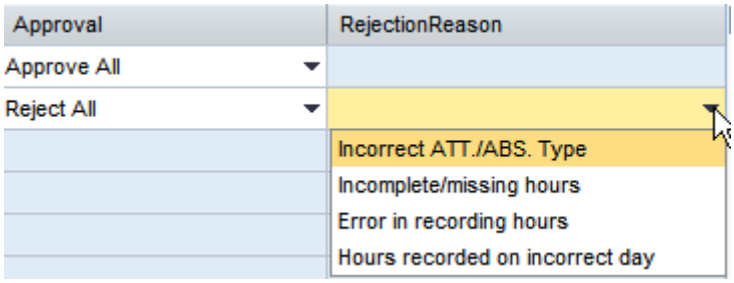
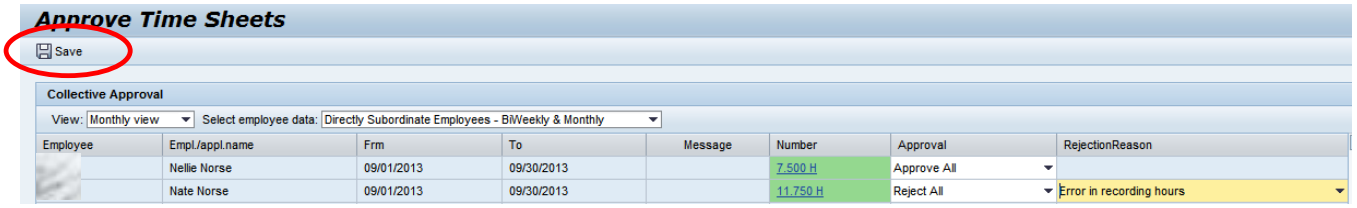
5. Select the Approval drop-down for the time-sheet for approve or reject action.



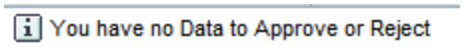
6. Select a rejection reason for any recorded time that is rejected.



7. Click Save.



8. A confirmation for no pending approvals will display.



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

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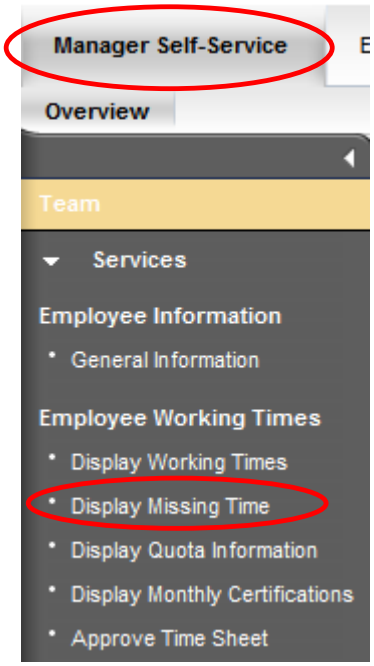
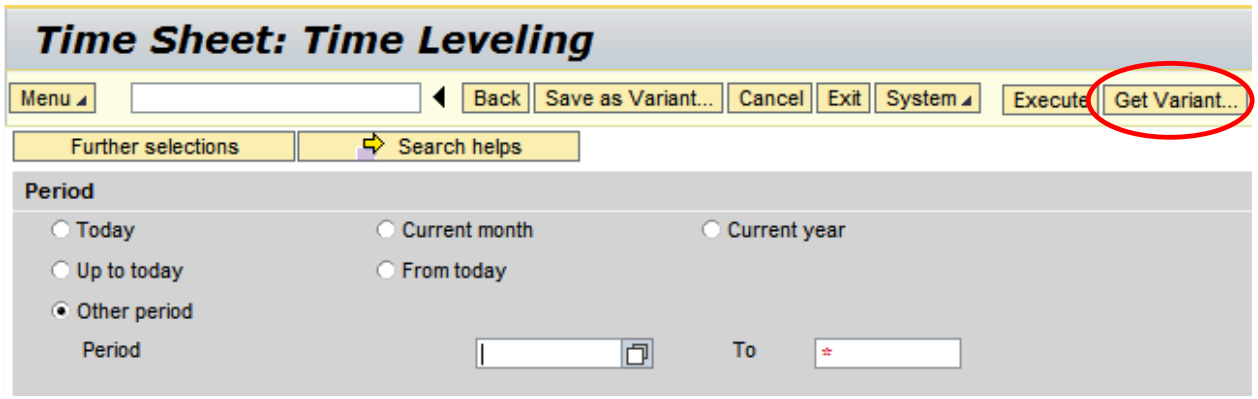
MSS - Display Missing Time

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.



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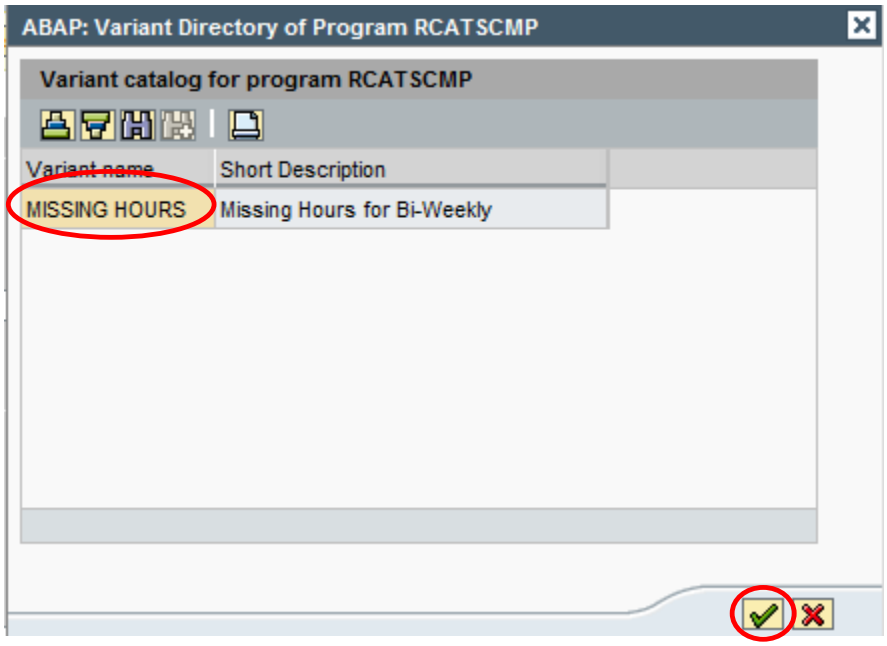
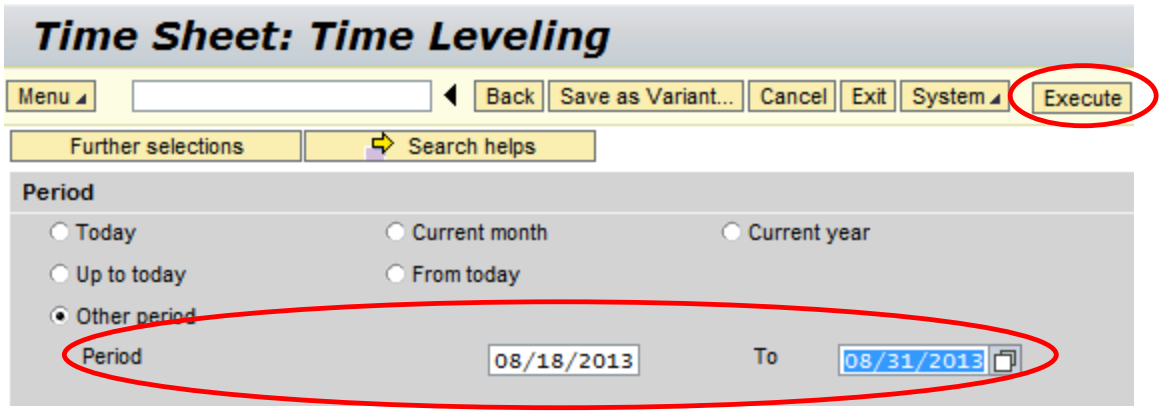
5. Select MISSING HOURS.
6. Click Enter.



7. Enter Period.
8. Click Execute.



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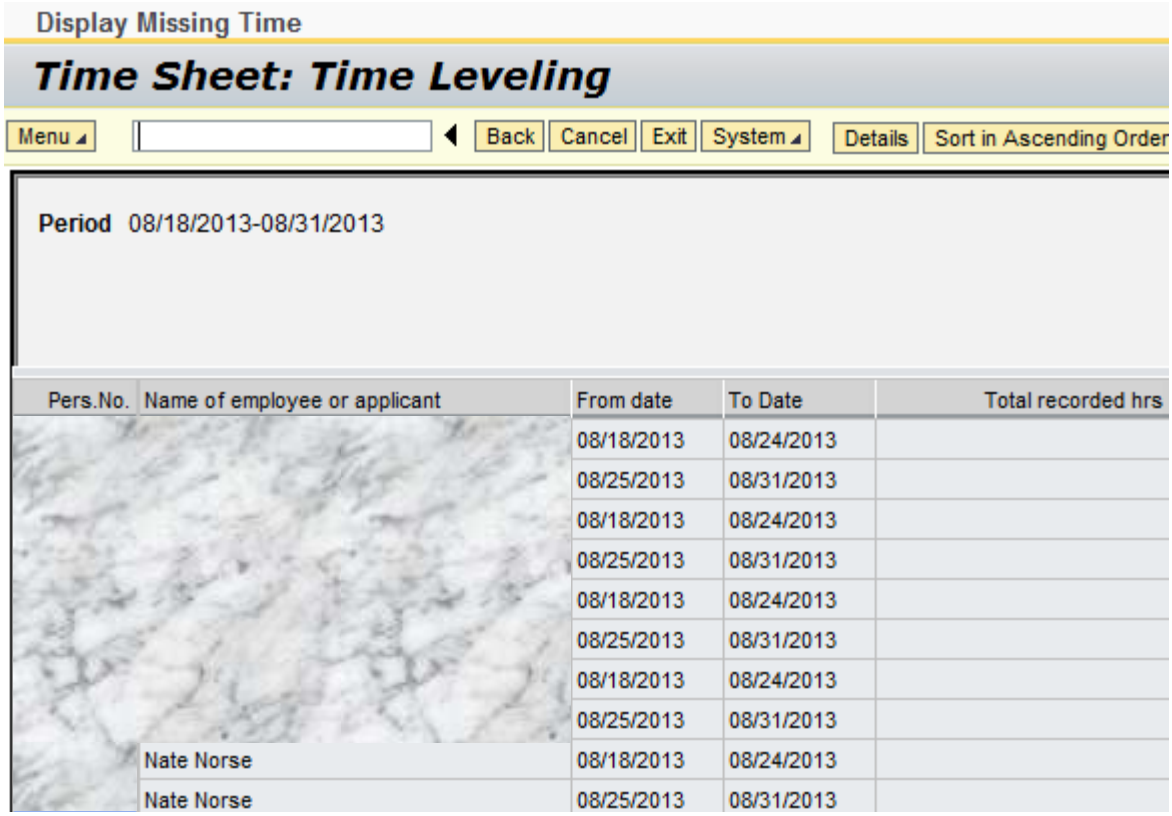
9. The results are displayed.



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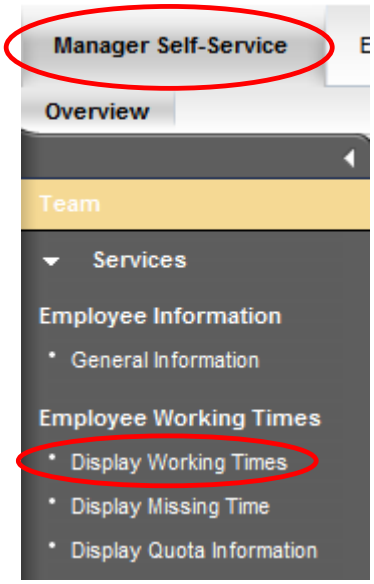
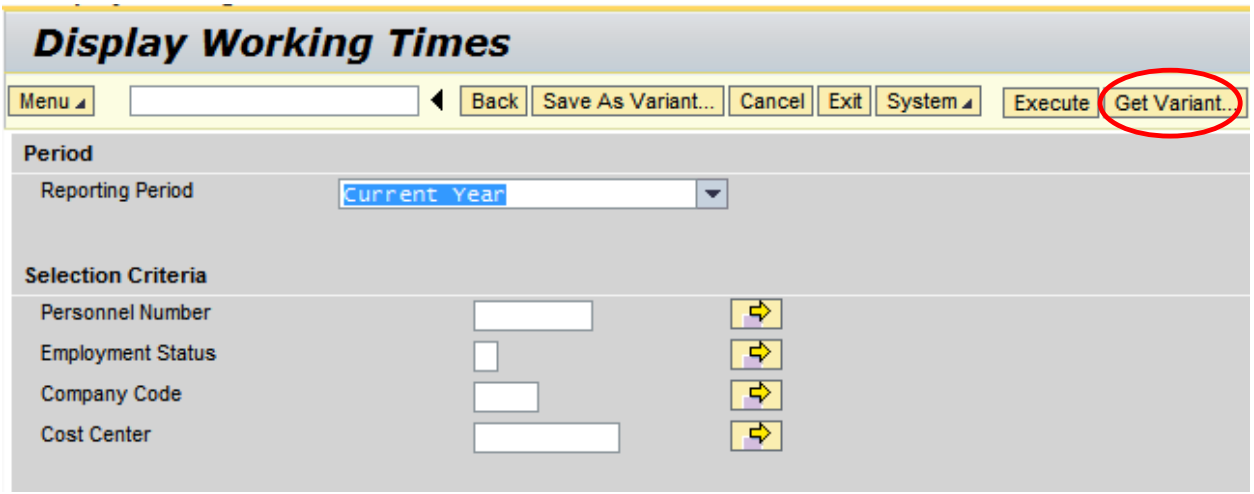
MSS - Display Working Times

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.



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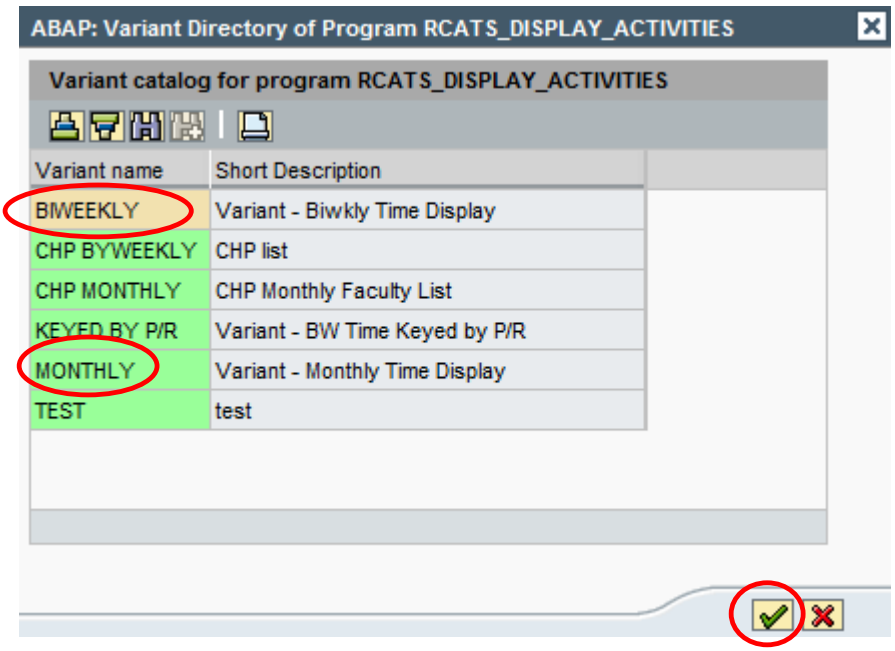
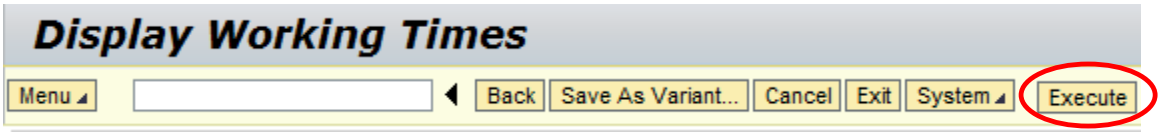
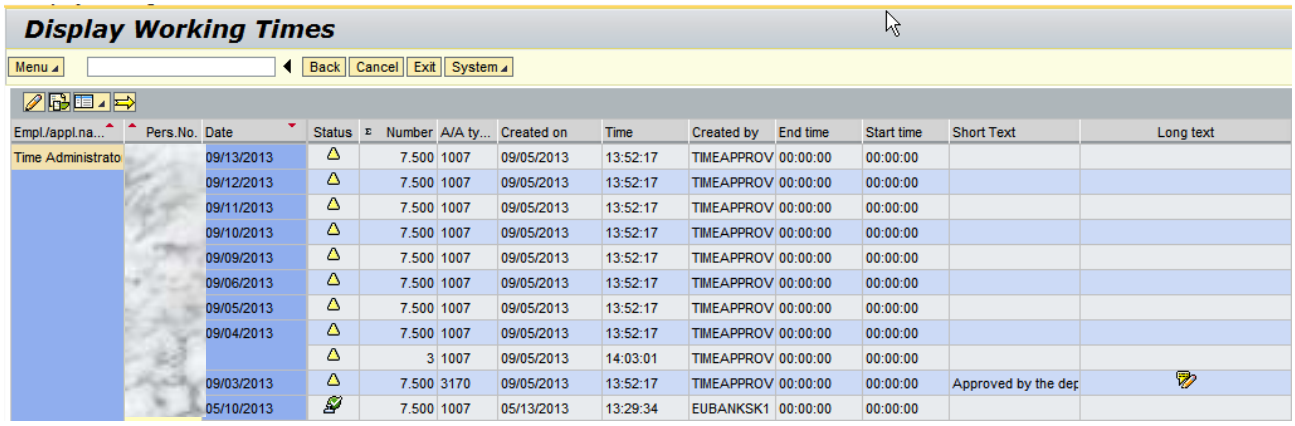
5. Select either BIWEEKLY or MONTHLY.
6. Click Enter.



7. Click Execute.



8. The working times data is displayed.



Status	Description
	Approved
	Rejected
	Pending

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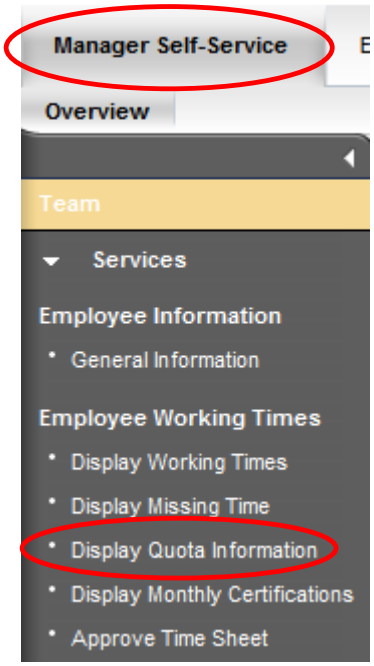
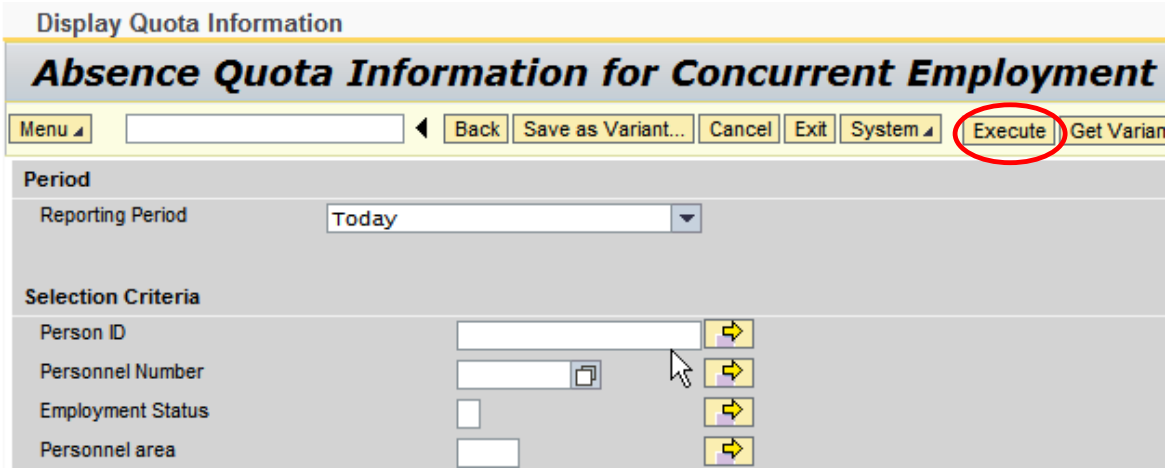
MSS - Display Quota Information

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.



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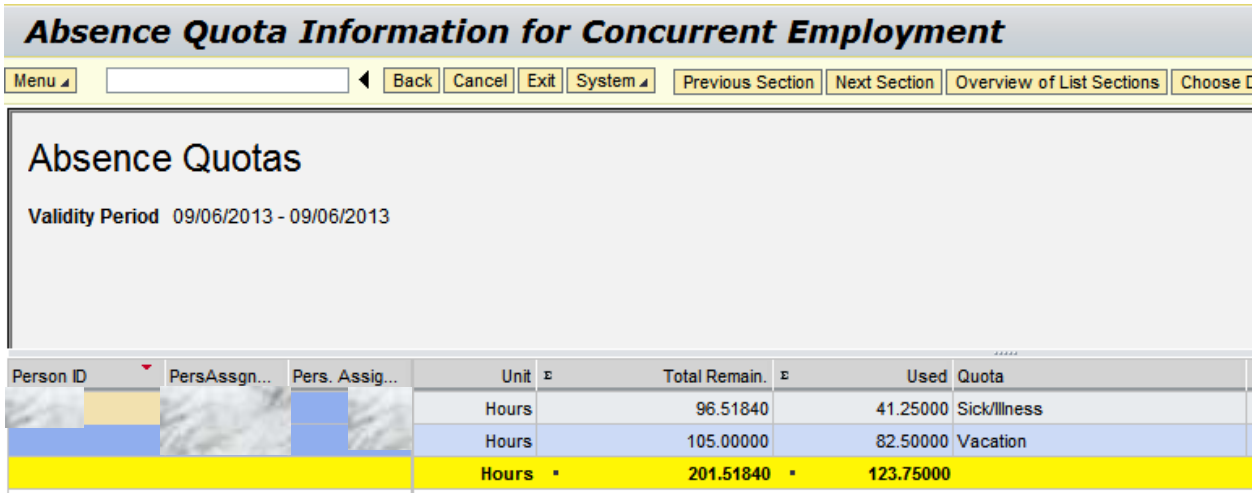
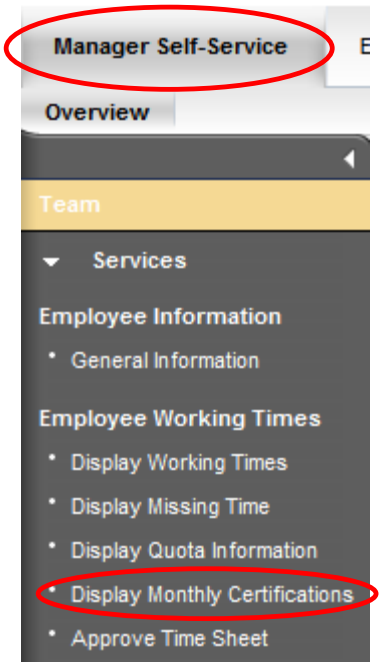
6. The results are displayed.



MSS - 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 MSS tab.
3. Click Display Monthly Certifications.



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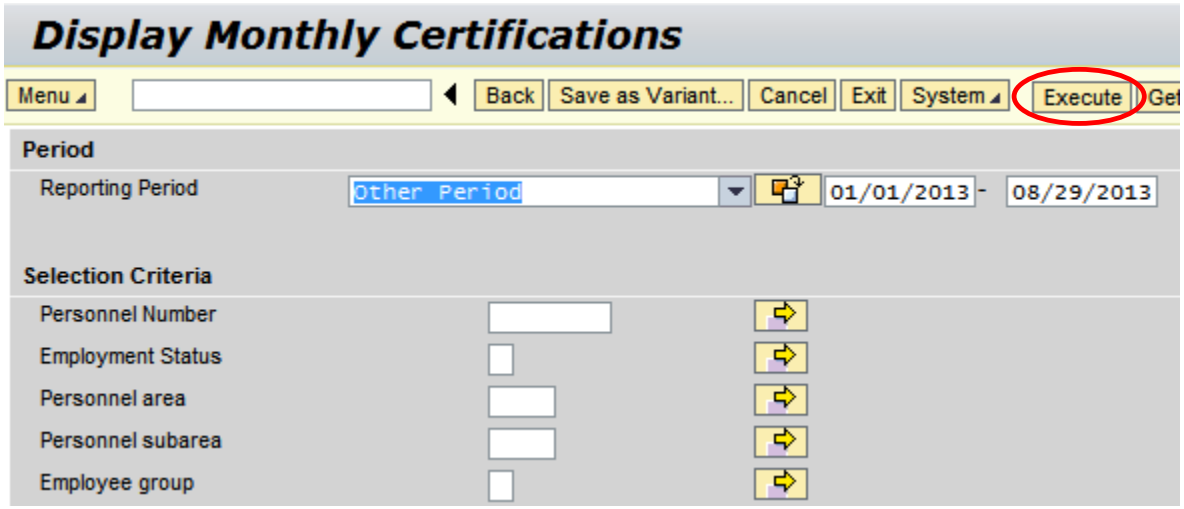
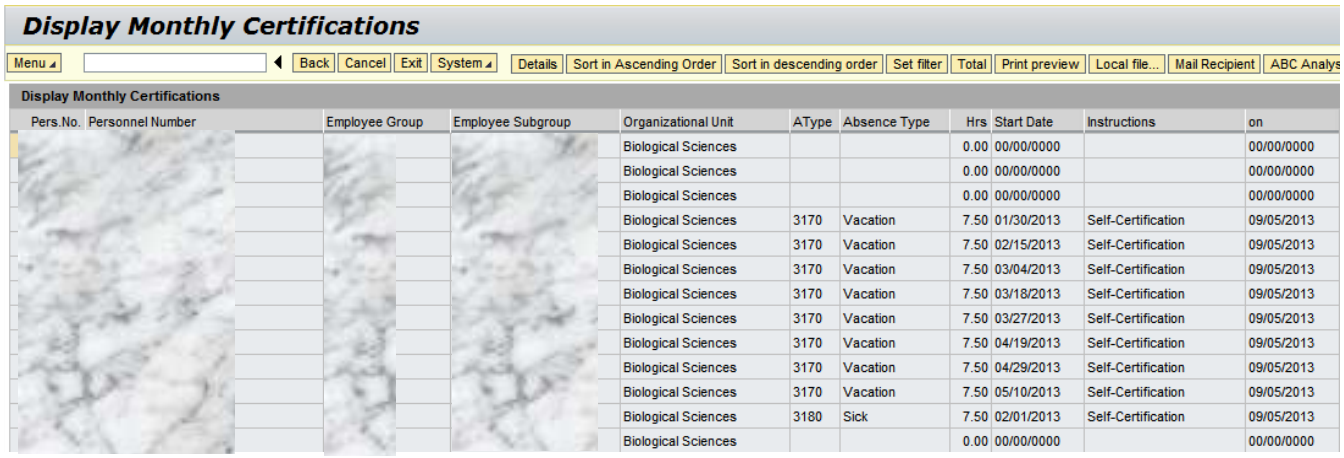
4. Select any criteria, if desired.
5. Click Execute.



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.



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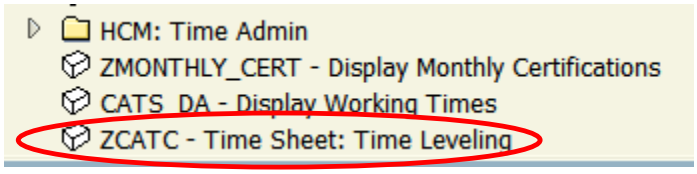
SAP GUI - Display Missing Time

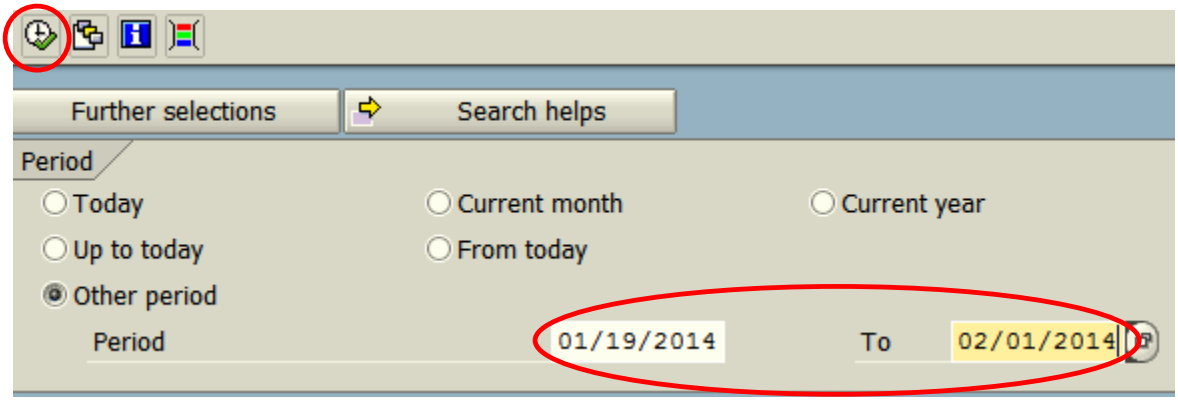
Perform this procedure when you need to display missing bi-weekly time.

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

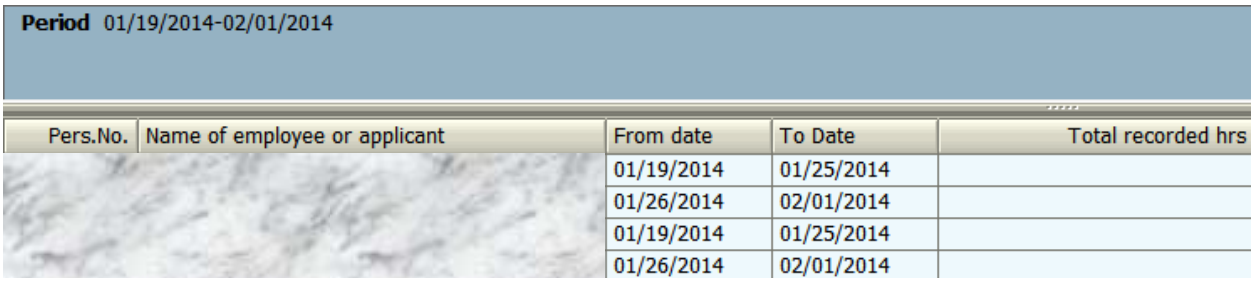
Note: Add the ZCATC transaction code to your Favorites folder, and rename it to "Missing Time."



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



6. Employees with missing time are displayed.



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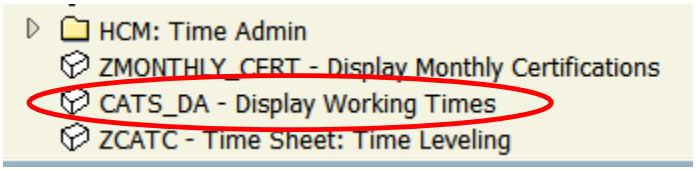
SAP GUI - Display Working Times

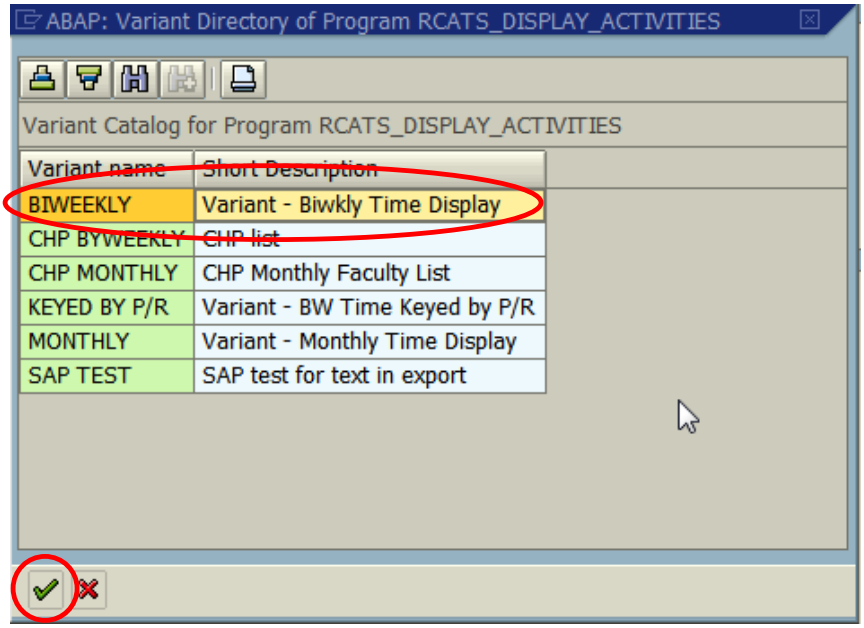
Perform this procedure when you need to display time recorded, account assignment, approver, and approval status.

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.



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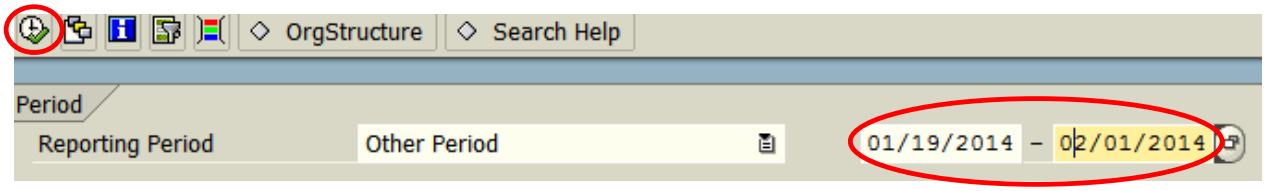
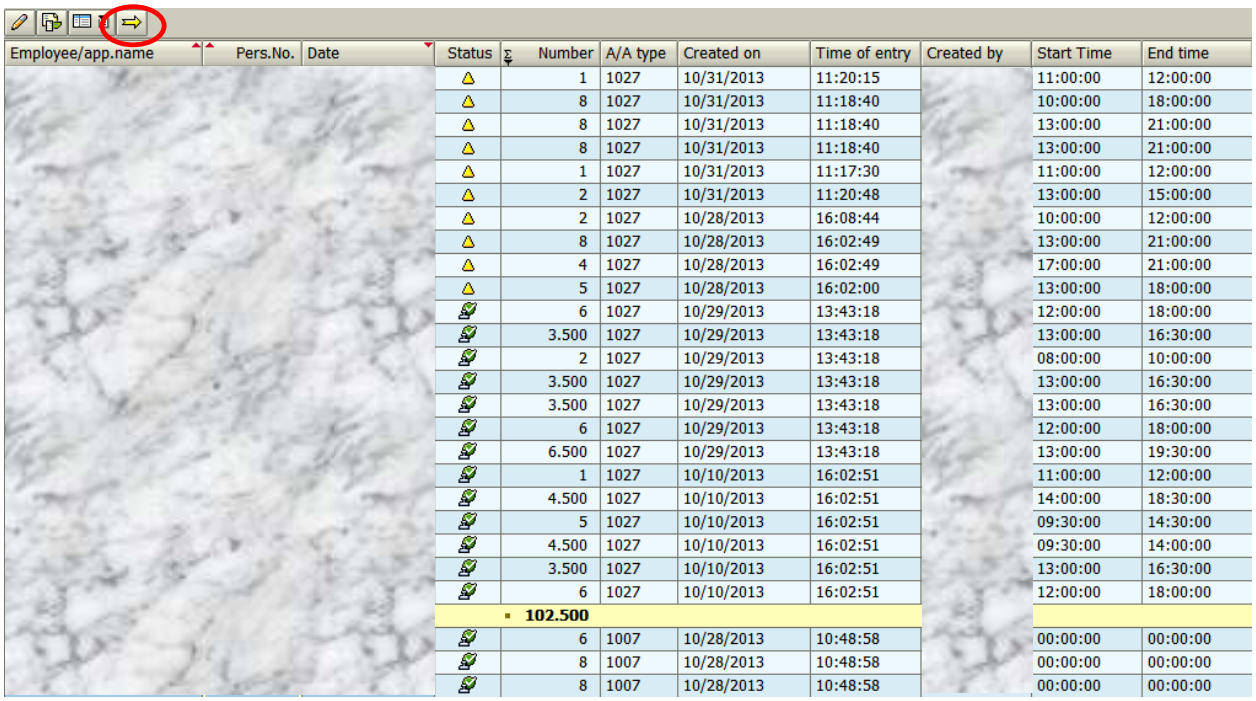
7. Enter the start and end dates for the BIWEEKLY or MONTHLY payroll period.
8. Click Execute.



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

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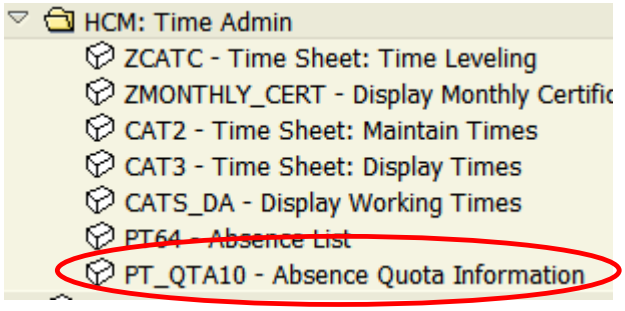
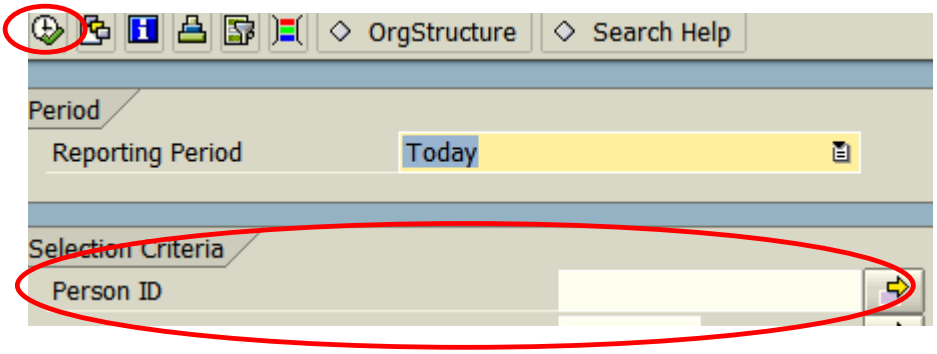
SAP GUI - Display Quota Information

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

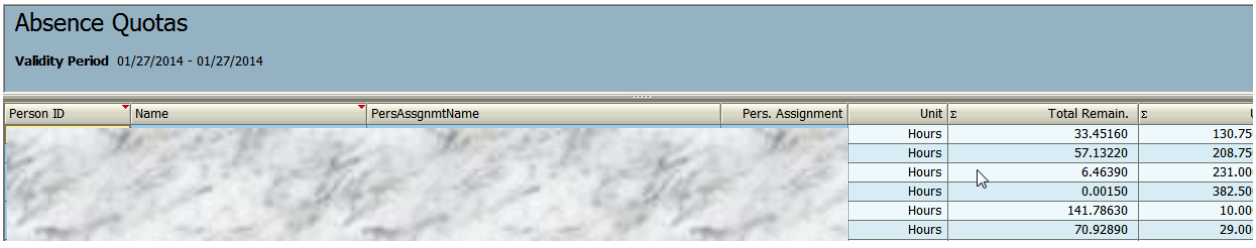
1. Log into myNKU
    a. https://myNKU.nku.edu/irj/portal
2. Select the SAP GUI tab.
3. Double-click the PT_QTA10 transaction code.



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.



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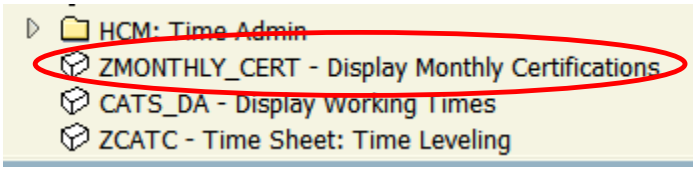
SAP GUI - Display Monthly Certifications

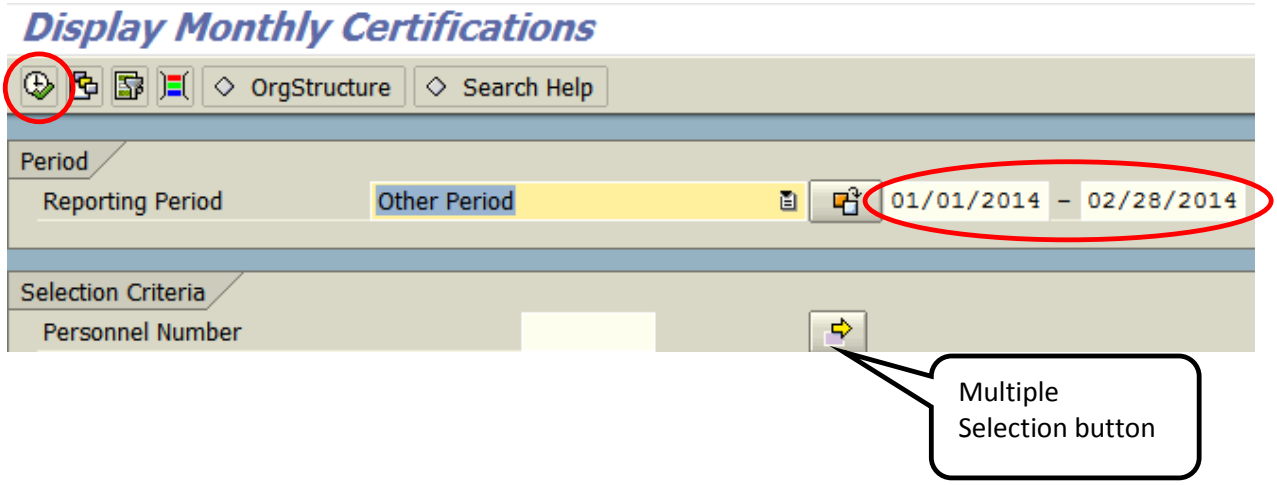
Perform this procedure when you need to show monthly absences and certifications.

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.



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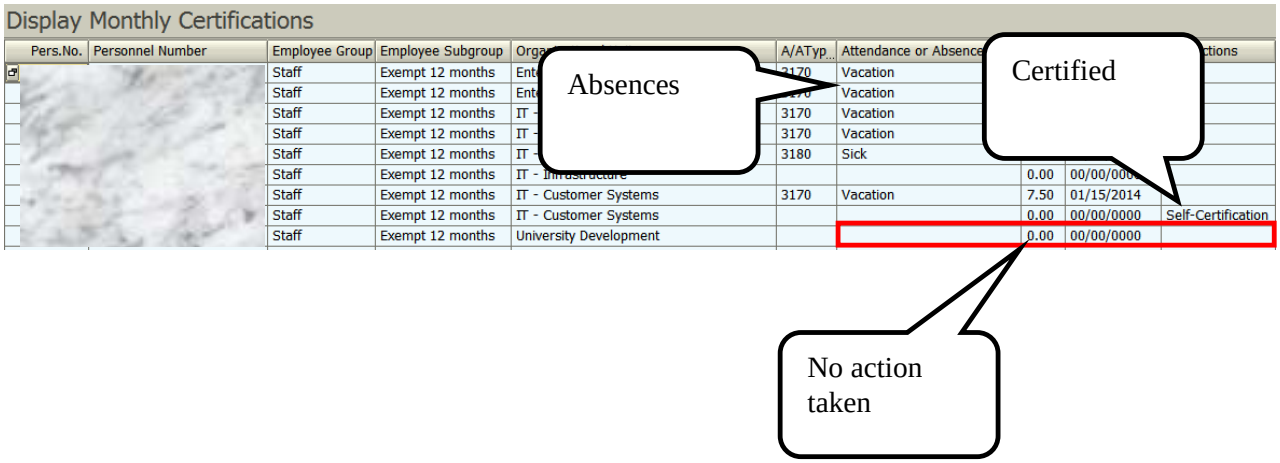
6. The results are displayed.

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

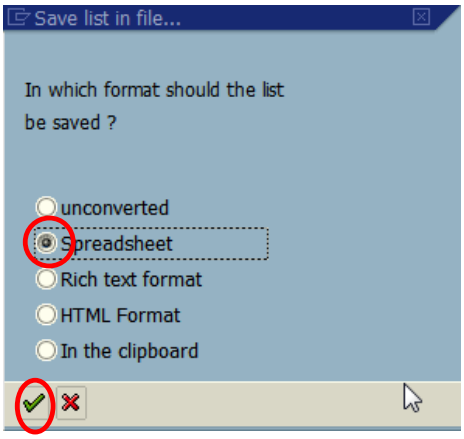


SAP GUI – Export to Microsoft Excel

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.



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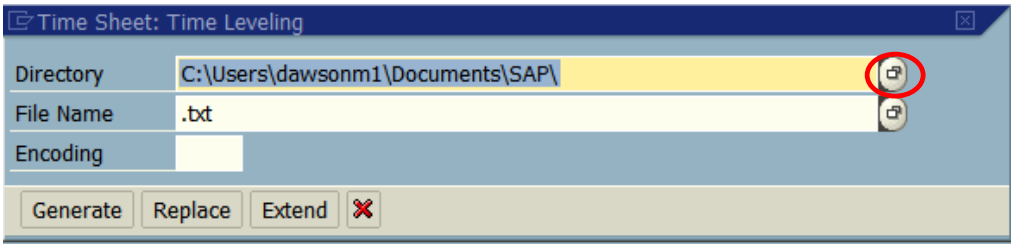
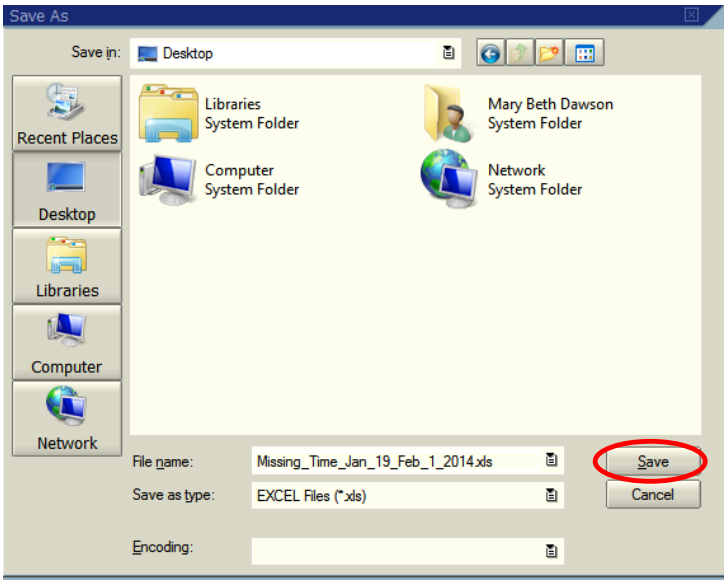
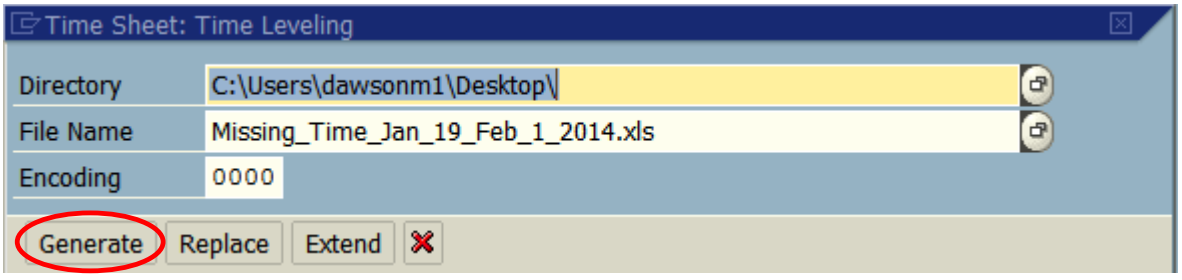
4. Select the Directory match code button.



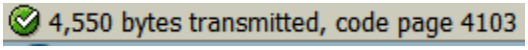
5. Select the Directory.
6. Enter a File name.
7. Select the file type .xls
8. Click Save.



9. Click Generate.



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



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