

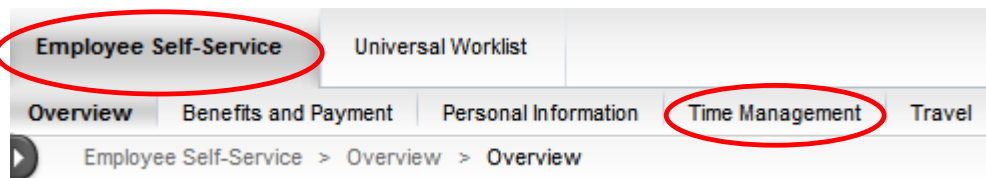
## ESS Time - Student

### Location(s):

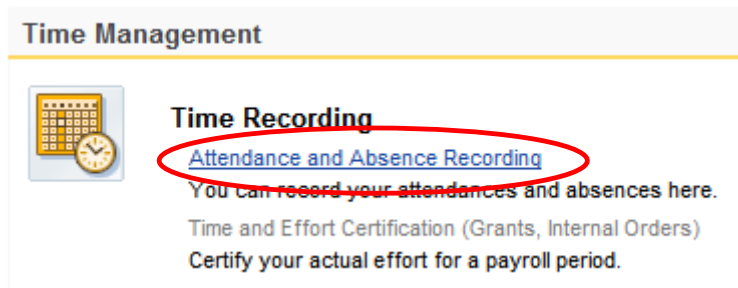
myNKU – ESS tab

**Purpose:** 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.

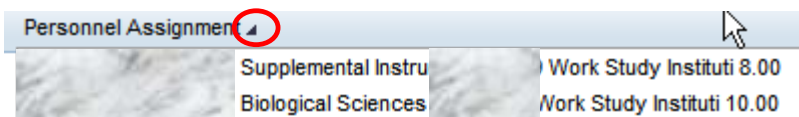
1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select the ESS tab.
3. Select the Time Management sub-tab.



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.

Delete	Date	Pers.Assgn	Per. assignmTxt.	Att./abs. type
			Σ	
	SU, 09/01			Biolo... ▼
	MO, 09/02			Biolo... ▼
	TU, 09/03			Biolo... ▼
	WE, 09/04			Biolo... ▼
	TH, 09/05			Biolo... ▼
	FR, 09/06			Biolo... ▼
	SA, 09/07			Biolo... Student Hours 1027

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

**Note:** The system will automatically round the total hours to the quarter hour based on the in and out time entered.

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   <b>Apply</b>   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:

---

**Recorded Time**

Date:

Start time:

End time:

Cell content:

---

**Further Details**

Reason for rejection:

Processing status:


Document Number:

---

**Information**

Note:

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
					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	▼ 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
					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

1. Click the Print icon to send the timesheet to the computer's default printer:
2. Select a start and end date for time.
3. Click Display.

**Printable Timesheet**

\* Start date: 08/01/2013

\* End date: 10/31/2013

\* Select Layout: Default Timesheet **Display**

4. The printable timesheet opens in Adobe .pdf format. Save or print with the Adober Reader toolbar.

**08/01/2013-09/30/2013**

**NORTHERN KENTUCKY UNIVERSITY**

Print Date Sep 16, 2013

Page 1 of 1

Name Nellie Norse

Pers.No. [Redacted]

Position [Redacted]

Org. Unit [Redacted]

Start Date 08/01/2013

End Date 09/30/2013

Cost Center	Percentage	Order	Grant

Date	A/A Type	Attendance or Absence Type Text	Hours
Sep 2, 2013	3150	Holiday Paid	7.50
Sep 3, 2013	3170	Vacation 1 / 1	7.50
Total Hours			15.00

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

Your data has been saved

A confirmation message will appear for all successfully saved timesheets:

**Note:** If your time is rejected, you will receive an Outlook email notification. You will need to correct your time within ESS and re-submit for approval.