

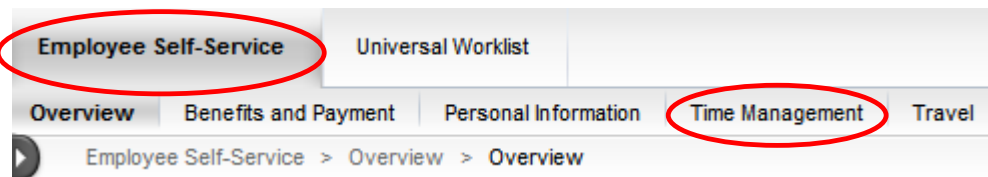
ESS Time – Bi-Weekly Staff

Location(s):

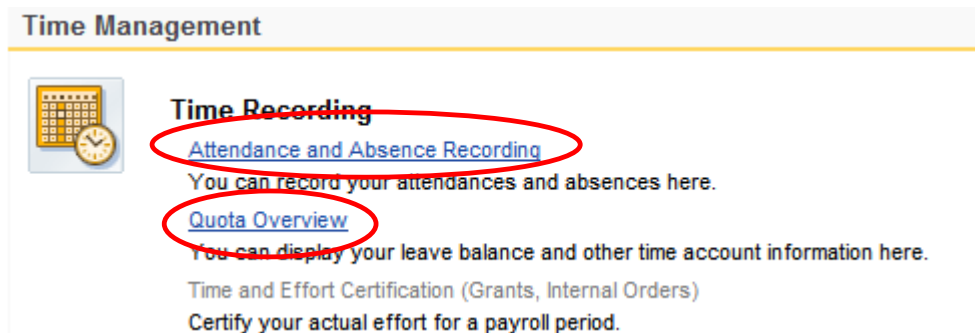
myNKU – ESS tab

Purpose: 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
Sick/Illness
Vacation

All Types	▼
Benevolent Quota	
Holiday Banked	
Sick/Illness	
Vacation	

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 ▾

Biological Sciences

3. The Calendar tab displays recorded time status for a 3-month period and defaults to the current date. 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

Remark

You can navigate from 07/21/2013 to 10/19/2013
The Timesheet for the Current Period is due on 09/16/2013

Color-coded statuses for the calendar.

Rejected
 Non-Working Day
 Holiday
 Approved
 Current Selection
 Today

4. The Time Accounts tab will display quota balances.

Calendar Time Accounts

Time Account: All Types Apply

Time Account	Accrual Balance
Sick/illness	96.52 Hours
Vacation	105.00 Hours

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
					7.50	
	SU, 09/01	12851	Biolo...		0.00	
	MO, 09/02			3150	7.50	7.50
		12851	Biolo...			

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
					7.50	
	SU, 09/01				0.00	
	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 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

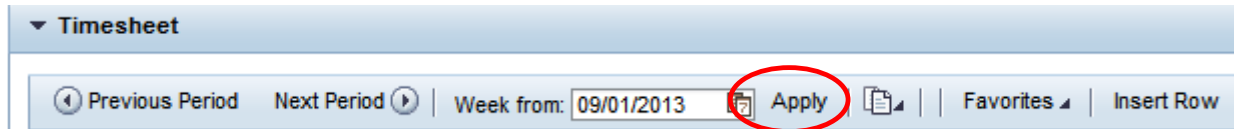
Delete	Date	Pers. Assgn	Per. assignmTtxt.	Att./abs. type	Actual	Total	Det.	Start time	End time
					0.00				
	SU, 09/15				0.00				
	MO, 09/16			Base Pay BW - Hourly	0.00			8:15 am	4:30 pm
	TU, 09/17			Base Pay BW - Hourly	0.00			8:15 am	4:30 pm
	WE, 09/18			Base Pay BW - Hourly	0.00			8:15 am	4:30 pm
	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.

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.

The 'Details' dialog box contains the following sections:

- Recorded Data:** Personnel Assignment, Personnel assignment text (logical 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. (This field is circled in red)

Buttons for 'OK' and 'Cancel' are at the bottom, with 'OK' 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):

Note: If bi-weekly staff are required to include in/out times to allow for a lunch break; these employees will need to insert a row.

▼ 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
					37.50	
	SU, 09/01		Biolo...		0.00	
	MO, 09/02			3150	7.50	7.50
	TU, 09/03		Biolo...	Vacation	7.50	7.50
	WE, 09/04		Biolo...	Base Pay BW - Hourly	7.50	7.50

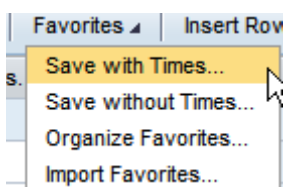
Example of an additional row inserted:

▼ Timesheet

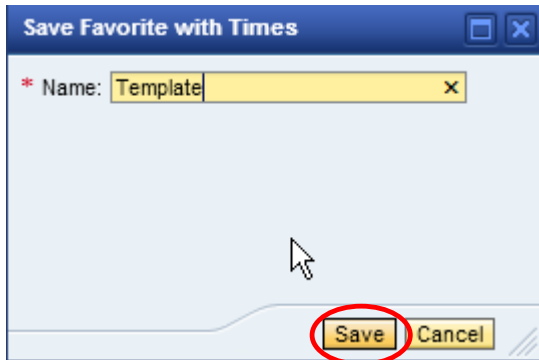
Previous Period Next Period Week from: 09/01/2013 Apply Favorites Insert Row

Delete	Date	Pers.Assgn	Per. assignmTxt.	Att./abs. type	Actual	Total
					40.50	
	SU, 09/01		Biolo...		0.00	
	MO, 09/02			3150	7.50	7.50
	TU, 09/03		Biolo...	Vacation	7.50	7.50
	WE, 09/04		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:

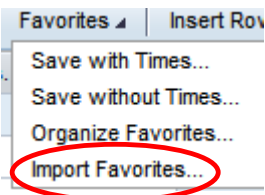


Enter a Name for the Favorite and click Save.

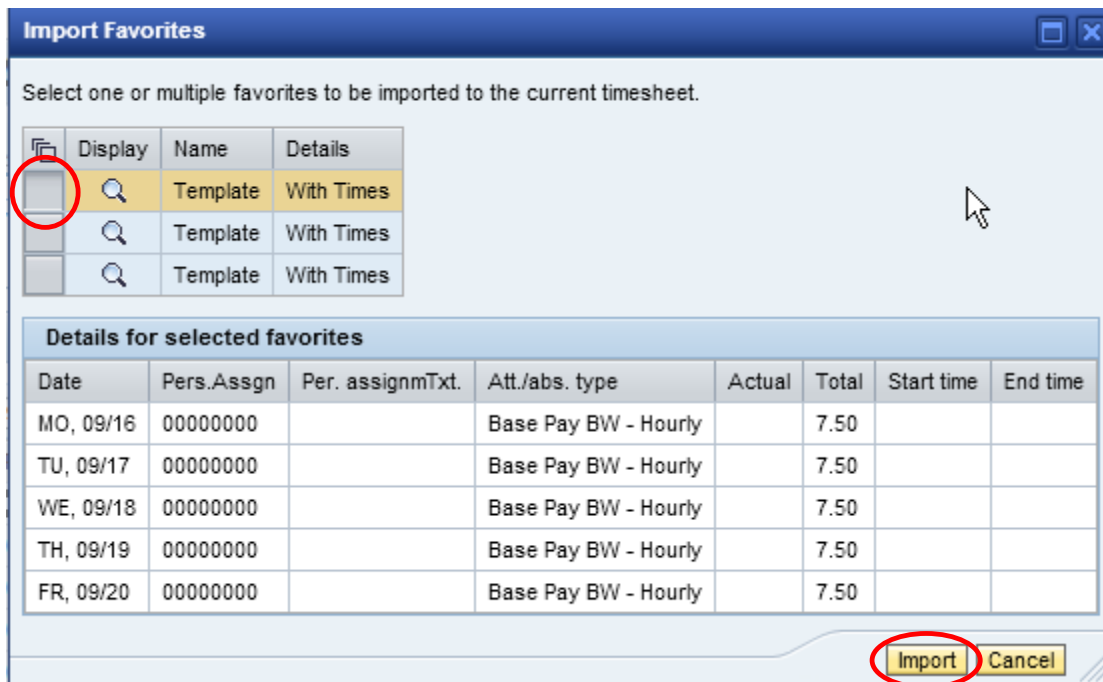


A confirmation message will appear: Favorite "Template" was successfully saved

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 a confirmation message: **Selected favorites have been imported**. Below it is a **Timesheet** section with a table of assignments.

Delete	Date	Pers.Assgn	Per. assignmTxt.	Att./abs. type	Actual	Total
			Σ		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...**, and Import Favorites... The **Organize Favorites...** option is highlighted with a red circle.

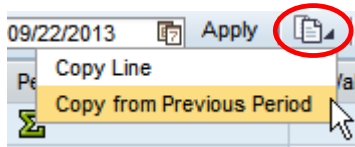
Click the Delete icon to remove the Favorite, and click Save.


The screenshot shows the **Organize Favorites** dialog box. It contains a table of favorites and a **Save** button.

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

The **Save** button is highlighted with a red circle.

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



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:

* End date:

* Select Layout: Display

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

08/01/2013-09/30/2013

Print Date Sep 16, 2013

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Name Nellie Norse

Pers.No.

Position

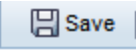
Org. Unit

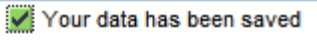
Start Date 08/01/2013

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: 

A confirmation message will appear for all 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.