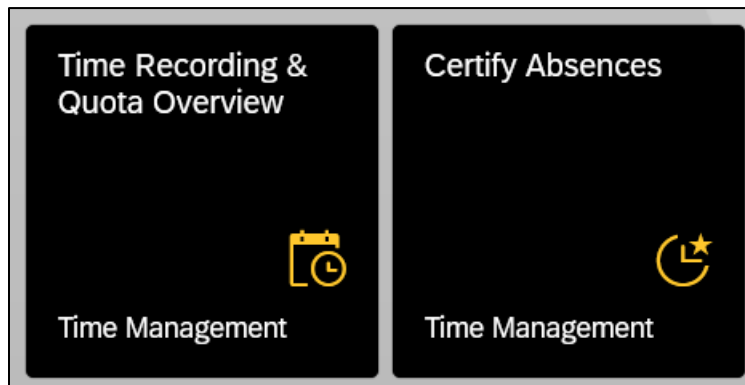# Employee Time Entry – Monthly

To enter time, first log in to myNKU. On the "Home" tab, find the tiles labeled "Time Recording & Quota Overview" and "Certify Absences".

"Time Recording & Quota Overview" is used to record working time and to view your vacation and sick time balances.

"Certify Absences" is used to record zero absences.

Quota Overview

"Quota Overview" is used to view your vacation and sick time balances. Click the "Quota Overview" tab at the top of the screen to show your balances.

Calendar	Quota Overview	
Time Account: All Types ▼ Apply		
Time Account		**Accrual Balance**
Sick/Illness		149.82 Hours
Vacation		86.27 Hours

Use the "Time Account" drop-down to select a time account, and then click "Apply".

Time Account:	All Types ▼	Apply
	All Types	
Time Account	Sick/Illness	
Sick/Illness	Vacation	
Vacation	Benevolent Quota	

Certify Absences

Use the "Certify Absences" tile to submit zero absences. Click the "Certify" button for the appropriate time period.

	Action Needed	Start Date	End Date
	CERTIFY	03/01/2022	03/31/2022
	CERTIFY	02/01/2022	02/28/2022
	CERTIFY	01/01/2022	01/31/2022
	CERTIFY	12/01/2021	12/31/2021
	CERTIFY	11/01/2021	11/30/2021

The line will update with a confirmation that the time has been certified, including the date and username.

	Action Needed	Start Date	End Date	Certification Type	Description	Changed on	Changed by
		03/01/2022	03/31/2022	90	Self-Certified	03/10/2022	TESTESSOE1

Attendance and Absence Reporting

Use the "Time Recording & Quota Overview" tile to record attendance and absences.

The calendar displays recorded time status for a 3-month period, and defaults to the current date. The due date period for the timesheet will display in the "Remark" section to the right.

Use the "Personnel Assignment" dropdown to record time for other assignments if needed.

The "Quota Overview" tab shows quota balances.

Holidays automatically appear in the system; they do not have to be entered manually. If you worked the holiday, enter the time on the line below.

Del...	Date	Pers.Assgn	Per. assignmTxt.	Att./abs. type	Actual	Total
					7.50	
🗑	SU, 03/06	26317	00026317 11021350 Advancement Operatio 3...	▼	0.00	
	MO, 03/07			3150	7.50	7.50
🗑		26317	00026317 11021350 Advancement Operatio 3...	▼		
🗑	TU, 03/08	26317	00026317 11021350 Advancement Operatio 3...	▼	0.00	

To record an absence, use the dropdown in the "Att./abs type" column, then enter the total hours for that day in the "Total" column.

Del...	Date	Pers.Assgn	Per. assignmTxt.	Att./abs. type	Actual	Total
					7.50	
🗑	SU, 03/06	26317	00026317 11021350 Advancement Operatio 3...	▼	0.00	
	MO, 03/07			3150	7.50	7.50
🗑		26317	00026317 11021350 Advancement Operatio 3...	▼		
🗑	TU, 03/08	26317	00026317 11021350 Advancement Operatio 3...	Sick ▼	0.00	7.5

Click the "Apply" button, then ensure all time is entered correctly. Click "Save" in the upper left to process the time in the system. **Note:** Clicking "Apply" will <u>not</u> process the time. You must click "Save" for this.


Optional: Before clicking "Save", click the "Edit Details" icon to enter helpful information regarding the recorded time.
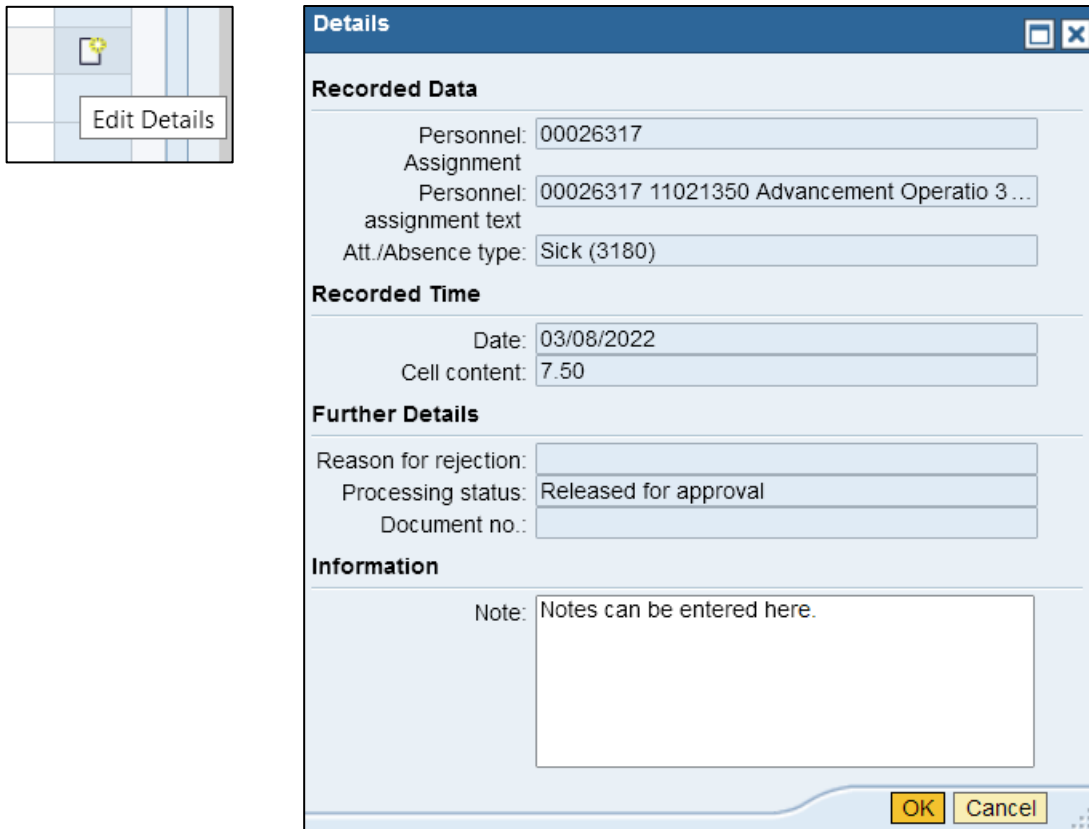

Optional: If you have a consistent time period where absences need to be entered (for monthly employees, this would be useful for FMLA) you can save the data as a favorite. After entering time, use the "Favorites" dropdown and select "Save with Times…". Enter a name for the favorite, then click "Save".
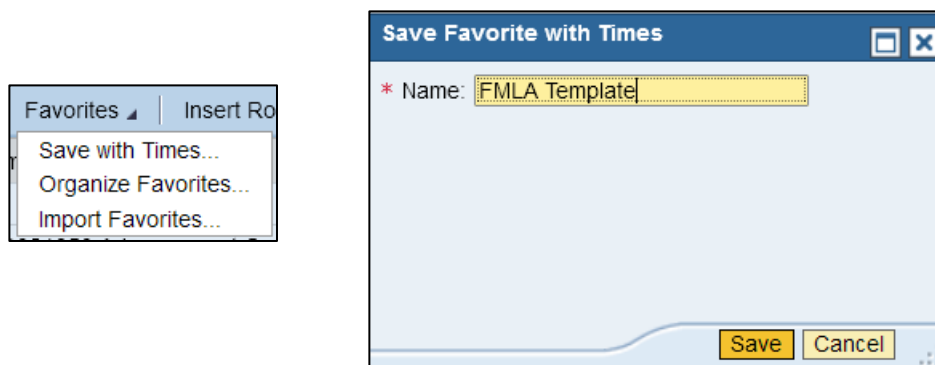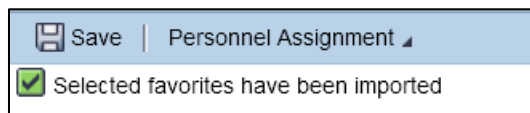
To import a favorite, use the "Favorites" dropdown and select "Import Favorites…".
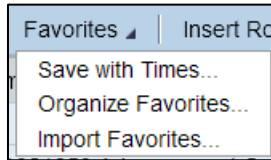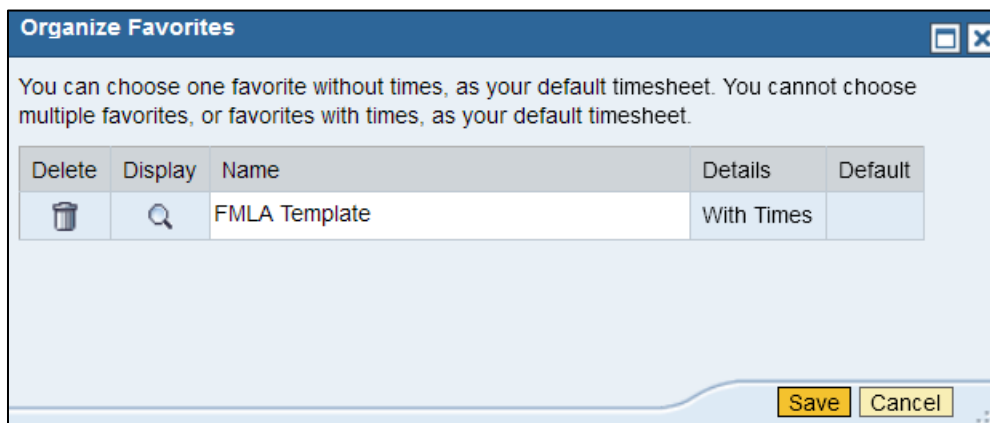

A window will show the absence type(s) and times. Click "Import".
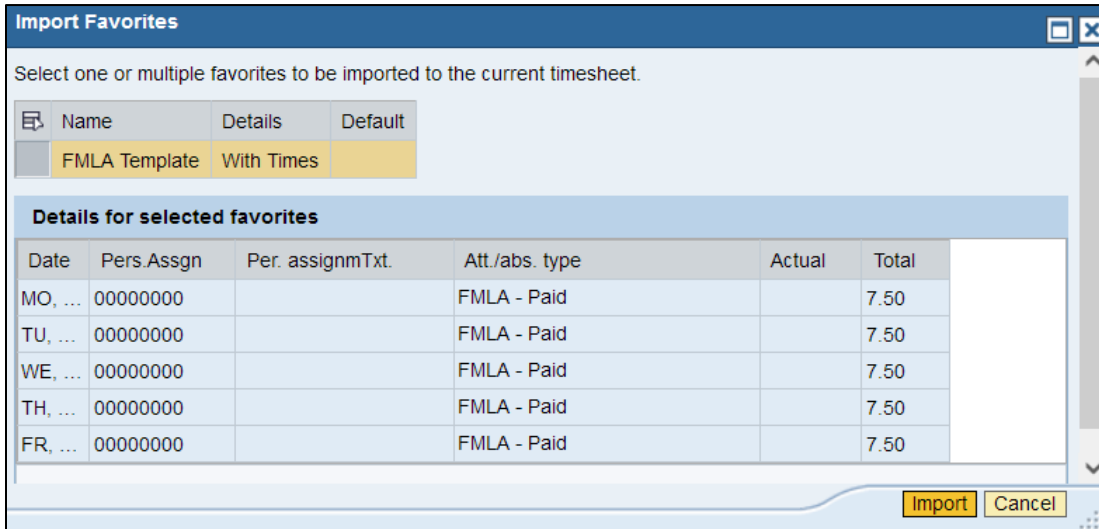
A confirmation will appear in the upper left. Remember to Save!

To delete a favorite, use the "Favorites" dropdown and select "Organize Favorites…". Click the "Delete" icon, then click "Save".

Optional: To print or save your timesheet as a PDF, use the "Print" icon in the upper right. Select a start and end date for time, then click "Show".

* Start date:	03/01/2022		* End Date:	03/31/2022		* Name of Form Object:	Default Timesheet	▼	Show

The timesheet will display below. Use the "Print" or "Download" buttons in the upper right to print or save the timesheet.

🖨 📥

03/01/2022-03/31/2022

NORTHERN KENTUCKY UNIVERSITY

Print Date	Mar 10, 2022
	Page 1 of 1

Name Lillian Pearl O'Bryan   **Position** Assistant Director of Donor Engagement

Pers.No. 00026317   **Org. Unit** Advancement Operations

Start Date 03/01/2022   **End Date** 03/31/2022

Cost Center	Percentage	Order	Grant

Date	A/A Type	Attendance or Absence Type Text	Hours
Mar 7, 2022	3150	Holiday Paid	7.50
		Total Hours	7.50