

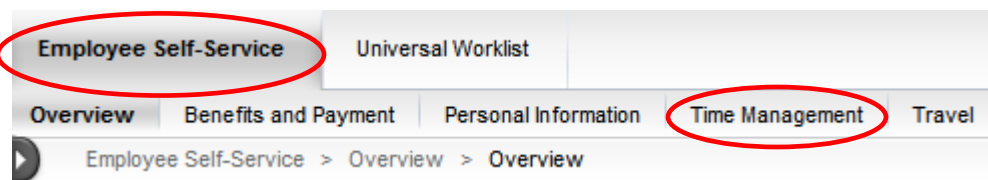
ESS Time – Monthly

Location(s):

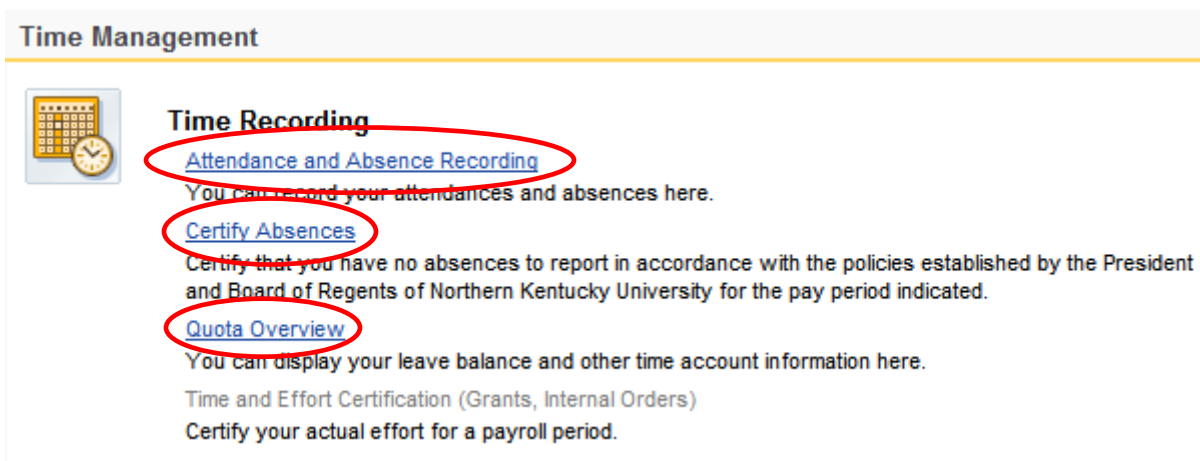
myNKU – ESS tab

Purpose: 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.



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.

Quota Overview

1. Click Quota Overview to display your leave balance.

Time Management



Time Recording

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~~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	3,029.62 Hours
Vacation	274.80 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

Certify Absences

1. Click Certify Absences to submit zero absences.

Time Management



Time Recording

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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: Approver Norse 00002432							
	Action Needed	Start Date	End Date	Certification Type	Description	Changed on	Changed by
<input type="checkbox"/>	<input type="button" value="CERTIFY"/>	09/01/2013	09/30/2013		self		
<input type="checkbox"/>	<input type="button" value="CERTIFY"/>	08/01/2013	08/31/2013		self		
<input type="checkbox"/>	<input type="button" value="CERTIFY"/>	07/01/2013	07/31/2013		self		
<input type="checkbox"/>	<input type="button" value="CERTIFY"/>	06/01/2013	06/30/2013		self		

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

Certify Time: Approver Norse 00002432							
	Action Needed	Start Date	End Date	Certification Type	Description	Changed on	Changed by
<input type="checkbox"/>	<input type="button" value="CERTIFY"/>	09/01/2013	09/30/2013		self		
<input type="checkbox"/>	<input type="button" value="CERTIFY"/>	08/01/2013	08/31/2013		self		
<input type="checkbox"/>	<input type="button" value="CERTIFY"/>	07/01/2013	07/31/2013		self		
<input type="checkbox"/>		06/01/2013	06/30/2013	90	Self-Certified	09/05/2013	TIMEAPPROV11

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									
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

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

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	3,029.62 Hours
Vacation	274.80 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. assignmTxt.	Att./abs. type	Act	
	SU, 09/01		Biological Scie...		0.00	
	MO, 09/02			3150	7.50	7.50

Example of holiday (labor day).

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



▼ 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	
	SU, 09/01		Biological Scie...		0.00		
	MO, 09/02			3150	7.50	7.50	
	TU, 09/03		Biological Scie...	Sick	0.00		7.5

7. 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	Favorites	Insert Row		

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 [Close]

Recorded Data

Personnel Assignment:

Personnel assignment text:

Att./Absence type:

Recorded Time

Date:

Cell content:

Further Details

Reason for rejection:


Processing status:

Document Number:

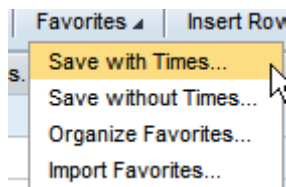
Information

Note:

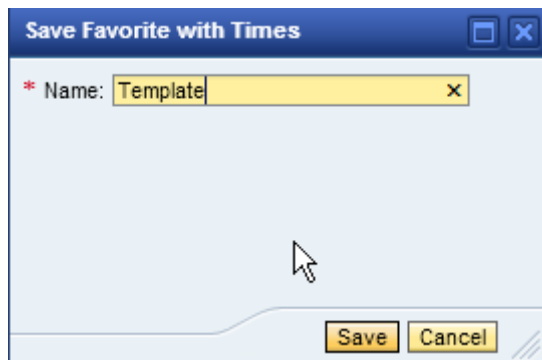
This icon indicates a note exists on the recorded time: 

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

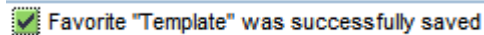
Click the Favorites drop-down icon to Save the timesheet with or without times (for monthly paid employees this is beneficial for FMLA, etc.):



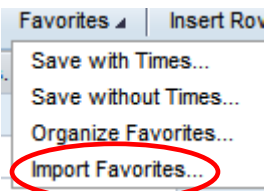
Enter a Name for the Favorite and click Save.



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:

Select one or multiple favorites to be imported to the current timesheet.

Date	Pers.Assgn	Per. assignmTxt.	Att./abs. type	Actual	Total
MO, 09/16		Biological Sciences	FMLA - Paid		7.50
TU, 09/17		Biological Sciences	FMLA - Paid		7.50
WE, 09/18		Biological Sciences	FMLA - Paid		7.50
TH, 09/19		Biological Sciences	FMLA - Paid		7.50
FR, 09/20		Biological Sciences	FMLA - Paid		7.50

A confirmation will appear. Remember to Save!

Record Working Times: 00002432 11000021 Biological Sciences 30000273 Chair

Save | Personnel Assignment

Selected favorites have been imported

Display Message Log

Rejected Non-Working Day Holiday Approved Current Selection Today

Timesheet

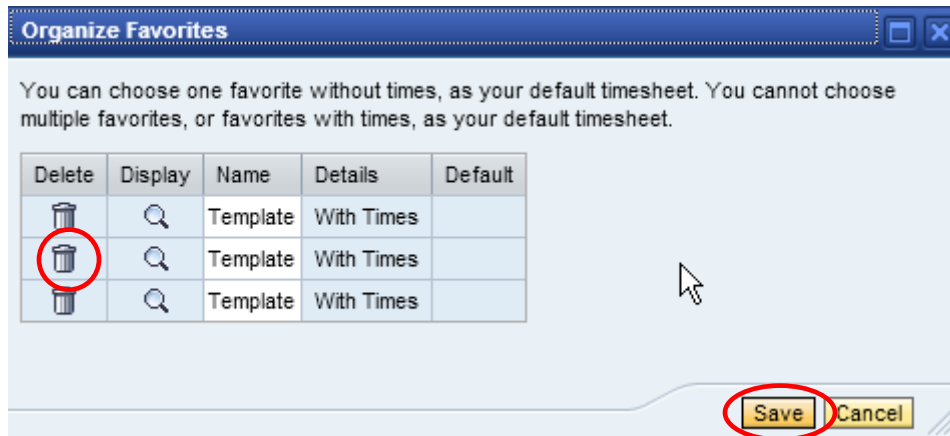
Delete	Date	Pers.Assgn	Per. assignmTxt.	Att./abs. type	Actual	Total
					37.50	
	SU, 09/15		Biological Scie...		0.00	
	MO, 09/16		Biological Scie...	FMLA - Paid	7.50	7.50
	TU, 09/17		Biological Scie...	FMLA - Paid	7.50	7.50
	WE, 09/18		Biological Scie...	FMLA - Paid	7.50	7.50
	TH, 09/19		Biological Scie...	FMLA - Paid	7.50	7.50
	FR, 09/20		Biological Scie...	FMLA - Paid	7.50	7.50

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

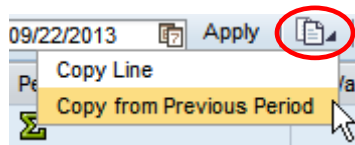
Favorites | Insert Row


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

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



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: Default Timesheet Display

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

08/01/2013-09/30/2013

Print Date Sep 16, 2013
 Page 1 of 1

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	7.50
Total Hours			15.00

Click the Save icon to save all recorded time: 

 Your data has been saved

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.