

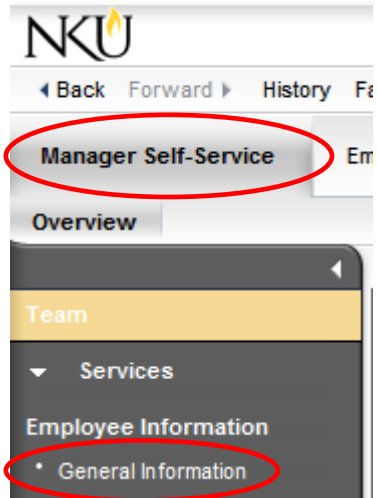
MSS Record Time – Manager

Location(s):

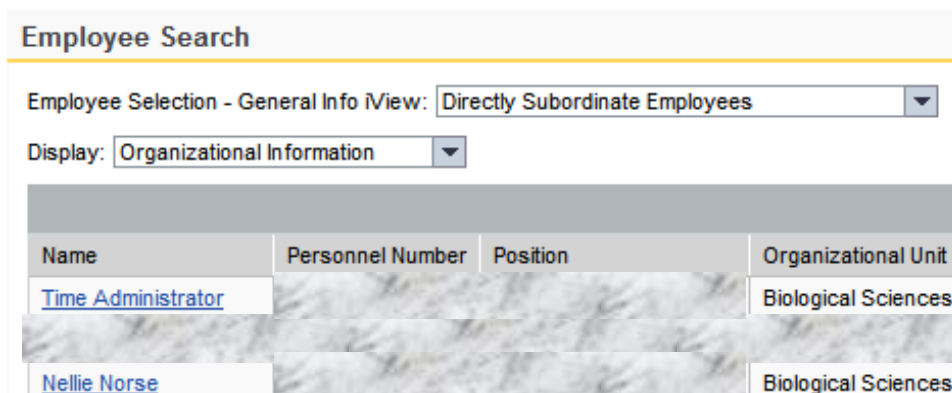
myNKU – MSS tab

Purpose: 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.

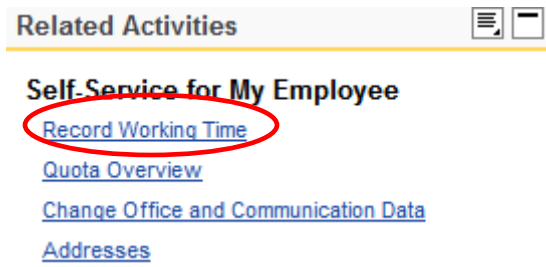
1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the MSS tab.
3. Click General Information.



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.