

MSS – Approve Time Sheet

Location(s):

myNKU – MSS tab

Purpose: Perform this procedure when you need to approve time. Daily approval is available too.

1. Log into myNKU

a. <u>https://myNKU.nku.edu/irj/portal</u>

- 2. Select the MSS tab.
- 3. Click Approve Time Sheet.

Manager Self-Service
Overview
1
Team
✓ Services
Employee Information
General Information
Employee Working Times
 Display Working Times
 Display Missing Time
Display Quota Information
Display Monthly Certifications
Approve Time Sheet



4. Select the appropriate view and employee data.

Collective A	Approval					
View: Mont	hly view 🕝 Select en	nployee data: Dire	ectly Subordinate Emp	ployees - BiWeeki	y & Monthly	$\overline{\mathbf{O}}$
Approvo	Timo Shoots					·
Approve	Time Sheets					
Save						
Collective App	roval					
View: Monthly	view 💌 Select employee data: D	irectly Subordinate Employ	yees - BiWeekly & Monthly	•		
Employee	Empl./appl.name	Frm	То	Message	Number	Approval
	Nellie Norse	09/01/2013	09/30/2013		<u>7.500 H</u>	Pending Approval All
2	Nate Norse	09/01/2013	09/30/2013		<u>11.750 H</u>	Pending Approval All

5. Select the Approval drop-down for the time-sheet for approve or reject action.

Approval	
Pending Approval All	(-)
Approve All	N
Reject All	13
Pending Approval All	

6. Select a rejection reason for any recorded time that is rejected.

Approval	RejectionReason
Approve All	•
Reject All	· •
	Incorrect ATT./ABS. Type
	Incomplete/missing hours
	Error in recording hours
	Hours recorded on incorrect day

7. Click Save.

Approve	Time Sheets								
Collective Appro	oval								
View: Monthly vi	ew 💌 Select employee data:	Directly Subordinate Employ	vees - BiWeekly & Monthly	•					
Employee	Empl./appl.name	Frm	То		Message	Number	Approval	RejectionReason	
and and	Nellie Norse	09/01/2013	09/30/2013			<u>7.500 H</u>	Approve All	•	
1990 - C.	Nate Norse	09/01/2013	09/30/2013			<u>11.750 H</u>	Reject All	Error in recording hours	-

8. A confirmation for no pending approvals will display.

i You have no Data to Approve or Reject



Daily Approval

1. Select the Number.

Employee	Empl./appl.name	Frm	То	Message	Number
the the	Time Administrator	09/01/2013	09/30/2013	Contraction (1998)	<u>70.500 H</u>

2. Approve each day.

A/A type text	Start time	End time	Number	Approval	RejectionReason
Vacation			<u>7.500 H</u>	Reject 💌	Incorrect ATT./ABS. Type 💌
Base Pay BW - Hourly			<u>7.500 H</u>	Approve 👻	
Base Pay BW - Hourly			<u>3 H</u>	Approve 👻	
Base Pay BW - Hourly			<u>7.500 H</u>	Approve 👻	
Base Pay BW - Hourly			<u>7.500 H</u>	Approve 👻	
Base Pay BW - Hourly			<u>7.500 H</u>	Approve 👻	
Base Pay BW - Hourly			<u>7.500 H</u>	Approve 👻	
Base Pay BW - Hourly			<u>7.500 H</u>	Approve 👻	
Base Pay BW - Hourly			<u>7.500 H</u>	Approve 👻	
Base Pay BW - Hourly			<u>7.500 H</u>	Approve 👻	

3. Click Save and Back.



4. Click Save.

Approve Ti	me Sheets						
🔚 Save							
Collective Approva	I						
View: Monthly view 🔹 Select employee data: Directly Subordinate Employees - BiWeekly & Monthly 💌							
Employee	Empl./appl.name	Frm	То	Message	Number	Approval	
J. The	Time Administrator	09/01/2013	09/30/2013		<u>70.500 H</u>	Individ. Processed	-