

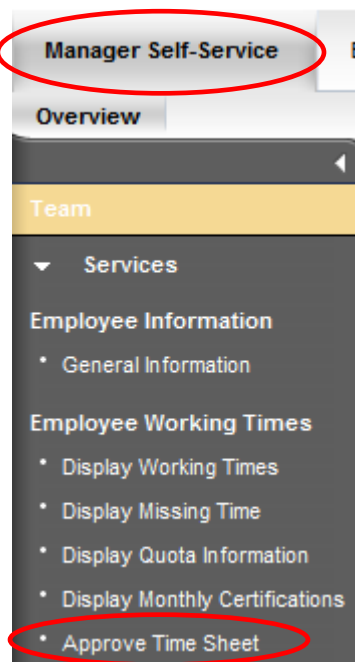
MSS – Approve Time Sheet

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. <https://myNKU.nku.edu/iri/portal>
2. Select the MSS tab.
3. Click Approve Time Sheet.



- Select the appropriate view and employee data.

Collective Approval

View: **Monthly view** Select employee data: **Directly Subordinate Employees - BiWeekly & Monthly**

Approve Time Sheets

Save

Collective Approval

View: **Monthly view** Select employee data: **Directly Subordinate Employees - BiWeekly & Monthly**

Employee	Empl./appl.name	Frm	To	Message	Number	Approval
	Nellie Norse	09/01/2013	09/30/2013		7.500 H	Pending Approval All
	Nate Norse	09/01/2013	09/30/2013		11.750 H	Pending Approval All

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

Approval

- Pending Approval All
- Approve All
- Reject All
- Pending Approval All

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

Approval	RejectionReason
Approve All	
Reject All	<ul style="list-style-type: none"> Incorrect ATT./ABS. Type Incomplete/missing hours Error in recording hours Hours recorded on incorrect day

- Click Save.

Approve Time Sheets

Save

Collective Approval

View: **Monthly view** Select employee data: **Directly Subordinate Employees - BiWeekly & Monthly**

Employee	Empl./appl.name	Frm	To	Message	Number	Approval	RejectionReason
	Nellie Norse	09/01/2013	09/30/2013		7.500 H	Approve All	
	Nate Norse	09/01/2013	09/30/2013		11.750 H	Reject All	Error in recording hours

- A confirmation for no pending approvals will display.

i You have no Data to Approve or Reject

Daily Approval

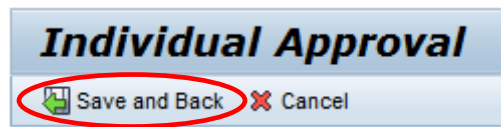
1. Select the Number.

Employee	Empl/appl.name	Frm	To	Message	Number
	Time Administrator	09/01/2013	09/30/2013		70.500 H

2. Approve each day.

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

3. Click Save and Back.



4. Click Save.

Approve Time Sheets

Save

Collective Approval

View: Monthly view Select employee data: Directly Subordinate Employees - BiWeekly & Monthly

Employee	Empl/appl.name	Frm	To	Message	Number	Approval
	Time Administrator	09/01/2013	09/30/2013		70.500 H	Individ. Processed