

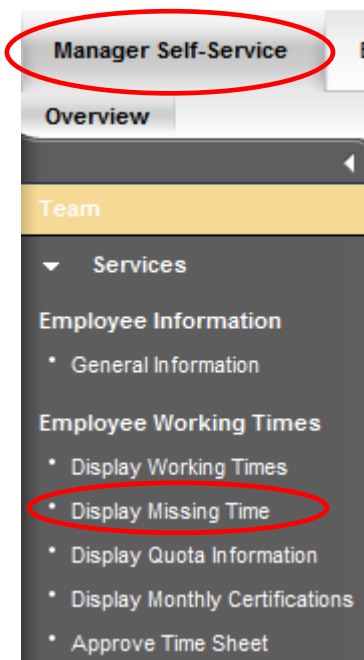
MSS – Display Missing Time

Location(s):

myNKU – MSS tab

Purpose: Perform this procedure when you need to display missing bi-weekly time.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/iri/portal>
2. Select the MSS tab.
3. Click Display Missing Time.



4. Click Get Variant.

Time Sheet: Time Leveling

Menu ▾ [] ◀ Back Save as Variant... Cancel Exit System ▾ Execute **Get Variant...**

Further selections Search helps

Period

Today Current month Current year
 Up to today From today
 Other period

Period [] To *

5. Select MISSING HOURS.
6. Click Enter.

ABAP: Variant Directory of Program RCATSCMP

Variant catalog for program RCATSCMP

Variant name	Short Description
MISSING HOURS	Missing Hours for Bi-Weekly

[] [] [] [] []

[] []

7. Enter Period.
8. Click Execute.

Time Sheet: Time Leveling

Menu ▾ [] ◀ Back Save as Variant... Cancel Exit System ▾ **Execute**

Further selections Search helps

Period

Today
 Current month
 Current year
 Up to today
 From today
 Other period

Period To

9. The results are displayed.

Display Missing Time

Time Sheet: Time Leveling

Menu ▾ [] ◀ Back Cancel Exit System ▾ Details Sort in Ascending Order

Period 08/18/2013-08/31/2013

Pers.No.	Name of employee or applicant	From date	To Date	Total recorded hrs		
[Image]	[Image]	08/18/2013	08/24/2013			
		08/25/2013	08/31/2013			
		08/18/2013	08/24/2013			
		08/25/2013	08/31/2013			
		08/18/2013	08/24/2013			
		08/25/2013	08/31/2013			
		08/18/2013	08/24/2013			
		08/25/2013	08/31/2013			
		Nate Norse		08/18/2013	08/24/2013	
		Nate Norse		08/25/2013	08/31/2013	

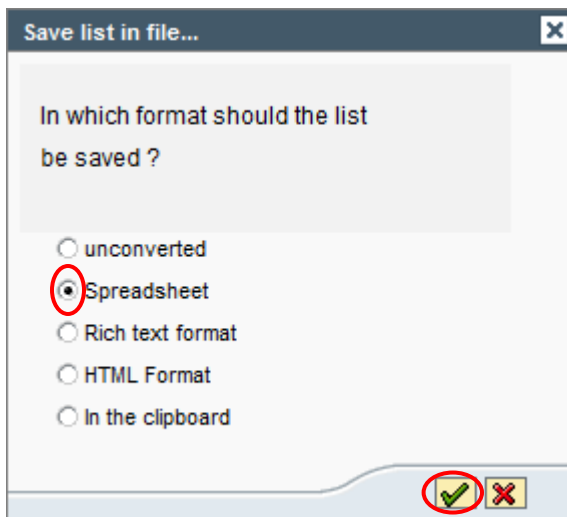
To export Missing Time:

After the report has been generated:

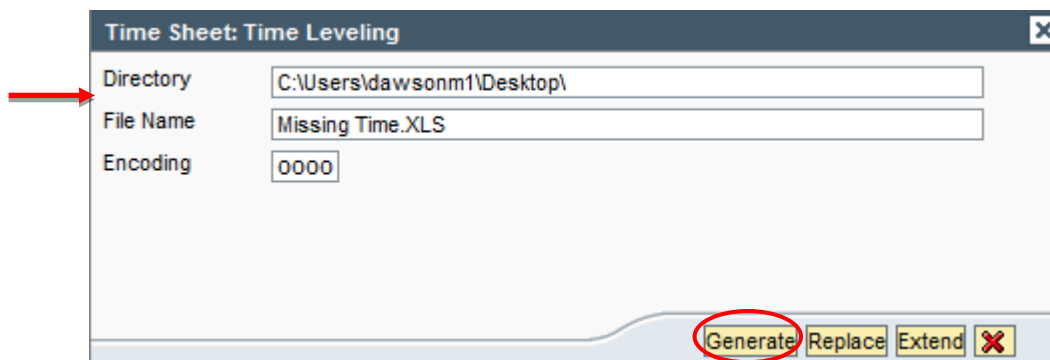
1. Click local file

Local file...

2. Select Spreadsheet
3. Click Continue



4. Select Directory
5. Enter a File Name with .XLS
6. Click Generate.



7. Validate export at bottom left of screen.

9,056 bytes transmitted, code page 0000

Note: Print from Excel if a hard copy is needed.

