MSS – Display Monthly Certifications

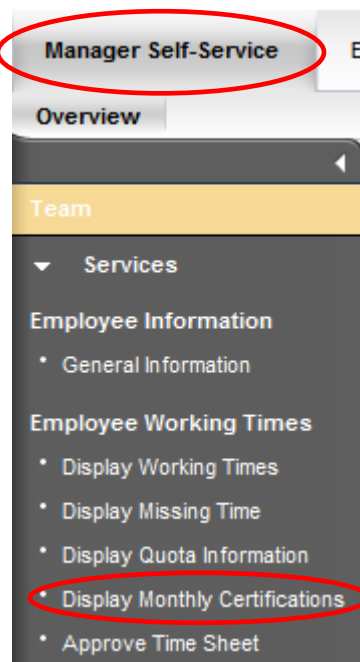**Location(s):**

myNKU – MSS tab

Purpose: Perform this procedure when you need to show monthly absences and certifications.

1. Log into myNKU
    a. https://myNKU.nku.edu/irj/portal
2. Select the MSS tab.
3. Click Display Monthly Certifications.

4. Select a Reporting Period.
5. Select any other criteria (i.e. personnel number), if desired.
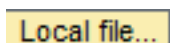6. Click Execute.

7. The results are displayed.

Note: You should see certified or absences. If blank, no action was done, and you should follow-up with the employee's manager.
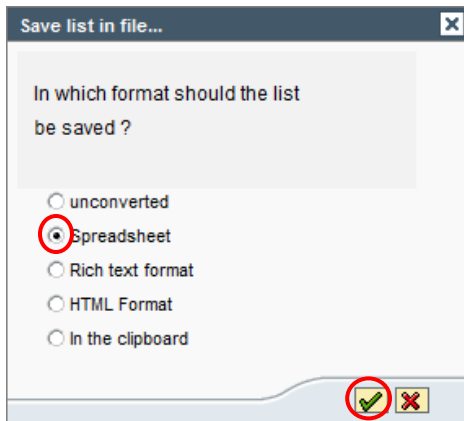

To export Missing Time:

After the report has been generated:
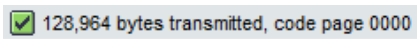
1. Click local file

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.

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