

## MSS – Display Monthly Certifications

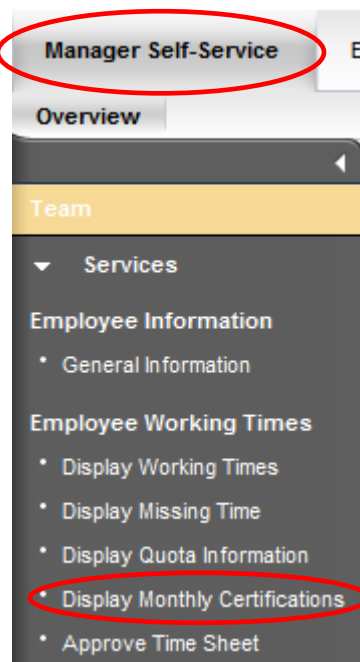
---

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/iri/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.

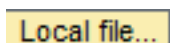
**Note:** You should see certified or absences. If blank, no action was done, and you should follow-up with the employee's manager.

Pers.No.	Personnel Number	Employee Group	Employee Subgroup	Organizational Unit	AType	Absence Type	Hrs	Start Date	Instructions	on
		Faculty		Biological Sciences			0.00	00/00/0000		00/00/0000
		Faculty		Biological Sciences			0.00	00/00/0000		00/00/0000
		Faculty		Biological Sciences			0.00	00/00/0000		00/00/0000
		Faculty		Biological Sciences	3170	Vacation	7.50	01/30/2013	Self-Certification	09/05/2013
		Faculty		Biological Sciences	3170	Vacation	7.50	02/15/2013	Self-Certification	09/05/2013
		Faculty		Biological Sciences	3170	Vacation	7.50	03/04/2013	Self-Certification	09/05/2013
		Faculty		Biological Sciences	3170	Vacation	7.50	03/18/2013	Self-Certification	09/05/2013
		Faculty		Biological Sciences	3170	Vacation	7.50	03/27/2013	Self-Certification	09/05/2013
		Faculty		Biological Sciences	3170	Vacation	7.50	04/19/2013	Self-Certification	09/05/2013
		Faculty		Biological Sciences	3170	Vacation	7.50	04/29/2013	Self-Certification	09/05/2013
		Faculty		Biological Sciences	3170	Vacation	7.50	05/10/2013	Self-Certification	09/05/2013
		Faculty		Biological Sciences	3180	Sick	7.50	02/01/2013	Self-Certification	09/05/2013

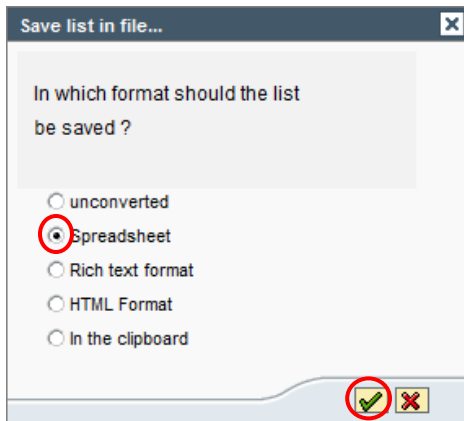
**To export Missing Time:**

After the report has been generated:

1. Click local file



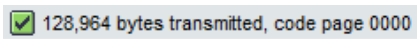
2. Select Spreadsheet
3. Click Continue



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.

