

MSS – Display Quota Information

Location(s):

myNKU – MSS tab

Purpose: Perform this procedure when you need to view sick and vacation accruals.

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

| Manager Self-Service |
|--------------------------------|
| Overview |
| • |
| 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 any criteria, if desired.
- 5. Click Execute.

| Display Quota Informati | on | | | | | | | |
|--------------------------|--------|--------|----------------|------------|------------|--------|---------|------------|
| Absence Quot | a Info | ormati | ion for (| Conc | urrent | Emp | oloy | ment |
| Menu 🔺 | | Back S | ave as Variant | Cancel | Exit Syst | em 🖌 🚺 | Execute | Get Varian |
| Period | | | | | | | | |
| Reporting Period | Today | | | • | | | | |
| | | | | | | | | |
| Selection Criteria | | | | | | | | |
| Person ID | | | | → | | | | |
| Personnel Number | | | D L | 5 🔁 | | | | |
| Employment Status | | | | - | | | | |
| Personnel area | | | | 4 | | | | |
| Personnel subarea | | | | \$ | | | | |
| Employee group | | | | \$ | | | | |
| Employee subgroup | | | | - | | | | |
| Payroll area | | | | \$ | | | | |
| | | | | | | | | |
| Quota Selection | | | | | | | | |
| Quota Type | | | | to | | | - | > |
| Unit | | | | | | | | |
| Deduction Period | | 01/01/ | /1800 | То | 12/31/99 | 99 | | |
| Key Date for Deduction | | 09/06/ | /2013 | | | | | |
| Key Date for Entitlement | | 09/06/ | /2013 Proj | ecting Quo | ota Status | | | |
| | | | | | | | | |



6. The results are displayed.

| Absence Quota Information for Concurrent Employment | | | | | | | | |
|---|-----------|------------|---------------|-------------|--------------|---------------------|---------------------------|----------|
| Menu 🔺 | | ◀ [| Back Cancel E | xit System∡ | Previous Se | ection Next Section | Overview of List Sections | Choose [|
| Absence Quotas Validity Period 09/06/2013 - 09/06/2013 | | | | | | | | |
| Person ID | Persässon | Pers Assin | Unit | E | Total Remain | E lised | Quota | |
| | | / | Hours | | 96.51840 | 41.25000 | Sick/Illness | |
| | Mar 1 | 12 12 | Hours | | 105.00000 | 82.50000 | Vacation | |
| | | | Hours | • · | 201.51840 | • 123.75000 | | |

To export Display Working Times:

After the report has been generated:

- 1. Click Content Area
- 2. Select Spreadsheet

| Overview of List Sections Choose Detail Sort in Ascending Order | | | | | | » | |
|---|-------|--------|------------|----------------|------------|-------------|--------|
| | | | Sort | in Descending | Order | (Ctrl+Shif | t+F4 |
| | | | Set | Sort in Descer | nding Ord | ler (Ctrl+S | hift+F |
| | | Expa | nd | | (Ctrl+F6) | | |
| | | Colla | pse | | (Ctrl+F7) | | |
| | | Curre | ent Layout | | (Ctrl+F8) | | |
| | | Choo | se | | (Ctrl+F9) | | |
| | | Save | ; | | (Ctrl+F12) |) | |
| | | | Send | I | | (Shift+F8) |) |
| 2 Assignment | Uni | Unit E | | I File | | (F9) | |
| . Addigitition | Hours | | | adsheet | | (Shift+F4 | |



- 3. Indicate where the excel file should be saved
- 4. Enter a File Name with .XLS
- 5. Click Save

| <u></u> | | x |
|------------------------|----------------|-------------|
| Save In: | Desktop | |
| 📑 Libraries | | |
| dawsonm | 1 | |
| Computer | | |
| Retwork | | |
| | | |
| | | |
| | | |
| | | |
| File <u>N</u> ame: | Quota.XLSX | |
| Files of <u>T</u> ype: | Excel (*.XLSX) | - |
| | | Save Cancel |

Note: Print from Excel **<u>if</u>** a hard copy is needed.

