

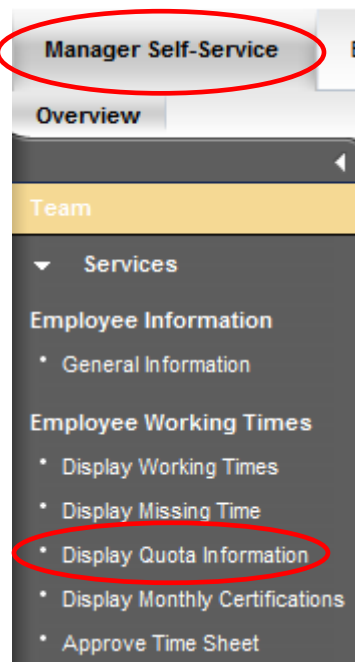
MSS – Display Quota Information

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.



4. Select any criteria, if desired.
5. Click Execute.

Display Quota Information

Absence Quota Information for Concurrent Employment

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

Period

Reporting Period ▾

Selection Criteria

Person ID	<input type="text"/>	<input type="button" value="→"/>
Personnel Number	<input type="text"/> <input type="button" value="📄"/>	<input type="button" value="→"/>
Employment Status	<input type="checkbox"/>	<input type="button" value="→"/>
Personnel area	<input type="text"/>	<input type="button" value="→"/>
Personnel subarea	<input type="text"/>	<input type="button" value="→"/>
Employee group	<input type="checkbox"/>	<input type="button" value="→"/>
Employee subgroup	<input type="checkbox"/>	<input type="button" value="→"/>
Payroll area	<input type="checkbox"/>	<input type="button" value="→"/>

Quota Selection

Quota Type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Unit	<input type="text"/>			
Deduction Period	<input type="text" value="01/01/1800"/>	To	<input type="text" value="12/31/9999"/>	
Key Date for Deduction	<input type="text" value="09/06/2013"/>			
Key Date for Entitlement	<input type="text" value="09/06/2013"/>	<input type="checkbox"/>	Projecting Quota Status	

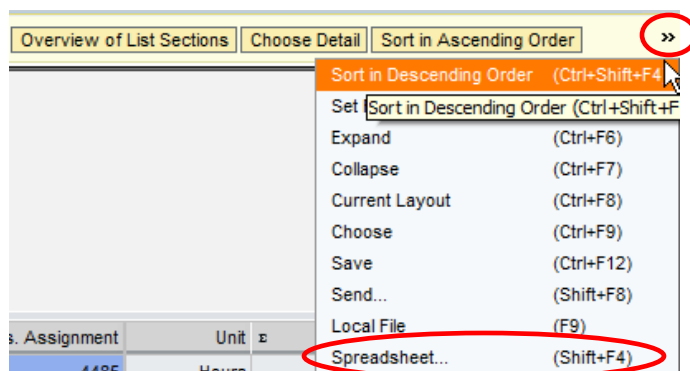
6. The results are displayed.

Absence Quota Information for Concurrent Employment						
Menu ▾	<input type="text"/>	◀	Back	Cancel	Exit	System ▾
			Previous Section	Next Section	Overview of List Sections	Choose D
Absence Quotas						
Validity Period 09/06/2013 - 09/06/2013						
Person ID	PersAssgn...	Pers. Assig...	Unit	Total Remain.	Used	Quota
			Hours	96.51840	41.25000	Sick/Illness
			Hours	105.00000	82.50000	Vacation
			Hours	201.51840	123.75000	

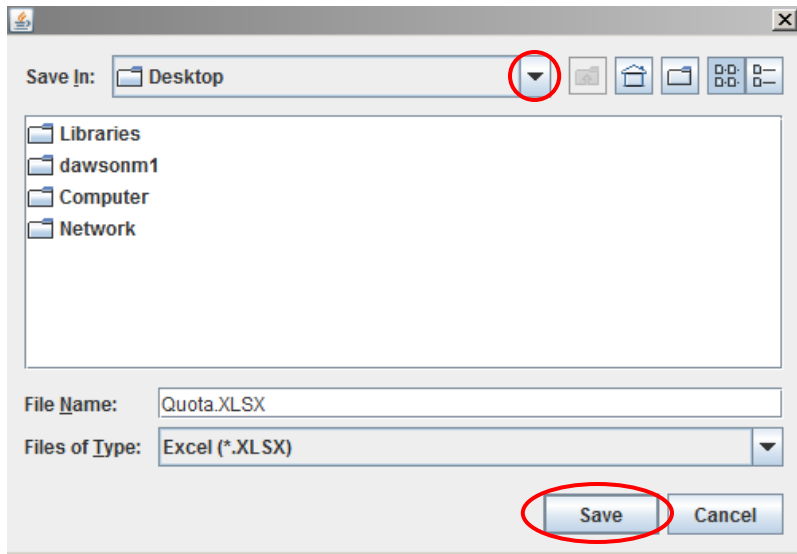
To export Display Working Times:

After the report has been generated:

1. Click Content Area
2. Select Spreadsheet



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



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

