

## MSS – Display Working Times

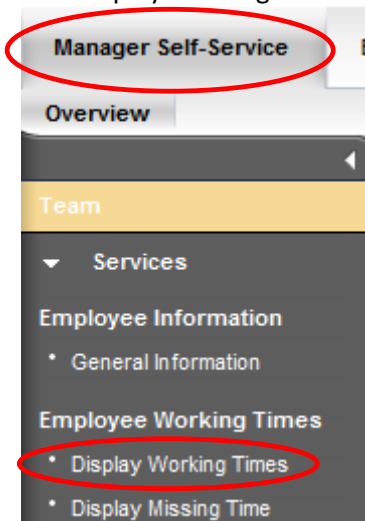
---

### Location(s):

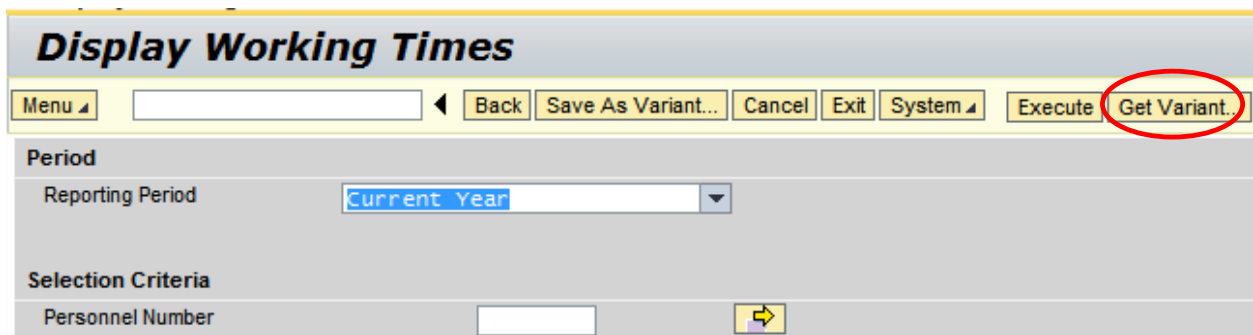
myNKU – MSS tab

**Purpose:** Perform this procedure when you need to display time recorded, account assignment, approver, and approval status.

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select the MSS tab.
3. Click Display Working Times.



4. Click Get Variant.



**Display Working Times**

Menu  ◀ Back Save As Variant... Cancel Exit System ▶ Execute **Get Variant...**

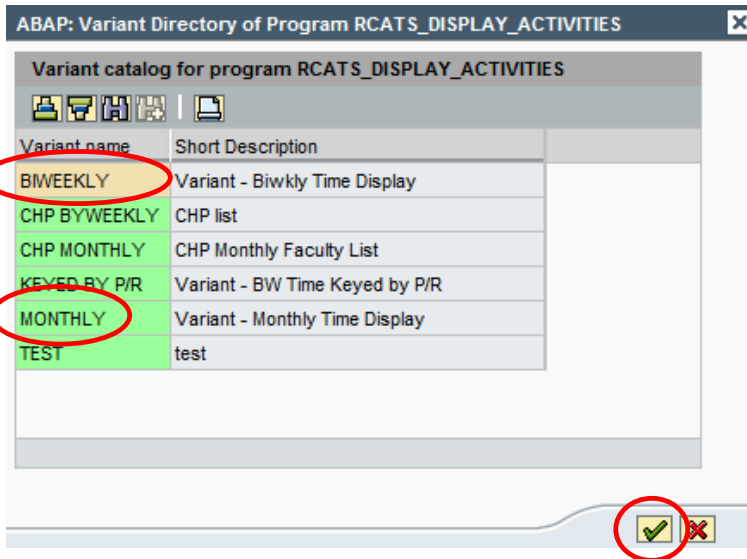
**Period**

Reporting Period  ▼

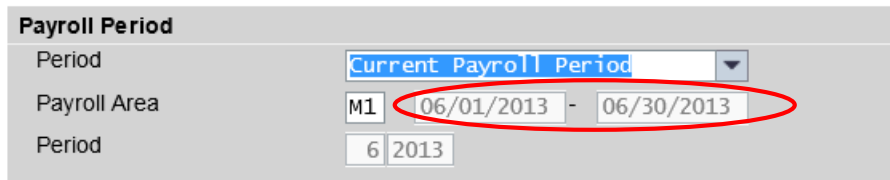
**Selection Criteria**

Personnel Number  ▶

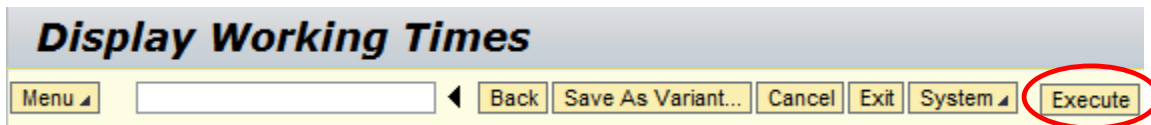
5. Select either BIWEEKLY or MONTHLY.
6. Click Enter.



7. Enter the payroll period as indicated in the email from Cathy Wisher, Payroll Manager.



8. Click Execute.



9. The working times data is displayed.

**Display Working Times**

Menu | Back | Cancel | Exit | System

Empl/appl.na...	Pers.No.	Date	Status	Number	A/A ty...	Created on	Time	Created by	End time	Start time	Short Text	Long text
Time Administrator	[Image]	09/13/2013	△	7.500	1007	09/05/2013	13:52:17	TIMEAPPROV	00:00:00	00:00:00		
		09/12/2013	△	7.500	1007	09/05/2013	13:52:17	TIMEAPPROV	00:00:00	00:00:00		
		09/11/2013	△	7.500	1007	09/05/2013	13:52:17	TIMEAPPROV	00:00:00	00:00:00		
		09/10/2013	△	7.500	1007	09/05/2013	13:52:17	TIMEAPPROV	00:00:00	00:00:00		
		09/09/2013	△	7.500	1007	09/05/2013	13:52:17	TIMEAPPROV	00:00:00	00:00:00		
		09/06/2013	△	7.500	1007	09/05/2013	13:52:17	TIMEAPPROV	00:00:00	00:00:00		
		09/05/2013	△	7.500	1007	09/05/2013	13:52:17	TIMEAPPROV	00:00:00	00:00:00		
		09/04/2013	△	7.500	1007	09/05/2013	13:52:17	TIMEAPPROV	00:00:00	00:00:00		
			△	3	1007	09/05/2013	14:03:01	TIMEAPPROV	00:00:00	00:00:00		
		09/03/2013	△	7.500	3170	09/05/2013	13:52:17	TIMEAPPROV	00:00:00	00:00:00	Approved by the dep	[Icon]
		05/10/2013	[Icon]	7.500	1007	05/13/2013	13:29:34	EUBANKSK1	00:00:00	00:00:00		

Status	Description
[Green Checkmark Icon]	Approved
[Red X Icon]	Rejected
[Yellow Triangle Icon]	Pending

If there are multiple statuses (see legend above) in the report, you may alter the view of the report. This will allow the Time Administrator to easily filter for a particular status. After the report has been generated:

1. Click Change Display



2. Select the Status you wish to view

**Note:** The Change Display icon will only be enabled if there are multiple status on the report. If the only status is 'Approved' the icon will not be enabled. If you only want to view the "pending" time/absences, select 'Only released for approval.'

Only Approved [Green Checkmark Icon]

Only Released for approval [Yellow Triangle Icon]

Only Approval rejected [Red X Icon]

**Display Working Times**

Menu | Back | Cancel | Exit | System

Empl/appl.na...	Pers.No.	Date	Status	Number	A/A ty...	Created on	Time	Created by	End time	Start time	Short Text	Long text
[Image]	[Image]		△	5	1027	10/08/2013	11:21:50	TRAINING06	15:15:00	10:10:00		
			△	7.250	1027	10/08/2013	11:21:50	TRAINING06	16:25:00	09:20:00		
			△	4.250	1027	10/08/2013	11:21:50	TRAINING06	12:30:00	08:15:00		
				<b>16.500</b>								
		08/29/2013	[Green Checkmark Icon]	3.750	3170	10/07/2013	13:58:09	TRAINING07	00:00:00	00:00:00		
		08/28/2013	[Green Checkmark Icon]	7.500	3170	10/07/2013	13:58:09	TRAINING07	00:00:00	00:00:00		
		08/27/2013	[Green Checkmark Icon]	7.500	3170	10/07/2013	13:58:09	TRAINING07	00:00:00	00:00:00		
		08/26/2013	[Green Checkmark Icon]	7.500	3170	10/07/2013	13:58:09	TRAINING07	00:00:00	00:00:00		
				<b>26.250</b>								
		08/30/2013	△	8	1007	10/08/2013	11:14:18	TRAINING05	00:00:00	00:00:00		
		08/29/2013	△	7.500	1007	10/08/2013	11:14:18	TRAINING05	00:00:00	00:00:00		
		08/28/2013	△	7.500	1007	10/08/2013	11:14:18	TRAINING05	00:00:00	00:00:00		

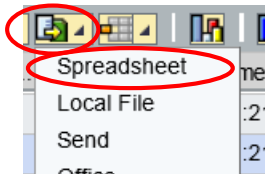
### To export Display Working Times:

After the report has been generated:

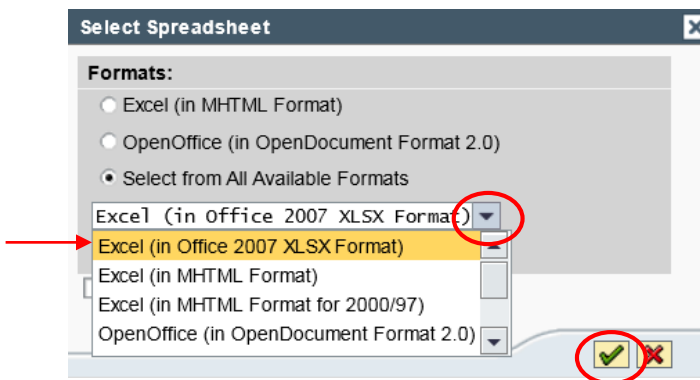
1. Click Additional Functions twice



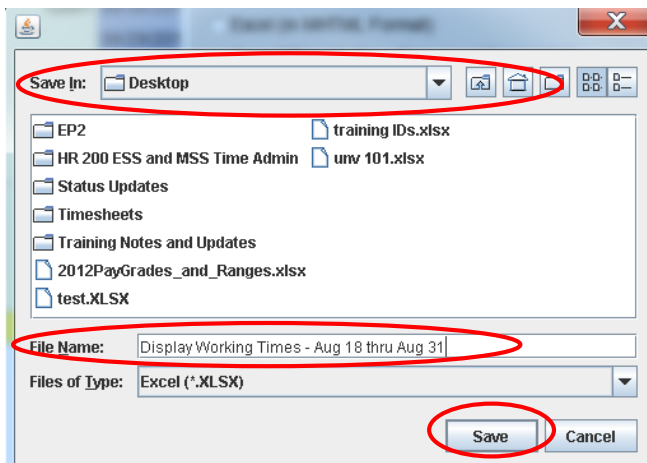
2. Click Export
3. Select Spreadsheet



4. Select Excel (in office 2007...) from the dropdown arrow
5. Click Continue.



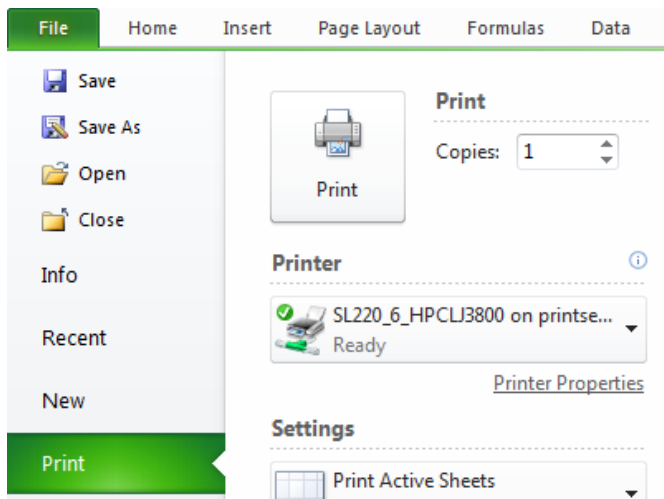
6. Indicate where the excel file should be saved
7. Enter a File Name
8. Click Save



9. The report will then be generated in Microsoft Excel

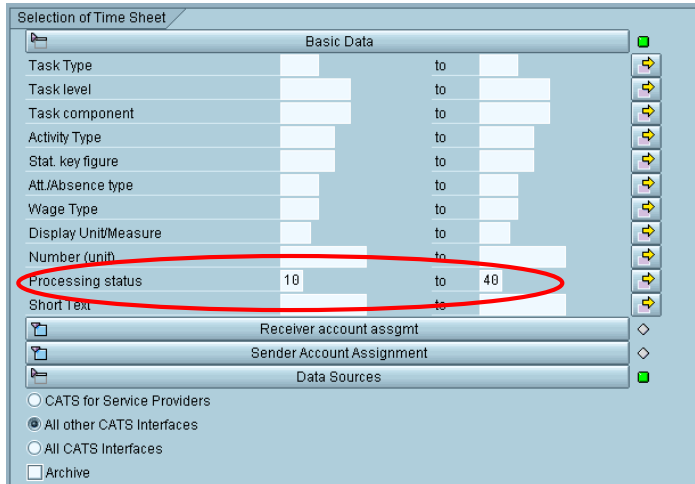
	A	B	C	D	E	F	G
	Name of employee or applicant	Personnel Number	Date	Status and Processing Indicator	Number (unit)	Att./Absence type	Created on
1			11/1/2013		6	3170	10/30/2013
2					6		
3			11/5/2013		7.500	3180	11/6/2013
4					7.500		
5			11/1/2013		3.750	3170	10/24/2013
6					3.750		
7					17.250		
8							
9							

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



### Additional Tips & Tricks:

Can run the report in different modes to verify process under processing status (EX. Process Status 20 will only show people that need to be approved)

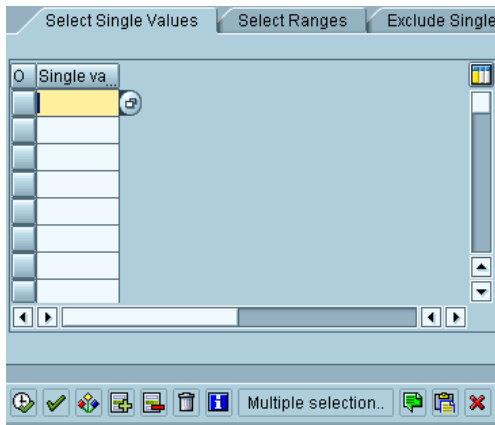


Processing stat ...	Short Descript.
10	In process
20	Released for approval
30	Approved
40	Approval rejected
50	Changed after approval
60	Cancelled

For multiple personal assignments list in excel, right click to copy cells



Click on yellow arrow for multiple employees



Use clipboard to paste.

To run. Execute from main screen