

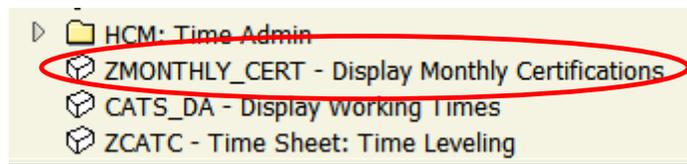
ZMONTHLY_CERT – Display Monthly Certifications

Location(s):

SAP GUI

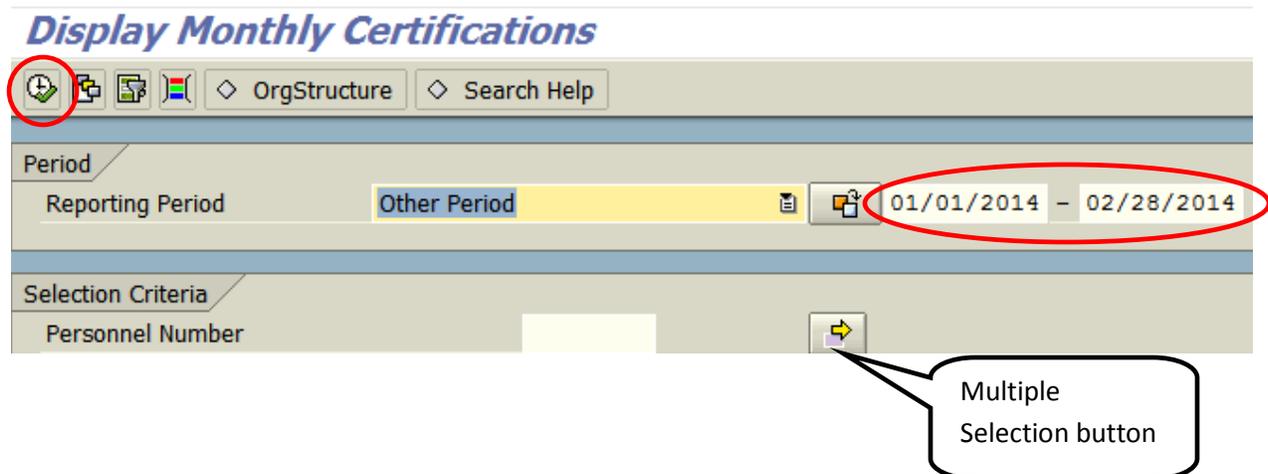
Purpose: Perform this procedure when you need to show monthly absences and certifications.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the SAP GUI tab.
3. Double-click the ZMONTHLY_CERT transaction code.



4. Enter the Reporting Period start and end dates.
5. Click Execute.

Note: If you want to view selected employee(s), enter the Personnel Number or use the Multiple Selection button to enter additional Personnel Numbers.



6. 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.

Display Monthly Certifications

Pers.No.	Personnel Number	Employee Group	Employee Subgroup	Organizational Unit	A/ATyp...	Attendance or Absence Type				Actions
		Staff	Exempt 12 months	Enterpris	3170	Vacation				
		Staff	Exempt 12 months	Enterpris	3170	Vacation				
		Staff	Exempt 12 months	IT - Cust	3170	Vacation				
		Staff	Exempt 12 months	IT - Cust	3180	Sick				
		Staff	Exempt 12 months	IT - Infrastructure			0.00	00/00/0000		
		Staff	Exempt 12 months	IT - Customer Systems	3170	Vacation	7.50	01/15/2014		
		Staff	Exempt 12 months	IT - Customer Systems			0.00	00/00/0000		Self-Certification
		Staff	Exempt 12 months	University Development			0.00	00/00/0000		

Annotations:

- Absences:** Callout box pointing to the 'Attendance or Absence Type' column.
- Certified:** Callout box pointing to the 'Attendance or Absence Type' column.
- No action taken:** Callout box pointing to the 'Actions' column for the last row.

Please refer to the **SAP GUI Export Data to Microsoft Excel** reference document for instructions on how to export the data.