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](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.

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