ESS Time – Bi-Weekly Staff

Location(s):

myNKU – ESS tab

Purpose: Perform this procedure when you need to enter your working hours. Best practice is to enter time daily. Total hours worked is required for bi-weekly staff. The system will round the total hours to the quarter hour if in and out time are entered. Bi-weekly staff can enter/modify time 6 weeks past and future.

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select the ESS tab.
3. Select the Time Management sub-tab.
4. Click Attendance and Absence Recording to record working time, or click Quota Overview to display your leave balance.
Quota Overview

1. Click Quota Overview to display your leave balance.

2. Sick/Illness and Vacation accruals will display.

3. Click the Time Account drop-down to select a time account.
4. Click Apply.
Attendance and Absence Reporting

1. Click Attendance and Absence Recording to record working time.

   ![Attendance and Absence Recording](image1)

   **Time Recording**
   
   *You can record your attendances and absences here.*

   **Quota Overview**
   
   *You can display your leave balance and other time account information here.*

   **Time and Effort Certification (Grants, Internal Orders)**
   
   *Certify your actual effort for a payroll period.*

2. Click the drop-down for Personnel Assignment to record time on the appropriate assignment (the pay rate appears at the end of the row).

   ![Personnel Assignment](image2)

   **Biological Sciences**

3. The Calendar tab displays recorded time status for a 3-month period and defaults to the current date. The due date period for the timesheet will display under the Remark section to the right.

   ![Calendar](image3)

   *Color-coded statuses for the calendar.*

4. The Time Accounts tab will display quota balances.

   ![Time Accounts](image4)

   **Time Account**
   
   *Apply*

<table>
<thead>
<tr>
<th>Time Account</th>
<th>Accrual Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick/Illness</td>
<td>95.52 Hours</td>
</tr>
<tr>
<td>Vacation</td>
<td>105.00 Hours</td>
</tr>
</tbody>
</table>
5. Holidays are built into the system. If you worked the holiday, enter the time on the line below.

Example of holiday (Labor Day).

6. Enter the correct attendance/absence type and total hours worked for each day.

Note: You can also enter start and end time per manager’s request. See the example below or refer to the student reference card.

Note: If time is entered without the a.m. and/or p.m. the system will display this error message. This will prevent the employee from possibly getting paid more hours than actually worked. To correct the error, include the a.m. and/or p.m. with the time.
7. Click Apply.

**Note:** The Apply button **only** calculates and totals. This button does not save the timesheet!

8. Click the Edit Details icon to enter helpful information regarding the recorded time (optional).

9. Enter the note.

10. Click OK.
This icon indicates a note exists on the recorded time:

To delete a previous recorded time, click the delete row icon:

Select a row and click Insert Row to add a row to the timesheet (working multiple shifts on a particular day):

**Note:** If bi-weekly staff are required to include in/out times to allow for a lunch break; these employees will need to insert a row.

Example of an additional row inserted:

Click the Favorites drop-down icon to Save the timesheet with or without times:
Enter a Name for the Favorite and click Save.

A confirmation message will appear:

To import a Favorite Timesheet, click the Favorites drop-down then select Import Favorites:

Select the appropriate Favorite and click Import:
A confirmation will appear. Remember to Save!

To delete a Favorite, click the drop-down for Favorites and select Organize Favorites:

Click the Delete icon to remove the Favorite, and click Save.
To copy a line or from a Previous Period, click the Copy icon drop-down button:

1. Click the Print icon to send the timesheet to the computer’s default printer.
2. Select a start and end date for time.
3. Click Display.

4. The printable timesheet opens in Adobe .pdf format. Save or print with the Adobe Reader toolbar.
Click the Save icon to save all recorded time:  

A confirmation message will appear for all saved timesheets:  

**Note:** If your time is rejected, you will receive an Outlook email notification. You will need to correct your time within ESS and re-submit for approval.