ESS Time – Monthly

Location(s):

myNKU – ESS tab

Purpose: Perform this procedure when you need to enter your absences. Monthly faculty may enter/modify absences 6 weeks past and present. Academic year faculty will NOT be using ESS time to record or certify absences. Fiscal year faculty (12 month) accrue for both vacation and sick so they will be using ESS Time. You must certify monthly timesheets for zero absences.

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, certify absences to record zero absences, or click Quota Overview to display your leave balance.
Quota Overview

1. Click Quota Overview to display your leave balance.

Time Management

<table>
<thead>
<tr>
<th>Time Recording</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendance and Absence Recording</strong></td>
</tr>
<tr>
<td>You can record your attendances and absences here.</td>
</tr>
<tr>
<td><strong>Certify Absences</strong></td>
</tr>
<tr>
<td>Certify that you have no absences to report in accordance with the policies established by the President and Board of Regents of Northern Kentucky University for the pay period indicated.</td>
</tr>
<tr>
<td><strong>Quota Overview</strong></td>
</tr>
<tr>
<td>You can display your leave balance and other time account information here.</td>
</tr>
<tr>
<td><strong>Time and Effort Certification (Grants, Internal Orders)</strong></td>
</tr>
<tr>
<td>Certify your actual effort for a payroll period.</td>
</tr>
</tbody>
</table>

2. Sick/Illness and Vacation accruals will display.

<table>
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<tr>
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</tr>
<tr>
<td>Sick/Illness</td>
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<tr>
<td>Vacation</td>
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</tbody>
</table>

3. Click the Time Account drop-down to select a time account.
4. Click Apply.
Certify Absences

1. Click Certify Absences to submit zero absences.

2. Select the time period to certify.

3. Click Certify button.

4. Confirmation with the Changed on and Changed by will appear.
Attendance and Absence Reporting

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

   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).

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.

   Color-coded statuses for the calendar.
4. The Time Accounts tab will display quota balances.

5. Holidays are built into the system. If you worked the holiday, enter the time on the line below.

6. Enter the correct absence type and total hours for each absence.

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:
Click the Favorites drop-down icon to Save the timesheet with or without times (for monthly paid employees this is beneficial for FMLA, etc.):

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.

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.