

Frequently Asked Questions – ESS/MSS Time Management

The information in this document provides answers to common questions regarding the ESS/MSS Time Management process in myNKU. Since each department will be able to establish its own business process for entry, review, and release of time to the payroll office, this document offers some suggestions for best practices that users can adopt or modify as appropriate to their unit.

1. My department has multiple supervisors who review time worked by staff and students, but not all are Time Administrators. How will those supervisors be able to review time and let the Time Administrator know when it can be released to payroll?

Individual departments can use whatever process works best for their needs. Some suggestions in regard to this include:

- The Time Administrator can run reports to show time entered and missing time for the department, and export these reports to Excel to share with the various supervisors via email or shared network K drive. Supervisors can indicate via email to the Time Administrator when time is approved for release to payroll.
- Employees can print time sheets or absence records and submit them to supervisors for review and approval. When approved, supervisors can then forward the time sheet or absence record to the Time Administrator for the time to be released to payroll.
- Additional supervisors within a department can also be made Time Administrators, allowing them to review and approve the time of their employees. *Note: Time Administrators can see time and absences for ALL employees within their organizational unit, so it should be made clear that supervisors need only review and release time for the employees who report directly to them.*

2. How many Time Administrators can there be in a department?

There is no limit to the number of Time Administrators that can be set up within a department. Keep in mind, however, that any Time Administrator will have access to all of the time and employees in their organizational unit. To request Time Administrator access for additional users, submit an [IT service request](#).

3. When should the Missing Time report be run so that we can be sure all the time from the department is entered in time for the payroll run?

This may also vary by department, based on your employees and the payroll calendar. Since time is always due to the payroll office by Wednesday at 12:00 p.m., you will probably want to run the report no later than Tuesday morning, so that you have all day Tuesday to follow up with any employees whose time is missing. However, if you have a student worker who is only in the office on Monday, Wednesday, and Friday afternoons, for example, you should run your report no later than Monday morning, to be sure you'll see them in order to have them enter/adjust any missing or incorrect time. You should also consider holidays, breaks, exam weeks, planned vacation, or other times when employees may not be on their regular schedules. Best practices for Time Administrators to run this and other time-related reports can be found on the [MSS tab page](#) of the myNKU Help & Reference website.

4. What is the best practice regarding when employees should input their time?

Employees (especially student employees) are strongly encouraged to input their time worked on a daily basis. This will help the Time Administrator to meet the deadline to release time to payroll.

5. Will the employee need to record their time in military time?

No, it is not necessary to use military time. myNKU will convert time input to military time automatically as long as 4 digits are entered, followed by an “a” for AM or “p” for PM. For example, “0100p” will convert to 13:00 when the employee clicks the “Apply” button. Military time entry is still an acceptable way of entering time as well.

6. How far in the past and future can employees enter or edit their time?

- a. **Monthly staff, fiscal year faculty and biweekly staff** are may input time or absences as far as 6 weeks prior to and 6 weeks after the current date.
- b. **Student employees** may input time as far as 6 weeks prior to and 1 week after the current date.

7. What browsers will work with ESS/MSS Time?

ESS Time Entry and MSS Time Approval and Reporting use various functions within myNKU, and are not compatible with all browser and operating system combinations. Supported combinations can be found on the [myNKU Help and Reference website](#), along with a conditions and exceptions list for specific functions.

8. Will the employee be able to use their smartphone to record time via ESS?

No, ESS Time is not available on smart phone apps.

9. Will the employee need to print a timesheet, and does it still need to be filed in the department?

Normally, it will not be necessary for paper copies to be printed and filed, as records are now maintained in myNKU. However, the following circumstances will still require printed time sheets to be approved and filed, and the ability to print does exist within ESS Time Management:

- Grant-funded employees must print their timesheets so they can be approved by the Principal Investigator of the grant and filed with other records for the grant.
- An employee’s supervisor may request a paper copy to be printed for approval before the Time Administrator releases the time.

10. Can the Time Administrator edit time entered by employees?

Yes, the Time Administrator of an org unit can enter and edit time for employees if there is an extenuating circumstance, such as a sick day absence, which prevents the employee from entering the time himself or herself, especially if a payroll deadline is approaching. Time entered by a Time Administrator using the Manager Self-Service tab is recorded with the Time Administrator’s user ID attached to the record, so it will be clear that it was entered on behalf of the employee.

11. Can a Time Administrator certify time on behalf of a monthly employee?

No. Time Administrators can enter absences on behalf of an individual, but only the individual himself/herself can certify time.

12. Is the approval process through workflow?

No. The payroll office will continue to email the Time Administrators with deadline reminders so they can work with their department supervisor(s) to obtain the necessary approvals through the business process that has been established within the department. After approvals are obtained, the Time Administrator will release the time to the payroll office using the Approve Time Sheet link on the Manager Self-Service tab.

13. How do I check absences for monthly employees?

Run the Display Working Time report, using the Monthly variant and entering dates for the full month (e.g., for November 2013, enter 11/01/2013 – 11/30/2013). For other time reporting hints, see the best practices document on the [MSS tab page](#) of the myNKU Help & Reference website.

14. Do Time Administrators need to release time for those who have certified no absences?

No. Certification of time by monthly employees does not require release to payroll.

15. How will the employee know if their time has been rejected?

An email message will automatically be sent to the employee's NKU email address notifying them that their time has been rejected by their supervisor; the message will include the date and time that was rejected, and the reason why. An example of the message the employee will receive is:

Subject: "Time Record rejected"

Your time input record for 7/29/2013 for 7.500 Hours was rejected by the Supervisor. Reason: Incorrect ATT/ABS type. Please resubmit the record with the correct information or see your department Time Administrator for further information.

16. What will happen if a monthly employee certifies no absences for a month, but is then sick the last day of the month?

The monthly employee should report the absence on the last day of the month as it occurred. Although it will not appear on the pay stub for that month, since the certification of no absences was effective during payroll processing, the absence will still be sent to the Time Administrator for review. Assuming the Time Administrator releases the approved absence to payroll before the following month's payroll is processed, the employee's sick quota will be adjusted to reflect the absence when payroll is processed, and on the following month's pay stub. This is similar to the way the process has worked in the past.

17. What do the warning and error messages mean?

An employee may receive a yellow warning message or red error indicator when entering or saving time and absences. Typical warning messages are for hours worked in excess of 7.5 or 8.00 hours in a day, entering time worked on a holiday, etc. A yellow warning message can be bypassed by saving and/or pressing enter. A red error message will not let you continue and save until the input is corrected.