

Employee Time Entry – Bi-Weekly

Entering working hours is done in the “Time Recording” section of myNKU. Bi-weekly employees are encouraged to enter time daily. 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.

To enter time, first log in to myNKU. On the “Home” tab, find the tile labeled “Time Recording & Quota Overview”. This is used to record working time and to view your vacation and sick time balances.



Attendance and Absence Reporting

The calendar displays recorded time status for a 3-month period, and defaults to the current date. The due date period for the timesheet will display in the “Remark” section to the right.

Use the “Personnel Assignment” dropdown to record time for other assignments if needed.

The “Quota Overview” tab shows quota balances.

Calendar		Quota Overview	
Time Account:	All Types	Apply	
Time Account	Accrual Balance		
Sick/Illness	149.82 Hours		
Vacation	86.27 Hours		

Holidays automatically appear in the system; they do not have to be entered manually. If you worked the holiday, enter the time on the line below.

Previous Period		Next Period		Week From: 03/06/2022		Apply	Insert Row
Del...	Date	Pers Assign	Per. assignmTtxt.	Att./abs. type	Actual	Total	
	SU, 03/06	3602	00003602 11000100 Human Reso...		7.50		
	MO, 03/07			Holiday Paid	7.50	7.50	
	TU, 03/08	3602	00003602 11000100 Human Reso...		0.00		

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

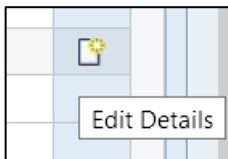
Previous Period		Next Period		Week From: 03/06/2022		Apply	Insert Row
Del...	Date	Pers Assign	Per. assignmTtxt.	Att./abs. type	Actual	Total	
	SU, 03/06	3602	00003602 11000100 Human Reso...		7.50		
	MO, 03/07			Holiday Paid	7.50	7.50	
	TU, 03/08	3602	00003602 11000100 Human Reso...	Base Pay BW - Hourly	0.00	7.5	
	WE, 03/09	3602	00003602 11000100 Human Reso...	Base Pay BW - Hourly	0.00	7.5	
	TH, 03/10	3602	00003602 11000100 Human Reso...	Sick	0.00	7.5	
	FR, 03/11	3602	00003602 11000100 Human Reso...	Base Pay BW - Hourly	0.00	7.5	
	SA, 03/12	3602	00003602 11000100 Human Reso...		0.00		

Click the “Apply” button, which will convert time entered into 24hr time. Ensure all time is entered correctly, then click “Save” in the upper left to process the time in the system. **Note:** Clicking “Apply” will not process the time. You must click “Save” for this.

You can also enter start and end time per manager’s request. Enter the time in this format: hh:mm am/pm. If time is entered without am/pm, the system will display an error message. To allow for a lunch break, select the current row, then click “Insert Row”. You can then enter the actual times worked.

Att./abs. type	Actual	Total	Det.	Start time	End time
	22.50				
▼ 0.00					
Holiday Paid	7.50	7.50			
▼					
Base Pay BW - Hourly	7.50	3.75		08:15	12:00
▼					
Base Pay BW - Hourly		3.75		12:45	16:30
▼					
Sick	7.50	7.50			
▼					

Optional: Before clicking “Save”, click the “Edit Details” icon to enter helpful information regarding the recorded time.



Details ☐ ✕

Recorded Data

Personnel:

Assignment
 Personnel:
 assignment text

Att./Absence type:

Recorded Time

Date:

Cell content:

Further Details

Reason for rejection:

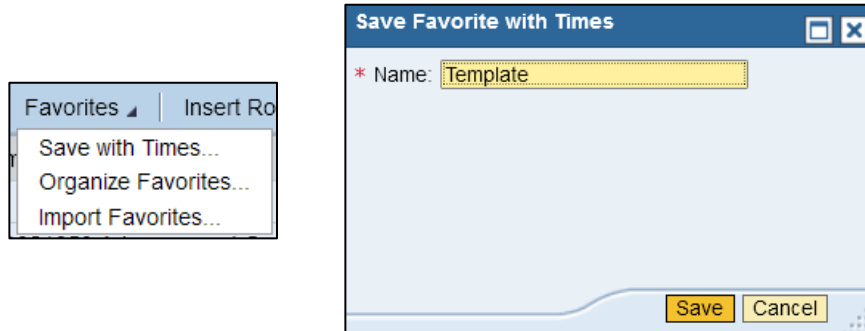
Processing status:

Document no.:

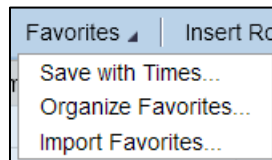
Information

Note:

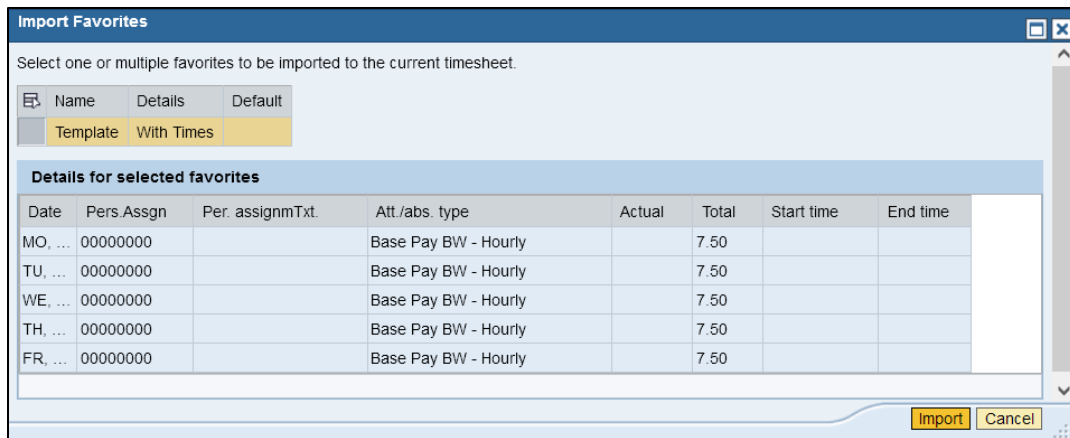
Optional: You can create a template that can automatically populate time, allowing you to enter your time for the week with just a few clicks. After entering time for a typical week, use the “Favorites” dropdown and select “Save with Times...”. Enter a name for the favorite, then click “Save”.



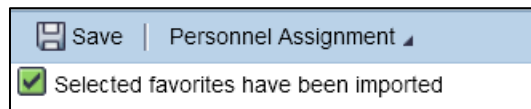
To import a favorite, use the “Favorites” dropdown and select “Import Favorites...”.



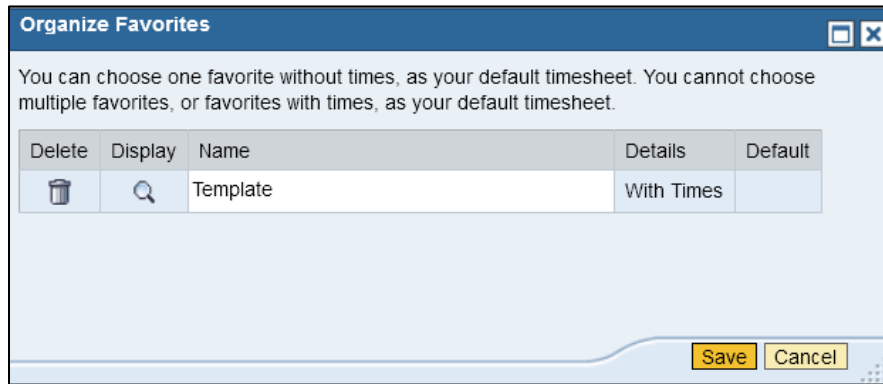
A window will show the and times from your favorite. Click “Import”.



A confirmation will appear in the upper left. Remember to Save!



To delete a favorite, use the “Favorites” dropdown and select “Organize Favorites...”. Click the “Delete” icon, then click “Save”.



Optional: To print or save your timesheet as a PDF, use the “Print” icon in the upper right. Select a start and end date for time, then click “Show”.

* Start date: * End Date: * Name of Form Object:

The timesheet will display below. Use the “Print” or “Download” buttons in the upper right to print or save the timesheet.



02/20/2022-02/26/2022

Print Date Mar 10, 2022
 Page 1 of 1

Name Nathan Norse

Pers.No. 00003602

Position Coordinator, Employment

Org. Unit Human Resources

Start Date 02/20/2022

End Date 02/26/2022

Cost Center	Percentage	Order	Grant

Date	A/A Type	Attendance or Absence Type Text	Hours	Start	End
Feb 21, 2022	1007	Base Pay BW - Hourly	7.50	00:00:00	00:00:00
Feb 22, 2022	1007	Base Pay BW - Hourly	7.50	00:00:00	00:00:00
Feb 23, 2022	1007	Base Pay BW - Hourly	7.50	00:00:00	00:00:00
Feb 24, 2022	1007	Base Pay BW - Hourly	7.50	00:00:00	00:00:00
Feb 25, 2022	1007	Base Pay BW - Hourly	7.50	00:00:00	00:00:00
Total Hours			37.5		