Employee Time Entry – Student Workers

Student workers must enter time for each day worked. Start and end times are required to be entered. The system automatically rounds the total hours to the quarter hour based on the in and out time entered. Students can only enter time for one week out of the current period. The timesheet can be printed if the department requires a hard copy. Student time should be entered every day to ensure the timesheet is never late.

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.

Attendance and Absence Reporting

Enter the correct attendance/absence type with start and end times worked for each day.
Enter the time in this format: hh:mm am/pm. If time is entered without am/pm, the system will display an error message.
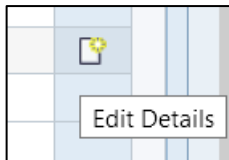
◀ Previous Period Next Period ▶	Week From: 02/20/2022	Apply		Favorites ▾	Insert Row					
▤ Del...	Date	Pers.Assgn	Per. assignmTxt.	Att./abs. type		Actual	Total	Det.	Start time	End time
			Σ			7.00				
🗑	SU, 02/20	3602	00003602 11000100 Human Reso…	▾		0.00				
🗑	MO, 02/21	3602	00003602 11000100 Human Reso…	Student Hours	1027	3.50	3.50	📝	12:00 pm	3:30 pm
🗑	TU, 02/22	3602	00003602 11000100 Human Reso…	Student Hours	1027	3.50	3.50	📝	9:00 am	12:30 pm

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 <u>not</u> process the time. You must click "Save" for this.

If you worked multiple shifts on the same day, select the current row, then click "Insert Row". You can then enter the time worked on the second line.

Att./abs. type			Actual	Total	Det.	
			8.50			
		▼	0.00			
Student Hours	1027	▼	5.00	3.50	🗎	
Student Hours	1027	▼		1.50	🗎	
Student Hours	1027	▼	3.50	3.50	🗎	

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

Details

Recorded Data

Personnel Assignment: 00003602

Personnel assignment text: 00003602 11000100 Human Resources 3000 …

Att./Absence type: Base Pay BW - Hourly (1007)

Recorded Time

Date: 02/22/2022

Start time:

End time:

Cell content: 3.50

Further Details

Reason for rejection:

Processing status: Released for approval

Document no.:

Information

Note: Worked for Brian who requested this day/time off.

OK   Cancel

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:	02/20/2022		* End Date:	02/26/2022		* Name of Form Object:	Default Timesheet	▼	Show

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

🖨   📥

02/21/2022-02/25/2022

NORTHERN KENTUCKY UNIVERSITY

Print Date Mar 10, 2022

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Name	Nathan Norse	**Position**	Coordinator, Employment
Pers.No.	00003602	**Org. Unit**	Human Resources

	Start Date	02/21/2022	**End Date**	02/25/2022

Cost Center	Percentage	Order	Grant

Date	A/A Type	Attendance or Absence Type Text	Hours	Start	End
Feb 21, 2022	1007	Student Hours	3.50	00:00:00	00:00:00
Feb 22, 2022	1007	Student Hours	3.50	00:00:00	00:00:00
Feb 24, 2022	1007	Student Hours	2.00	00:00:00	00:00:00
		Total Hours	9		