

## Best Practices – MSS Time Reporting

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This document provides information about best practices for Time Administrators, including the various time reports available via the Manager Self-Service tab, and the timeline on which they should be run.

### General Reminders and Reference Information

- All biweekly staff and students should enter time on a daily basis. This will prevent timesheets from being late for the approval process and releasing time to payroll by specific deadlines.
- Refer to the [payroll calendars](#) for specific dates and times to meet payroll deadlines.
- Remember that **time reporting does not work 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.

### Timeline for Running Reports

While the suggestions below represent the best practice for a typical department and payroll cycle, all reports can be run as frequently as needed to suit a department's business process.

#### *Display Working Times*

Display all time that is recorded, approved, and rejected

- **Biweekly Payroll:** Run on biweekly pay days and begin obtaining supervisor approvals for time.
- **Monthly Payroll:** Run approximately 3 days before payroll deadline.

In both cases, follow these steps with the data obtained from the report:

- Verify that time, absences, and/or certifications have been entered.
- Verify all time has been approved by supervisors.
- Verify all time rejected has been corrected and approved by supervisors.
- Release time to payroll.

#### *Display Missing Time*

Display missing time for biweekly staff and student employees

- Run no later than Tuesday morning to allow time to follow up with employees who missed entering time.
- Remember to consider holidays, breaks, exam weeks, planned vacation, or other times when employees may not be on their regular schedules, and run the report earlier if necessary.

#### *Display Monthly Certifications*

Display the list of monthly employees who have certified no absences for the month

- Run the day after time is released to payroll to find those who did not certify or enter absences.

#### *Display Quota Information*

Display sick and vacation accrual quotas for employees in the department

- Run as needed.