

NSU WEB TIME ENTRY

Step by Step Guide to Entering and Submitting Electronic Time Sheets

Exempt Employees

Exempt Employee Responsibilities

Exempt Employees are:

- Unclassified Exempt (UE)
- Faculty (FA, FN, FS, FT, NN, TM)

Employees Must:

- Report comp time earned and/or leave taken
- Submit a web time sheet for every pay period worked
 - All Payroll schedules are located on the [Payroll website](#)
- Submit all paper *Request for Leave, Report of Compensatory Time/Overtime Earned*, and any supporting documents must be submitted to the Approver.

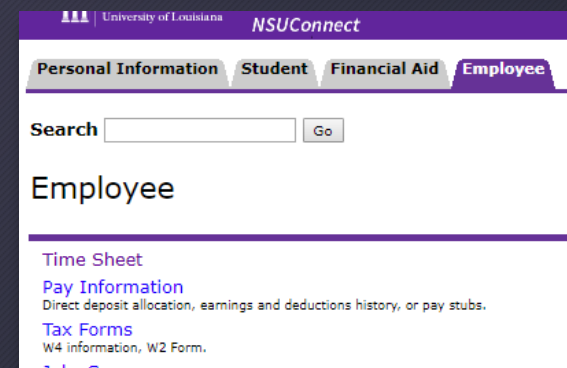
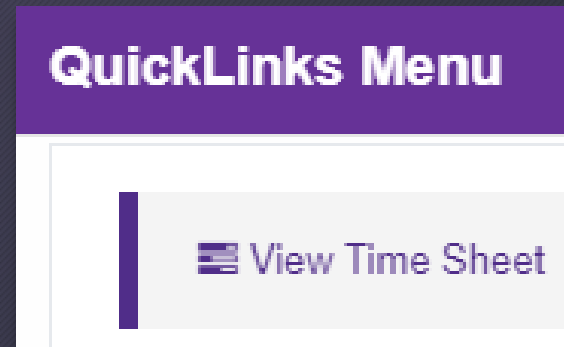
What is Web Time Entry

- An electronic submittal of hours worked and/or leave taken.
- It is accessed through myNSU (<https://my.nsula.edu/>).
- It is available 24 hours a day and 7 days a week.
- Time can be entered at any time during the pay period.

*DO NOT submit the time sheet for approval until the end of the pay period.

How Do I Access Web Time Entry

1. Log into [myNSU](#)
2. Access to your Time Sheet may differ depending on type of employee-
 - a. Choose “View Time Sheet” listed in the QuickLinks MenuOR
 - b. *If “View Time Sheet” is not available, choose NSUConnect and then click the Employee Tab.*



Access Web Time Sheet (Approvers Only)

**If you are not an Approver, skip this slide.*


Time Reporting Selection - Selection Criteria

1. Choose “Access my Time Sheet”
2. Click Select

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/> 
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

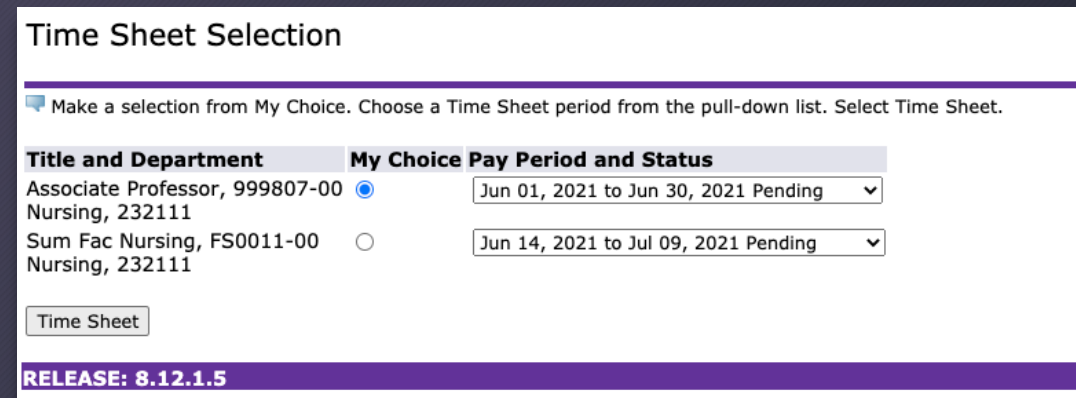
Select

Time Sheet Selection

1. Verify the appropriate pay period and status is selected.
Status must be one of the following:

- Not Started
- In Progress
- Pending
- Returned for Correction

2. Click Time Sheet



The screenshot shows a web form titled "Time Sheet Selection". At the top, there is a purple header bar. Below the header, a message reads: "Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet." The form contains a table with three columns: "Title and Department", "My Choice", and "Pay Period and Status".

Title and Department	My Choice	Pay Period and Status
Associate Professor, 999807-00 Nursing, 232111	<input checked="" type="radio"/>	Jun 01, 2021 to Jun 30, 2021 Pending ▼
Sum Fac Nursing, FS0011-00 Nursing, 232111	<input type="radio"/>	Jun 14, 2021 to Jul 09, 2021 Pending ▼

Below the table is a "Time Sheet" button. At the bottom of the form, there is a purple footer bar with the text "RELEASE: 8.12.1.5".

Time and Leave Reporting

NO Time Earned or Leave Taken to Report

1. Leave all fields blank skip to the [Submitting Time for Approval](#) slide.

OR

Leave Taken or Comp Time Earned to Enter

1. Click the *Enter Hours* link in the appropriate date and earning type.
2. Enter the number of hours in the *Hours* field.
3. Click the *Save* after each entry.
4. Repeat the steps above for each day and earnings code that needs hours entered.
5. Click the Next/Previous button to show the next/previous week.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate the

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Notice this section before entering hours

Earning:	Sick Leave
Date:	Sep 07, 2020
Shift:	1
Hours:	<input type="text"/>

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Sep 07, 2020	Total
Sick Leave	1	0	0		Enter Hours	
Annual Leave	1	0	0		Enter Hours	
State (1.0) Ktime Leave Taken	1	0			Enter Hours	
FLSA (1.5) Ktime Leave Taken	1				Enter Hours	
Leave Without Pay	1				Enter Hours	
State (1.0) Ktime Earned	1				Enter Hours	
Military Leave			0		Enter Hours	
Civil Leave			0	0	Enter Hours	
Jury Duty Leave			0	0	Enter Hours	
Bereavement Leave			0	0	Enter Hours	
Furlough	1		0	0	Enter Hours	
Emergency Sick Leave - 100%	1		0	0	Enter Hours	
Total Hours:			0			0
Total Units:				0		0

This screen changes depending on the employee type.

Summary of Report Time

1. Click the **Preview** to review and verify all the hours you enter for the pay period
2. Click **Previous Menu** to return to your timesheet

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday , Jan 27, 2020	Tuesday , Jan 28, 2020	Wednesday, Jan 29, 2020	Thursday , Jan 30, 2020	Friday , Jan 31, 2020	Saturday , Feb 01, 2020	Sunday , Feb 02, 2020	Monday , Feb 03, 2020	Tuesday , Feb 04, 2020	Wednesday, Feb 05, 2020	Thursday , Feb 06, 2020	Friday , Feb 07, 2020	Saturday , Feb 08, 2020	Sunday , Feb 09, 2020
Sick Leave	1	8		8													
Annual Leave	1	4				4											
Leave Without Pay	1	2													2		
Total Hours:		14		8		4									2		
Total Units:			0														

Previous Menu

Comments

Entering Comments:

1. Click the Comments button to enter comments in the text box.
2. Click SAVE after entering the comment.
3. Click Previous Menu to return to the Time Sheet.

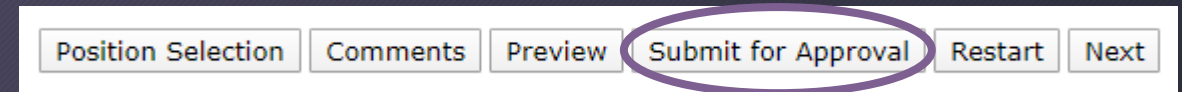
Things to Remember:

- Comments should only be used to communicate posting time and attendance that did not meet payroll deadline.
- Examples of Comments that may be entered:
 - Entered omitted leave from previous pay period in this pay period.
 - Sent corrections to HR/Payroll.
- Never enter any personal information that should not to be general knowledge.

Submitting Time for Approval

Once all time has been entered:

1. Click Submit for Approval
2. A Certification window will pop-up requiring a PIN to certify your time entered.
3. Enter the PIN and click Submit.



A horizontal navigation bar containing six buttons: "Position Selection", "Comments", "Preview", "Submit for Approval", "Restart", and "Next". The "Submit for Approval" button is circled in purple.

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

Submit

Other Options

Exit Without Submitting

Exit without submitting for approval. This leaves the record in an “In Progress” status and is not submitted for approval.

Restart

Click *Restart* to remove all entry done for the pay period.

Return Time

Click *Return Time*, if your timesheet has not been approved and you need to correct something.