

NSU WEB TIME ENTRY

Step by Step Guide to Entering and Submitting Electronic Time Sheets
Graduate Assistant Employees

Graduate Assistant Responsibilities

Employees Must:

- Report hours worked indicated as ‘Graduate Assistant Pay’
- Submit a web time sheet for every pay period worked
- All Payroll schedules are located on the [Payroll website](#)
- Submit all supporting documentation to the Approver

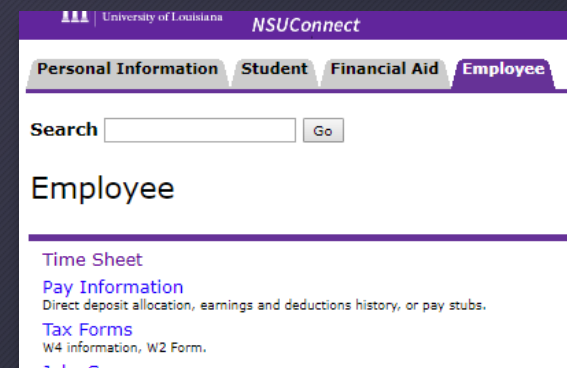
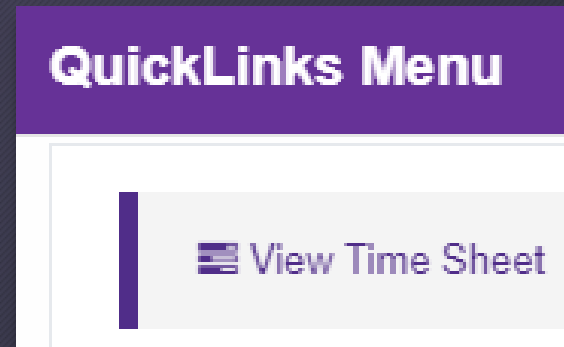
What is Web Time Entry

- An electronic submittal of hours worked.
- 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, unless you know you will not be working.

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.*



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

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice Pay Period and Status
GA, GA0001-00	<input checked="" type="radio"/> May 16, 2022 to May 29, 2022 Not Started ▼

RELEASE: 8.12.1.5

Time and Leave Reporting

Enter Hours Worked

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.

OR

NO Hours to Enter

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

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: GA -- GA0001-00
Department and Number: Business Affairs -- 311111 May
Time Sheet Period: 16, 2022 to May 29, 2022 May
Submit By Date: 27, 2022 by 09:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 16, 2022	Tuesday May 17, 2022
Graduate Assistant Pay	1	0	0		Enter Hours	Enter Hours
Total Hours:			0		0	0
Total Units:				0	0	0

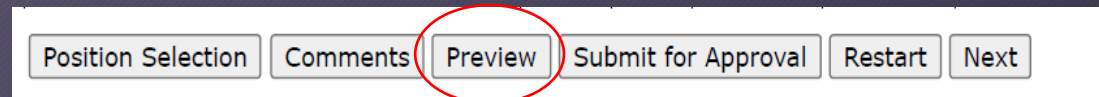
[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Preview 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

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.

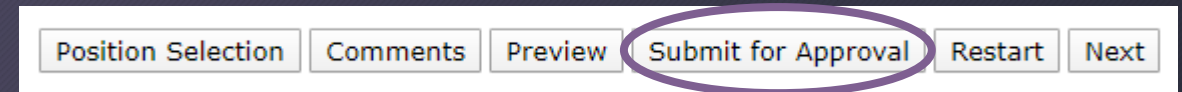
Things to Remember:

- 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.



Position Selection Comments Preview **Submit for Approval** Restart Next

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.