

# NSU WEB TIME ENTRY

Step by Step Guide to Entering and Submitting Electronic Time Sheets  
Non-Exempt Employees

# Non-Exempt Employee Responsibilities

## Non-Exempt Employees are:

- Classified (CL)
- Unclassified Non-Exempt (UN)
- University Police (PD)

## Employees Must:

- Report hours worked, comp/ot worked, and/or leave taken via Web Time Entry
- 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

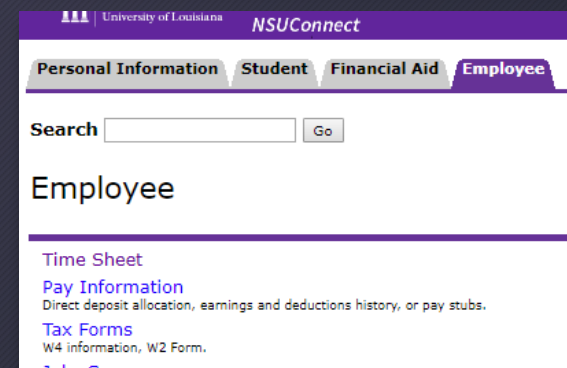
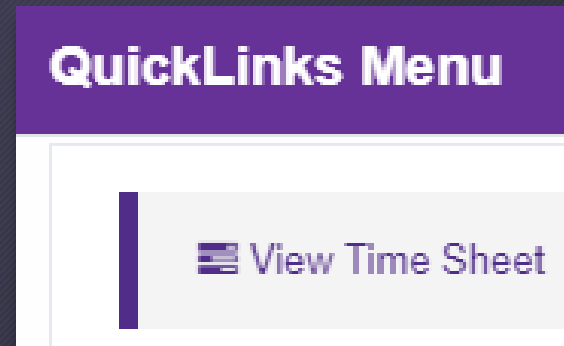
- An electronic submittal of hours worked and/or leave taken.
- It is accessed through myNSU (<https://my.nsula.edu/>).
- It is available 24 hours a day and 7 days a week.
- Time can be entered at any time during the pay period.

\*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**

|                              | <b>My Choice</b>   |
|------------------------------|--|
| Access my Time Sheet:        | <input checked="" 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

# Access Web Time Sheet

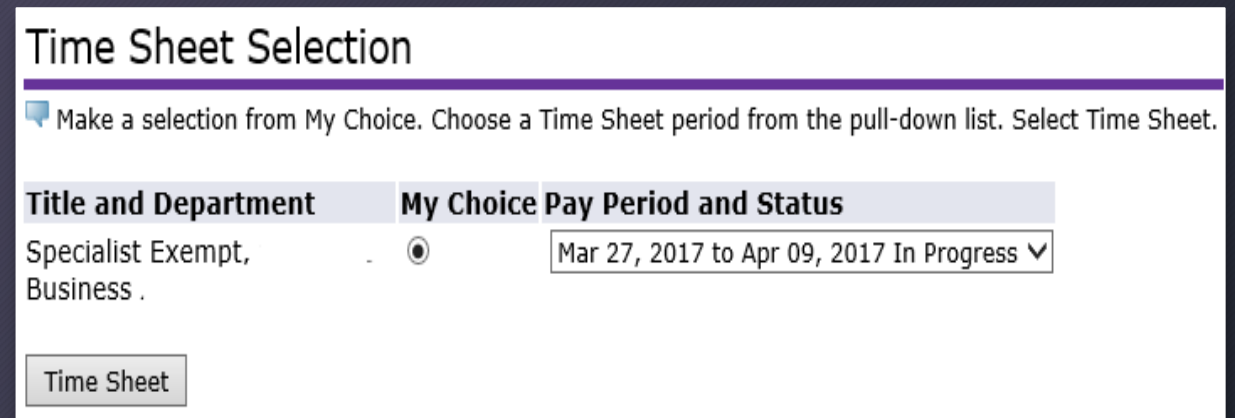
## Time Sheet Selection

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". Below the title is a blue instruction icon and text: "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". The first row of data shows "Specialist Exempt, Business ." in the first column, a radio button selected in the second column, and "Mar 27, 2017 to Apr 09, 2017 In Progress" in the third column. Below the table is a button labeled "Time Sheet".

| Title and Department             | My Choice                        | Pay Period and Status                      |
|----------------------------------|----------------------------------|--|
| Specialist Exempt,<br>Business . | <input checked="" type="radio"/> | Mar 27, 2017 to Apr 09, 2017 In Progress ▼ |

Time Sheet



# Entering Time and Leave

\* Hours Worked - Non-exempt employees must enter total Hours Worked for each day. This is regular hours physically worked, **do not** include leave hours or comp hours earned.

\* Holiday Hours - For all University Holidays, you must enter **8 (eight)** hours in the Holiday Hours field.

1. Click the *Enter Hours* link in the appropriate date and earning type.
2. Enter the hour's value in the *Hours* field.  
\*NOTICE the earning description and date before entering hours.
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 through the dates within the period.

### Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Notice this section before entering hours

Accounting Technician -- 99

Business Affairs -- 311111

Sep 07, 2020 to Sep 20, 20

Sep 21, 2020 by 12:00 PM

Earning: \_\_\_\_\_ Hours Worked  
 Date: \_\_\_\_\_ Sep 10, 2020  
 Shift:   
 Hours:

| Earning                       | Shift | Default Hours or Units | Total Hours | Total Units | Monday Sep 07, 2020         | Tuesday Sep 08, 2020        | Wednesday Sep 09, 2020      |
|-------------------------------|-------|------------------------|-------------|-------------|-----------------------------|-----------------------------|-----------------------------|
| Hours Worked                  | 1     | 0                      | 18          |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Holiday Hours                 | 1     | 0                      | 8           |             | 8                           | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Sick Leave                    | 1     | 0                      | 9           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | 9                           |
| Annual Leave                  | 1     | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Leave Without Pay             | 1     | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Bereavement Leave             | 1     | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Military Leave                | 1     | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Civil Leave                   | 1     | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Jury Duty Leave               |       | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| FLSA (1.5) Ktime Earned       |       | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| State (1.0) Ktime Earned      |       | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Overtime (1.5) Pay            |       | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Overtime (1.0) Pay            | 1     | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Furlough                      | 1     | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| FLSA (1.5) Ktime Leave Taken  | 1     | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| State (1.0) Ktime Leave Taken | 1     | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| Emergency Sick Leave - 100%   | 1     | 0                      | 0           |             | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> | <a href="#">Enter Hours</a> |
| <b>Total Hours:</b>           |       |                        | 35          |             | 8                           | 9                           | 9                           |
| <b>Total Units:</b>           |       |                        |             | 0           | 0                           | 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.

NOTE: Total Hours at the bottom should total the number of hours in the pay period + any comp time (if entered)

## Time Sheet

| Earning Code           | Shift | Total Hours | Total Units | Monday ,<br>Apr 06,<br>2020 | Tuesday ,<br>Apr 07,<br>2020 | Wednesday,<br>Apr 08,<br>2020 | Thursday<br>,<br>Apr 09,<br>2020 | Friday ,<br>Apr 10,<br>2020 | Saturday<br>,<br>Apr 11,<br>2020 | Sunday ,<br>Apr 12,<br>2020 | Monday ,<br>Apr 13,<br>2020 | Tuesday ,<br>Apr 14,<br>2020 | Wednesday,<br>Apr 15,<br>2020 | Thursday<br>,<br>Apr 16,<br>2020 | Friday ,<br>Apr 17,<br>2020 | Saturday<br>,<br>Apr 18,<br>2020 | Sunday ,<br>Apr 19,<br>2020 |
|------------------------|-------|-------------|-------------|-----------------------------|------------------------------|-------------------------------|----------------------------------|-----------------------------|----------------------------------|-----------------------------|-----------------------------|------------------------------|-------------------------------|----------------------------------|-----------------------------|----------------------------------|-----------------------------|
| Hours Worked           | 1     | 67          |             | 9                           | 9                            |                               | 9                                |                             |                                  |                             | 9                           | 9                            | 9                             | 9                                | 4                           |                                  |                             |
| Sick Leave             | 1     | 9           |             |                             |                              | 9                             |                                  |                             |                                  |                             |                             |                              |                               |                                  |                             |                                  |                             |
| FLSA Ktime Leave Taken | 1     | 4           |             |                             |                              |                               |                                  | 4                           |                                  |                             |                             |                              |                               |                                  |                             |                                  |                             |
| <b>Total Hours:</b>    |       | 80          |             | 9                           | 9                            | 9                             | 9                                | 4                           |                                  |                             | 9                           | 9                            | 9                             | 9                                | 4                           |                                  |                             |
| <b>Total Units:</b>    |       |             | 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.

### Certification

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 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:**

# 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.