

NSU WEB TIME ENTRY

Step by Step Guide to Entering and Submitting Electronic Timesheets
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/overtime worked, and/or leave taken
- Submit a web timesheet 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 to the Approver.*

What is Web Time Entry

- An electronic submittal of hours worked.
- Access your timesheet via 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.

Accessing Your Timesheet

Log into [myNSU](#) and choose Time Sheet from the Quick Links menu.

Click on “Start Timesheet” or “In Progress” for the period for which you are entering time.

*Status options are:

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

Employee Dashboard • Timesheet

Timesheet

Timesheet

Pay Period

Pay Period	Hours/Units	Submitted On	Status
Specialist, 999135-00, N, 311111, Business Affairs			
08/09/2021 - 08/22/2021			Not Started

←Verify pay period dates

Start Timesheet

Prior Periods

Enter Hours Worked, Leave Taken, and/or Comp/OT Worked

1. Select the appropriate date.
2. Click the *Earn Code* drop down menu and select the appropriate Earn Code to enter hours worked, leave taken, and/or time earned.

**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.*

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

3. Tab to the *Hours* field and enter the number of hours.
4. Click Save.
5. Click ⊕ Add Earn Code, to enter multiple earn codes.
**Repeat the steps above for each day needs hours entered.*
6. Ready to submit... See [Preview and Submit for Approval](#)

Employee Dashboard • Timesheet •

Specialist, 999135-00, N, 311111, Business Affairs Restart Time Leave Balances

08/09/2021 - 08/22/2021 | 40.00 Hours i ☺ In Progress Submit By 08/23/2021, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9 9.00 Hours	10 9.00 Hours	11 9.00 Hours	12 9.00 Hours	13 4.00 Hours	14

⊕ Add Earn Code

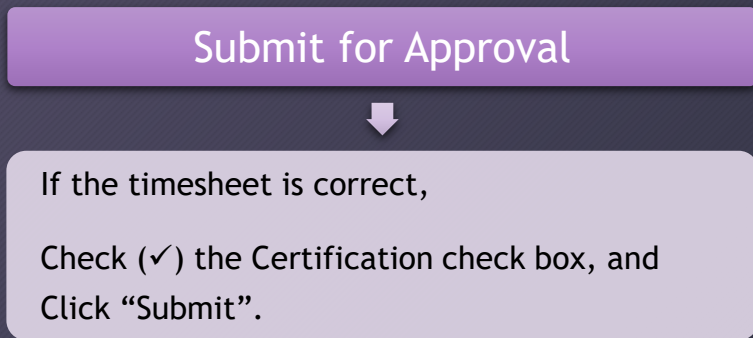
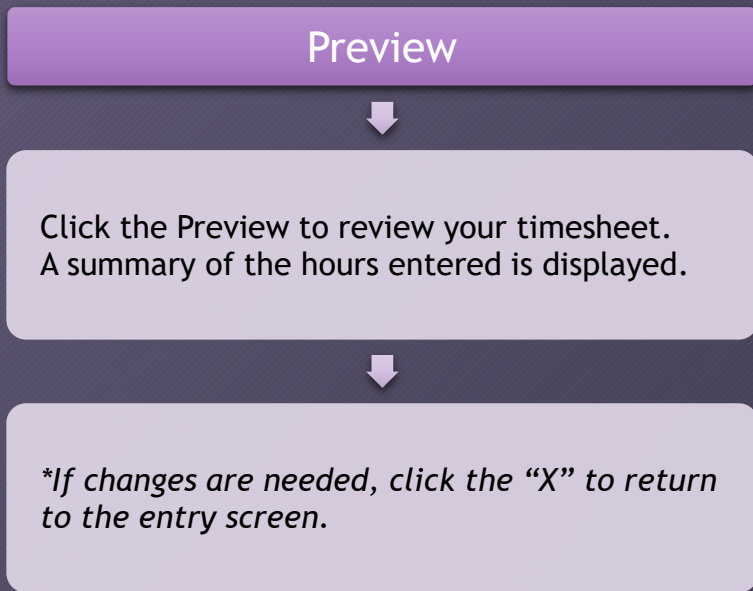
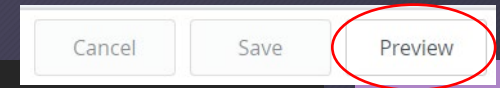
Hours Worked 7.00 Hours ✎ 🗑 ⊖

Total: 7.00 Hours Account Distribution

Earn Code Sick Leave Hours 2 ←Enter Hours

Exit Page Cancel Save Preview

Preview and Submit for Approval



Preview ✕

Specialist, 999135-00, N, 311111, Business Affairs
Pay Period: 08/09/2021 - 08/22/2021 | 24.00 Hours
Submit By: 08/23/2021, 12:00 PM

Earning Distribution		
Earn Code	Shift	Total
Leave Without Pay	1	24.00
Total Hours		24.00
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	24.00
Week 2	
Week 3	

Comment (Optional):

Add Comment


2000 characters remaining


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.


Cancel Submit

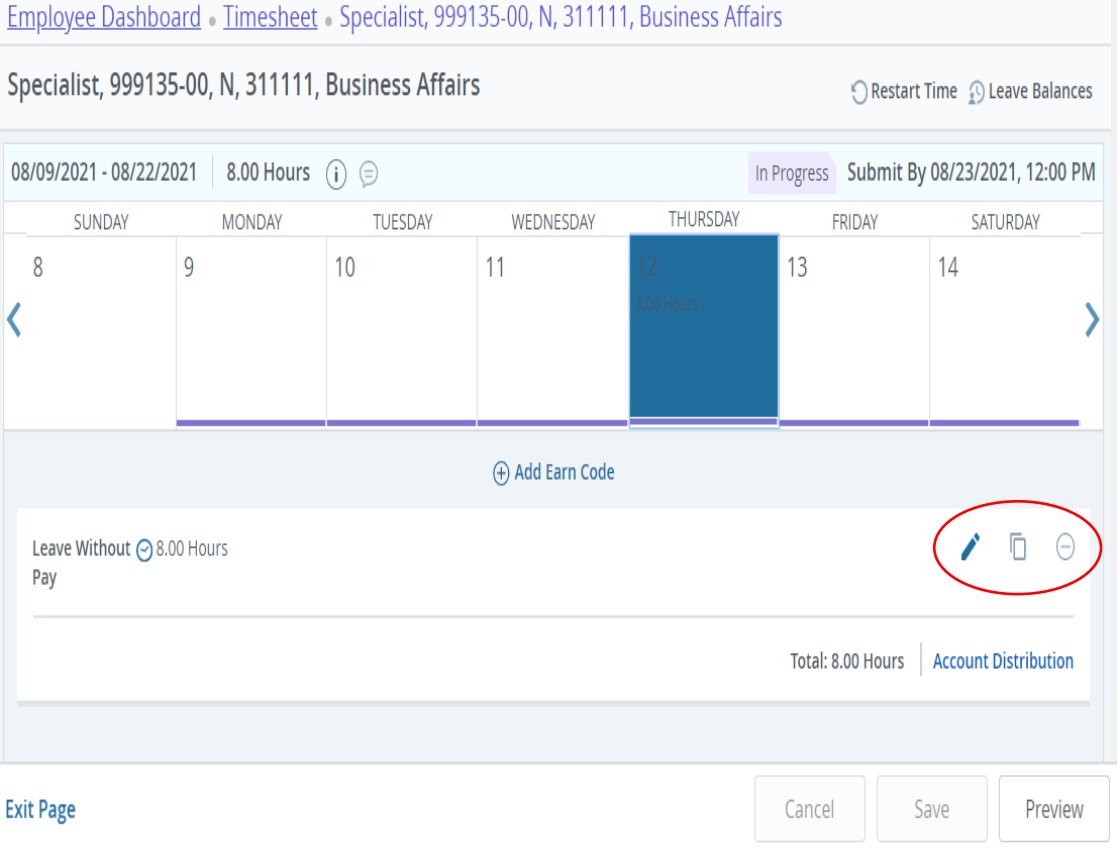
Edit Your Timesheet

The hours you entered will now appear on the calendar. Three options will appear next to the earn code entries allowing you to edit, copy or delete the entry for that day.

 Edit If you would like to make changes to hours you entered, use the Edit icon to re-open the timesheet. Click Save.

 Copy If you are entering the same number of hours for multiple dates, use the Copy icon. Select the hours to be copied by highlighting the days or copying from the first date entered to the end of the period. Click Save.

 Delete When you use the Delete icon, the system will ask you to confirm that you want to delete the hours. Click Save.



Employee Dashboard • Timesheet • Specialist, 999135-00, N, 311111, Business Affairs




Specialist, 999135-00, N, 311111, Business Affairs Restart Time Leave Balances

08/09/2021 - 08/22/2021 | 8.00 Hours i ☰ In Progress Submit By 08/23/2021, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9	10	11	12 8.00 Hours	13	14

< >

+ Add Earn Code

Leave Without Pay 8.00 Hours   

Total: 8.00 Hours | [Account Distribution](#)

[Exit Page](#) Cancel Save Preview

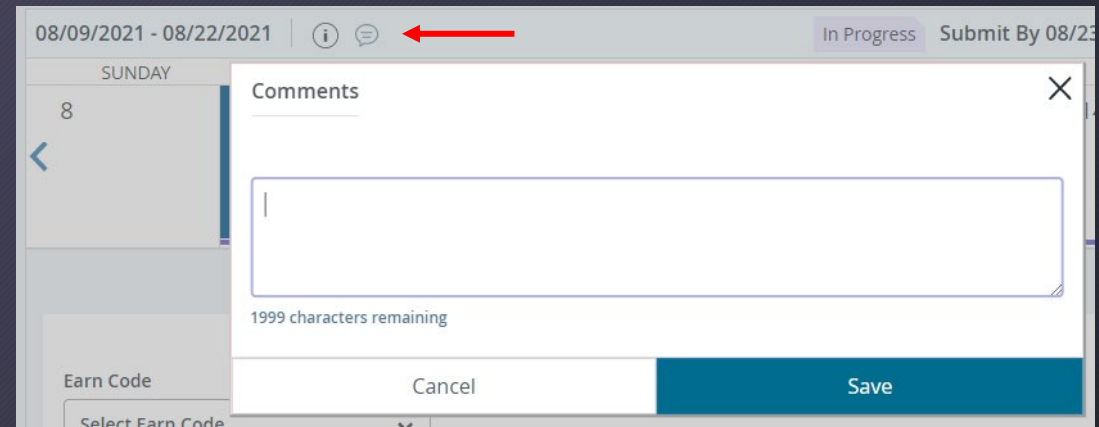
Comments (If needed)

Entering Comments:

1. Click the **Comments icon** to enter comments in the text box.
2. Click **SAVE** after entering the comment.

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 be general knowledge.



08/09/2021 - 08/22/2021 | (i) (c) ←

In Progress Submit By 08/23

SUNDAY

8

Comments

1999 characters remaining

Earn Code

Select Earn Code

Cancel Save

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 entries for the pay period.

Recall Timesheet

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