

NSU WEB TIME ENTRY

Step by Step Guide to Entering and Submitting Electronic Timesheets
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 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 ← Verify pay period dates			Not Started

Start Timesheet

Prior Periods

Time and Leave Reporting

NO Leave Taken or
Comp Time to
Enter

1. Leave all fields blank and skip to the [Preview and Submit for Approval](#) slide.

OR

Leave Taken
and/or Comp Time
Earned to Enter

1. Select the appropriate date.
2. Click the *Earn Code* drop down menu and select the appropriate type of leave/comp.
3. Tab to the *Hours* field and enter the number of hours.
4. Click Save after each entry.
5. Click ⊕Add Earn Code to add additional types of leave/comp hrs.
**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

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

08/09/2021 - 08/22/2021 In Progress Submit By 08/23/2021, 12:00 PM

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

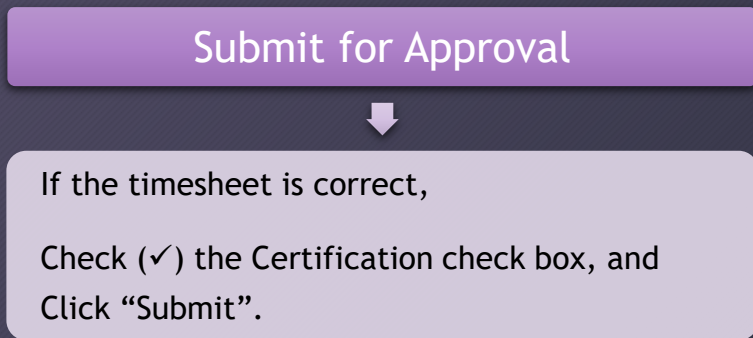
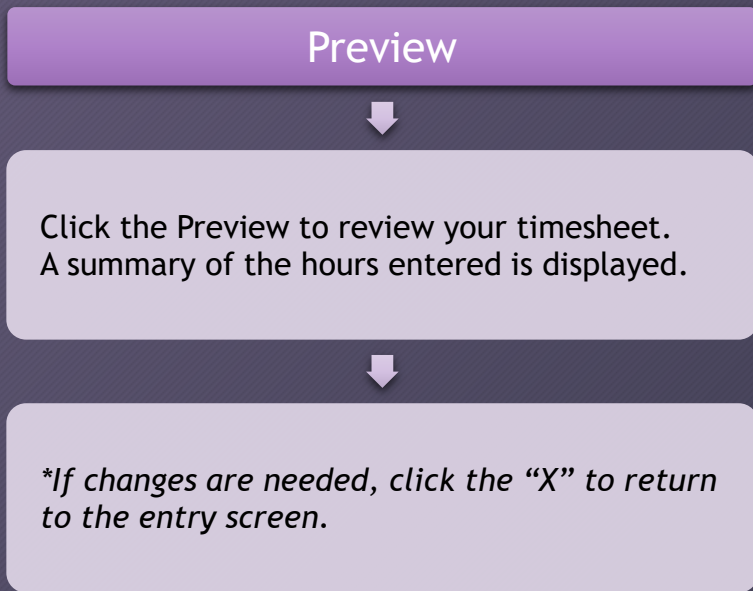
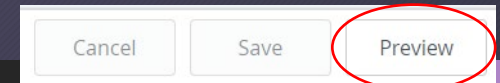
⊕ Add Earn Code

Earn Code Hours

Leave Without Pay ←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

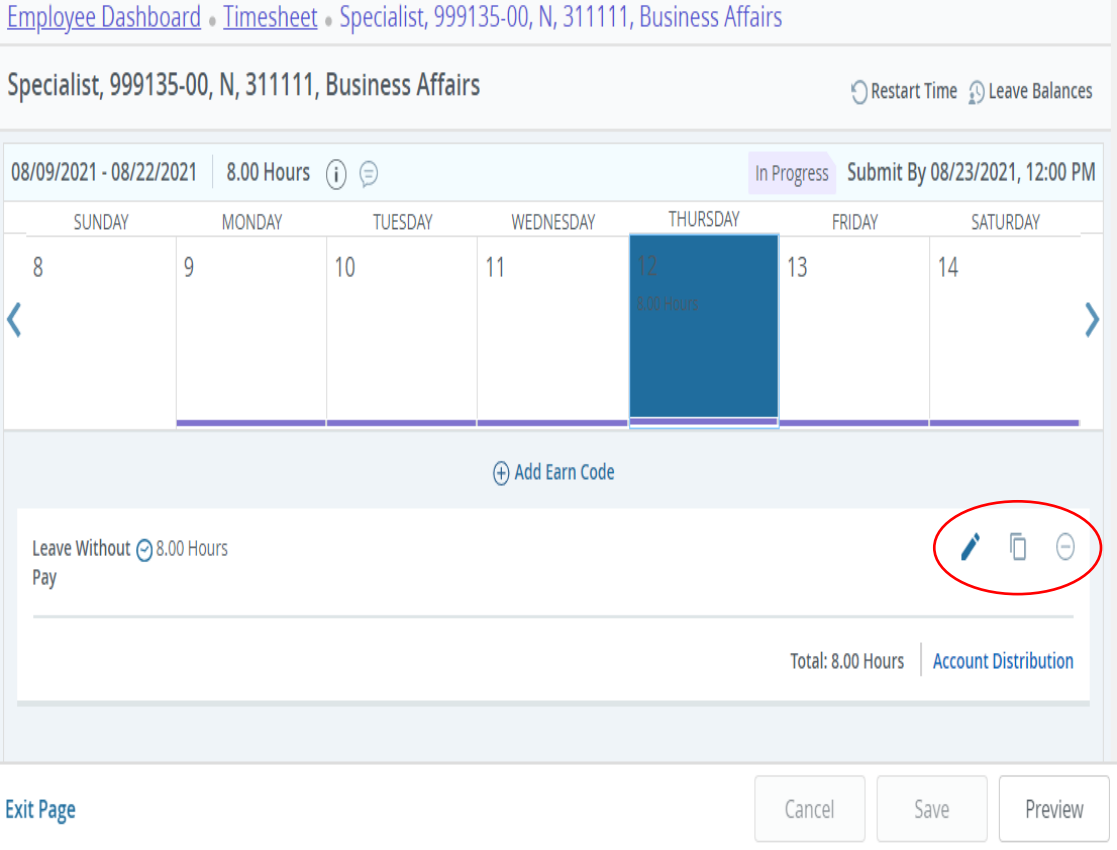
Edit Your Timesheet

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 8.00 Hours
Pay

✎ 📄 ⊖

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

[Exit Page](#) Cancel Save Preview

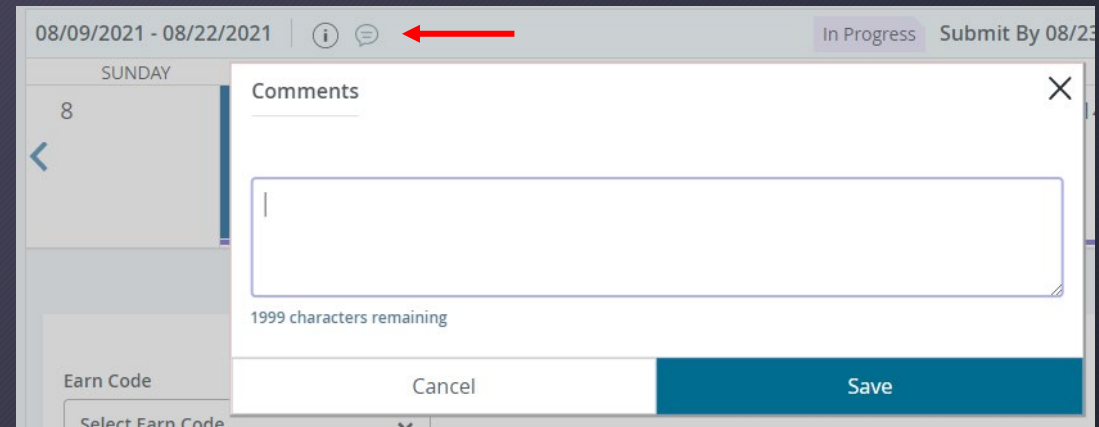
Comments (If needed)

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 | In Progress Submit By 08/23

SUNDAY

8

Comments

1999 characters remaining

Cancel Save

Earn Code

Select Earn Code

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.