Web Time Entry Policy

Web Time Entry

Self Service Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical timesheets and leave requests. The Web Time Entry system will allow you to log into a secure website and enter the hours and/or leave online from any computer, tablet, or phone with access to the Internet. Your time and/or leave is then approved online by your supervisor and sent electronically to Payroll for processing.

NON-EXEMPT EMPLOYEES

Classified (CL), Unclassified Non-exempt (UN), and University Police (PD) employees will enter hours worked per day, comp/ot worked, and/or leave taken each pay period.

EXEMPT EMPLOYEES

Unclassified Exempt (UE) and Faculty (FA, FN, FS, FT, NN, TM) employees will enter leave taken and/or comp time earned each pay period. If you do not have leave taken or comp time earned to report, you must leave your timesheet blank and submit to your approver.

Graduate Assistant (GA) employees will enter hours worked as graduate assistant pay for each pay period.

* Time should be entered in half hour increments.

*All employees who complete web timesheets will submit *Request for Leave* and *Compensatory (K) Time/Overtime Earned* using a paper payroll document.

Timeframes and Deadlines

It is critical that you submit your timesheet by the required deadline. You are responsible for submitting your electronic timesheet to your approver. Without a timesheet, the supervisor is unable to approve your time and/or leave and could cause a delay in our payroll processing time. The University workweek starts on Monday and ends on Sunday.

You will receive an Argos email five (5) days prior to the due date regarding timesheets.

All web timesheets must be submitted and approved by the dates and times indicated on the appropriate Pay Schedules located on the payroll website (https://businessaffairs.nsula.edu/payroll/).

*Timesheets can be submitted any time during the pay period.

**Failure to submit your timesheet will result in a delayed payroll process. Your direct deposit will be stopped, and you will be required to pick your printed check up with a valid photo id.

Requesting Leave

Requesting leave should be done using the *Request for Leave* document and must be completed prior to the end of the pay period in which leave is being requested. The paper leave request will need to be completed, signed by your supervisor, and submitted to your approver. Once all time has been approved via the web, all documents must be submitted to a designated area and emailed to payroll@nsula.edu.

NOTE: Any available "FLSA" leave balance must be taken first, then "State" leave before any Annual leave can be used. (SCS Rule 21.6 & LAEO 24-122; Sec 16.F)

Leave Balances

Employees should be checking their leave balances via myNSU to verify accuracy of leave balances, and to ensure leave is available when requesting leave.

Compensatory (K) Time/Overtime Earned

Employees are required to receive prior approval to work compensatory time/overtime. Compensatory time/overtime earned is reported using the *Compensatory (K) Time/Overtime Earned* document. The paper compensatory time/overtime earned document will need to be signed by your supervisor and submitted to your approver. Once all time earned has been approved via the web, all documents must be submitted to a designated area and emailed to payroll@nsula.edu. All compensatory time/overtime should be included on your timesheet in addition to your regular hours worked.

Calculating Overtime/Compensatory Time for Non-Exempt Employees

Please reference the *Compensatory Time and Overtime* policy located on the Human Resources web page for details on how overtime/comp time can be earned.

Web Time Entry and Approval Instructions

- Web Time Entry – Classified & Unclassified Non-Exempt Employees
- Web Time Entry – Faculty & Unclassified Exempt Employees
- Web Time Entry – Graduate Assistant
- Web Time Entry – Approvers

NOTE: All information regarding Pay Schedules & Time Entry is located on the Payroll website.