

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](#).
- 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](#).

Click **Employee Self-Service** to access the Employee Dashboard.

Click “Enter Time” in the My Activities section.

Employee Self-Service

Access leave balances, tax forms, timesheets, and more in the new Employee Dashboard.

[Employee Dashboard](#)

Employee Dashboard



[My Profile](#)

Leave Balances as of 09/02/2025

Sick Leave in hours	629.29	Annual Leave in hours	438.29	Compensatory 1.5 in hours	0.00
Compensatory 1.0 in hours	0.00	Crisis Leave in hours	0.00		

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 09/05/2025

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings

My Activities

[Enter Time](#)

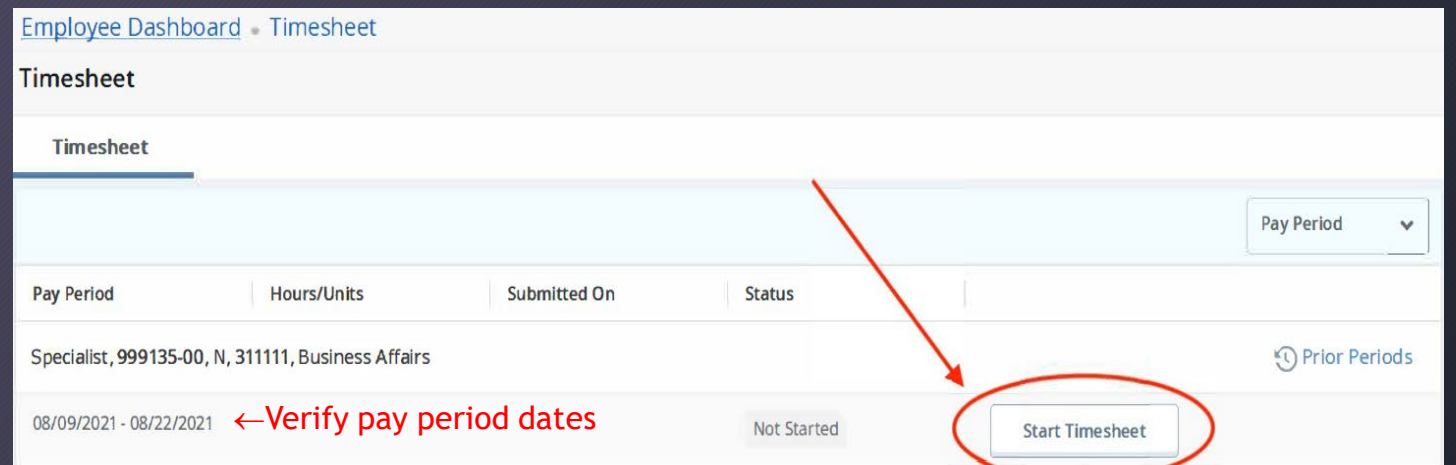
[Approve Time](#)

Start Your Timesheet

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 Earned
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



Click the Preview to review your timesheet.
A summary of the hours entered is displayed.



**If changes are needed, click the "X" to return to the entry screen.*

Submit for Approval



If the timesheet is correct,
Check (✓) the Certification check box, and
Click "Submit".

Cancel Save **Preview**

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  




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](#)

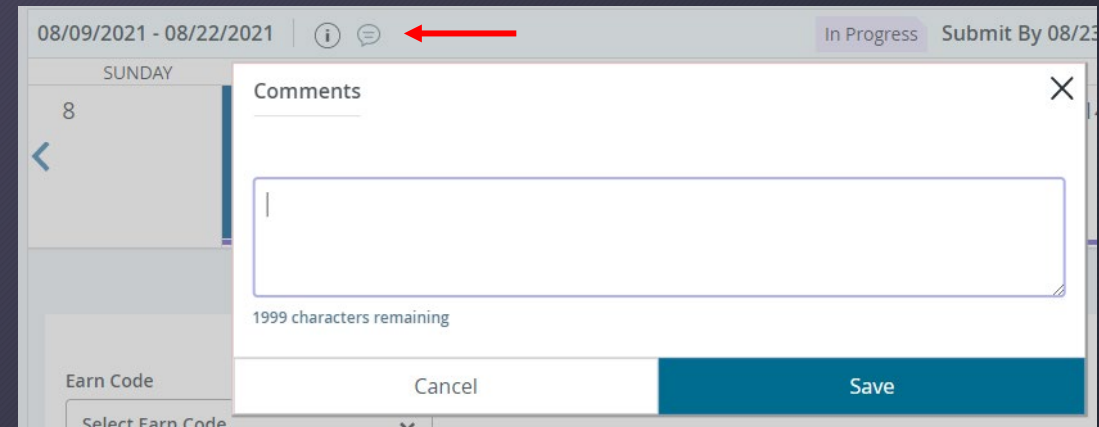
Comments (If needed)

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.



The screenshot shows a payroll system interface. At the top, there is a date range '08/09/2021 - 08/22/2021' and a status 'In Progress' with a 'Submit By 08/23' deadline. A red arrow points to a 'Comments' icon in the top right corner. Below this, a 'Comments' modal window is open, featuring a large text input box with a placeholder line and a '1999 characters remaining' indicator. At the bottom of the modal are 'Cancel' and 'Save' buttons. The background interface shows a calendar view for 'SUNDAY' with the number '8' and a 'Select Earn Code' dropdown menu.

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.