

# 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](#).
- 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	<a href="#">Start Timesheet</a>

[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.

*\*All 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](#)

The screenshot shows the 'Employee Dashboard' and 'Timesheet' interface for a user named 'Specialist, 999135-00, N, 311111, Business Affairs'. The interface includes a calendar view for the period 08/09/2021 to 08/22/2021, showing hours worked for each day. The current day, Wednesday (8/11/2021), is highlighted in blue and shows 9.00 hours worked. Below the calendar, there is a section for 'Hours Worked' showing 7.00 hours. At the bottom, there is a form to add an 'Earn Code' and 'Hours'. The 'Earn Code' dropdown is set to 'Sick Leave' and the 'Hours' field contains '2'. A red arrow points to the 'Hours' field with the text '←Enter Hours'. The 'Add Earn Code' button is circled in red. The 'Save' and 'Preview' buttons at the bottom right are also circled in red. The 'Exit Page' button is at the bottom left.

Employee Dashboard • Timesheet •

Specialist, 999135-00, N, 311111, Business Affairs

Restart Time Leave Balances

08/09/2021 - 08/22/2021 40.00 Hours ⓘ ⓘ 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



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

*\*NOTE: CL & UN employee timesheets should total 80 + any ktime earned.*



*\*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](#)



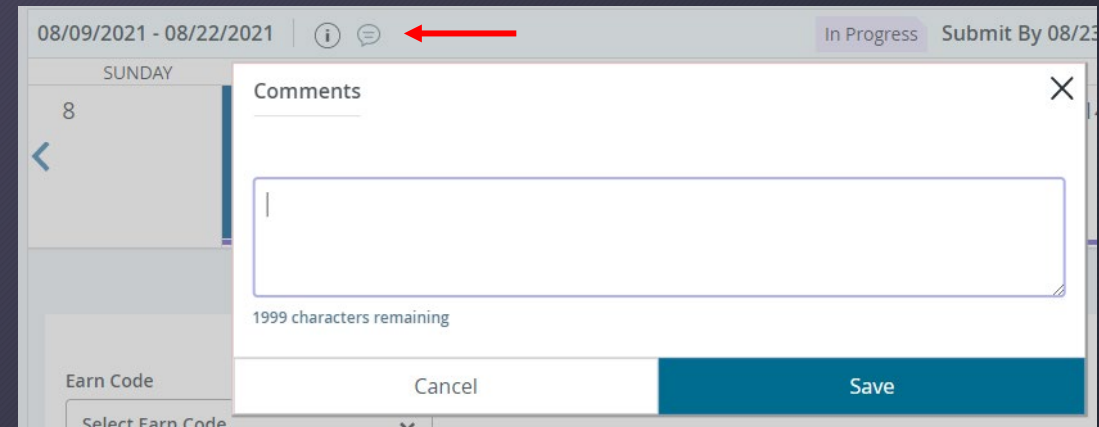
# Comments (If needed)

## 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 displays a payroll system interface. At the top, a date range '08/09/2021 - 08/22/2021' is shown next to an information icon and a comments icon, which is highlighted by a red arrow. The main area shows a calendar for 'SUNDAY' with the number '8'. A 'Comments' modal window is open, featuring a large text input box with a '1999 characters remaining' indicator. Below the input box are 'Cancel' and 'Save' buttons. The background interface includes a 'Select Earn Code' dropdown and a 'Submit By 08/23' deadline.

# 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.