- 1. Sign in with NU email address and password at: <u>https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do</u>
- 2. Select 'My Timesheet'

3. (*If Applicable*) For those with multiple jobs, you must an employment record (Rcd 0x) before entering your time worked.

Note: Your employment record will also contain your official job title and work center as listed on your official employment record in myHR to easier identify the correct item to select if you have multiple jobs.

Assignment List		
	Choose an Assignment	
	Rcd 00	
	Ded 01	
	Red 01	
	Rcd 02	
	Rcd 03	

Logge

4. Note the time-period at the top of the screen. Ensure you are entering hours for the correct two-week period!

Time Entry								
S M T 12 13 14	W T F S M 15 16 17 18 19 20	T W	F S 3 24 25	May 13, 2024	Show All Weeks			
Date	Pay Code		Tra	nsfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12	-Please Select							77
Mon 05/13	-Please Select	Ŧ						
Tue 05/14	-Please Select	Y						
Wed 05/15	-Please Select *							77
Thu 05/16	-Please Select	Υ.						1
Fri 05/17	-Please Select	Ψ.						77
Sat 05/18	-Please Select	Ŧ						20
								0
Date	Pay Code		Tra	nsfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/19	-Please Select	Ψ.	9777	6777797		0.037777777	7773777777	1)
Mon 05/20	-Please Select	Ŧ			X/////////////////////////////////////			77
Tue 05/21		Ψ.			Normal Anna Anna Anna Anna Anna Anna Anna An			7
Wed 05/22	-lease Select	~						77

5. Use the drop-down arrow next to the day you worked, and then select 'Time Worked.'

Date	Pay Code	Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12	++lease Select					
Mon 05/13	Time Worked		1			0.00
Tue 05/14	Please Select					
Wed 05/15	Excused Absence (Unpaid)					
	Sick					1
Inu 05/16	Time Worked					
Fri <mark>05/17</mark>	Unexcused Absence					4
Sat 05/18						
-						0.00

6. In the cell under the 'Hours/In-Out' column enter the number of hours you worked. For example, if you worked 2 hours and 30 minutes, you should enter '2.5'. You may also add a comment under the 'Comments' column.

Date	Pay Code		Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12	-Please Select						
Mon 05/13	Time Worked	*		· · · · · · · · · · · · · · · · · · ·	2.50		0.00
Tue 05/14	-Please Select	*			100000000		1
Wed 05/15	-Please Select	× (7/
Thu 05/16	-Please Select	× (1
Fri 05/17	-Please Select	*	111111111				77
Sat 05/18	▼-Please Select	*	1//////////////////////////////////////				71
	unit.						0.00

7. After entering your hours, you <u>must</u> click 'Save.'

Time Entry												
S M T 12 13 14	W T	F S	S 19	M 20 2	T W	T F 23 24	May 13, 2024	Show All Weeks				
Date		Pay Co	de				Transfer Code	Case ID		Hours / In-Out	Comments	Total
un 05/12	- Ple	ase Select										
1on 05/13	Time	Worked			Ŧ	1			117	2.50		0.0
ue 05/14	Ple	ase Select			Ŧ							
/ed 05/15	Ple	ase Select										777
hu 05/16	Ple	ase Select										111
ri 05/17	Ple	ase Select			Ŧ	10						777
at 05/18	Ple	ase Select			¥	10						(77)

8. After you have finished entering your hours for the two week pay period, you must click 'Submit.'

Time Entry						
S M T 12 13 14	W T F S M T 15 16 17 18 19 20 21	W T F S 22 23 24 25 May 13, 2024	Show All Weeks			
Date	Pay Code	Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12		• /////////////////////////////////////				
Mon 05/13	👬 🖬 e Worked	* /////////////////////////////////////	· · · · · · · · · · · · · · · · · · ·	2.50		2.50
Tue 05/14		* (////////////////////////////////////		011111111		777
Wed 05/15		* (////////////////////////////////////				777
Thu 05/16	▼-■Please Select	• /////////////////////////////////////				771
Fri 05/17		•				777
Sat 05/18		· ////////////////////////////////////				111

9. (*If Applicable*) For those with multiple jobs, review the time entered for each position to ensure you didn't add time to the wrong employment record!

You can switch between employment records using the highlighted button.

4 05/12/2024 - 05/25/2024						
Time Entry				Assignments		
SMT	WTFSS	MTWTF	S May 12 2024	Rcd 00		
12 13 14	15 16 17 18 19	20 21 22 23 24	25	Rcd 01		
Date	Pay Code		Transfer Code	Rcd 02	Total	
Sun 05/12	- Please Select			Rcd 03		
Mon 05/13	Time Worked			2.50	2.50	
Tue 05/14	-Please Select	-				
Wed 05/15	-Please Select	-				
Thu 05/16	- Please Select					
Fri 05/17	- Please Select					
Sat 05/18	-Please Select	-				
					2.50	