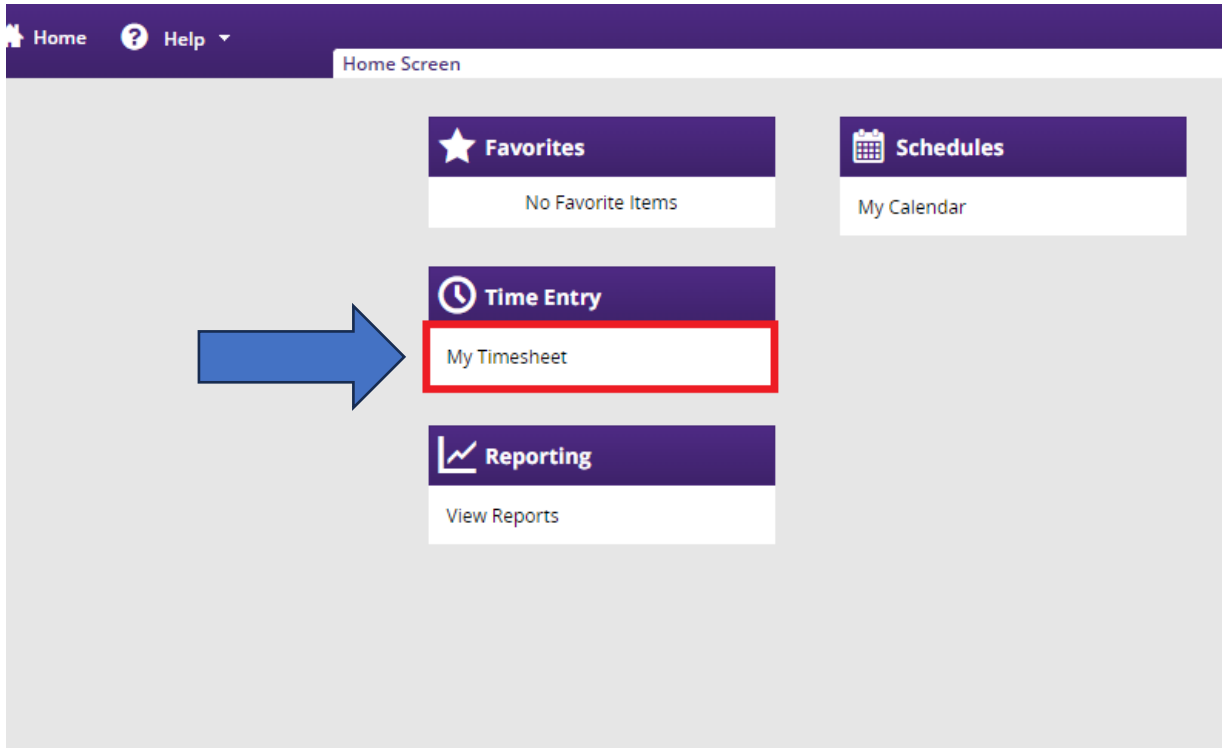


1. Sign in with NU email address and password at: <https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do>
2. Select 'My Timesheet'



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.



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



05/12/2024 - 05/25/2024 Save Submit More List View

Time Entry

S M T W T F S S M T W T F S May 13, 2024 Show All Weeks

Date	Pay Code	Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12	Please Select...					
Mon 05/13	Please Select...					
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...					0.00
Sun 05/19	Please Select...					
Mon 05/20	Please Select...					
Tue 05/21	Please Select...					
Wed 05/22	Please Select...					0.00

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	Please Select...					
Mon 05/13	Time Worked					0.00
Tue 05/14	Please Select...					
Wed 05/15	Excused Absence (Unpaid)					
Thu 05/16	Sick					
Fri 05/17	Unexcused Absence					
Sat 05/18	Please Select...					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	Worked			2.50		0.00
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...					0.00

7. After entering your hours, you must click ‘Save.’

05/12/2024 - 05/25/2024 Save Submit More List View Timesheet has unsaved data

Time Entry

S M T W T F S S M T W T F S May 13, 2024 Show All Weeks

Date	Pay Code	Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12	Please Select...					
Mon 05/13	Worked			2.50		0.00
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...					
						0.00

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

05/12/2024 - 05/25/2024 Save Submit More List View Data saved.

Time Entry

S M T W T F S S M T W T F S May 13, 2024 Show All Weeks

Date	Pay Code	Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12	Please Select...					
Mon 05/13	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

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.

05/12/2024 - 05/25/2024 Save Submit More List View Assignments

Time Entry

S M T W T F S S M T W T F S May 13, 2024 Show All Weeks

- Rcd 00
- Rcd 01
- Rcd 02
- Rcd 03

Date	Pay Code	Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12	Please Select...					
Mon 05/13	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