Web Time Entry (WTE)

Instructions for entering employee time using goNSU

NORTHEASTERN STATE UNIVERSITY goNSU Home Community goNSU Home Alumni Employee Finance	e Library Athletics Help
Time Reporting Time Sheet Student Institutional, ST9999-00 - Payroll	Employment Details Benefits
Office, T60059 Bi-Weekly - 23, Due Date : Oct 29, 2011 Time Approval	Pay Stub Job Details Leave Details Employee Directory
Update Approval Proxies	Personal Information

Select period from the drop-down menu



Click the clock icon to clock in or out Note the date

Time and Leave Reporting

Home > Time Sheet

ime snee	et									
Title and I	Number:						Student Work 9	Study SW9922	2-00	
Departme	nt and Numbe	er:					Office of Humar	n Resources T	70007	
Time Shee	et Period:						Oct 02, 2011 to	Oct 15, 2011	_	
Submit By	/ Date:						Oct 19, 2011 by	y 08:00 PM		
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thu Oct
0	Regular Pay	1	0	0		No Time Entry	No Time Entry	No Time Entry	No Time Entry	r
	Adjustment	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	
	Total Hours:			0		0	0	0	0	
	Total Units:				0	0	0	0	0	
Position S	election	Com	ments Previ	ew	Submit	for Approval	Restart	Next		

Approved By:

Waiting for Approval From:

Time is rounded

Clock In and Out

Home > Clock In Out page

Enter time at intervals of 15 minutes in the 99:99 form: changes in Clock Time In or Clock Time Out. Be sure i

	Date	:	Wednesday, O	ct 12, 2011	
	Earn	ings Code	e: Regular Pay		
	Clock	: In			
ſ	Shift	System Time In	Clock Time In	Clock Time Adjusted	
l	1	03:02 PM	03:00 PM -	Γ	Γ

Clock In and Out

Home > Clock In Out page

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store

Date	:	Wednesday,	Oct 12, 2011					
Earni	ings Code	e: Regular Pay						
Clock	: In					Clock Out		
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	C
1	03:02 PM	03:00 PM 💌		A V		04:03 PM	04:00 PM 🔽	

Verify the Total Hours

Clock In and Out

Home > Clock In Out page

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system c alculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date	:	Wedn	esday, O	oct 12, 2011												
Earn	ings Code	e: Regula	ar Pay													
Clock	In							Clock Out								
Shift	System Time In	Clo Tim	ock ie In	Clock Time Adjusted	Comment		Date and Time	System Time Out	Clo Time	ock e Out	Clock Time Adjusted	Comment		Date and Time	Activity Date and Time	Total Hours
1	03:02 PM	03:00	PM 💌			_ ▼		04:03 PM	04:00	PM 💌	Γ		▲ ▼		Oct 12, 2011 04:03 PM	1
Total:					,	_						,				1
Tim Ado	esheet I New Line	Previous	s Day Dele	te												
Acco	unt Distri	ibution														
Earn	ings Code	e Shift	Hours			_										
Regu	lar Pay	1	1	Account Distri	bution											

Successfully submitted time sheet

Time and Leave Reporting

Coloria - t #	a lialunadan - da		a haven an dave of		a at bland at	Denvious			the second of
A Your tin	ne ink under a da	ubmitte	er nours of days, s	sell	ect Next o	r Previou	is to navigate throu	gn the dates within	i trie period.
nine snee									
Title and I	Number:							Student Work 9	Study SW
Departme	nt and Numbe	r:						Office of Humar	n Resources
Time Shee	et Period:							Oct 02, 2011 to	Oct 15, 20
Submit By	/ Date:							Oct 19, 2011 b	y 08:00 PM
Clock In or Out	Earning	Shift	Default Hours or Units		Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 201
\odot	Regular Pay	1		0	1		No Time Entry	No Time Entry	No Time
	Adjustment	1		0		0	Enter Units	Enter Units	Enter
	Total Hours:				1		0	0	
	Total Units:					0	0	0	
Position S	election	Comn	nents Pre	evie	w	Next	Return Time		
Submitted	l for Approval	By:					1	You on Oct 12,	2011
Approved	By:						- 4		
Waiting fo	or Approval Fr	om:					l	Rickie Manes	

Notice the Status says Returned for Correction

Time Sheet Selection

Home > Select Time Sheet

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Student Work Study, SW9922-00 Office of Human Resources, T70007	¢	Oct 02, 2011 to Oct 15, 2011 Return for Correction 💌
Time Sheet		

Notice if the approver rejects (returns) the timecard

Time and Leave Reporting

Title and	Number:						Student Work S	Study SW9922	-00			
Departme	ent and Numbe	er:					Office of Humar	n Resources Ti	70007			
Time She	et Period:						Oct 02, 2011 to	Oct 15, 2011				
Submit B	y Date:						Oct 19, 2011 b	y 08:00 PM				
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	Friday Oct 07, 2011	Saturday Oct 08, 2011
0	Regular Pay	1		0 1		No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entr
	Adjustment	1		0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Unit
	Total Hours:			1		0	0	0	0	0	0	
	Total Units:				0	0	0	0	0	0	0	
Position	Selection	Comr	nents Pre	/iew	Submit	for Approval	Restart	Next				

Notice Summary and Detail lines. Also notice Comments.

Summary of Reported Time

Home > Display Time Sheet Preview

🗬 Set yo	ur printer layout t	to Landscape b	efore printing.												
Lola Bell Student \ Time She	Work Study, S ¹ et	W9922-00											Office of Hum	ian Resou	rces, T70007
Earning Code	Shit: Total Hours	otal Sunda nits Oct 0 2011	ay, Monday, 2, Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday, Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday Oct 11, 2011	Wednesday Oct 12, 2011	, Thursday , Oct 13, 2011	Friday , Oct 14, 2011	Saturday , Oct 15, 2011
Regular Pay	1 1					ime	onti	ry De	tail				1		
Total Hour	rs: 1 s:	0				inte	CITC	y DC	tun		U		1		
Time In a	nd Out, Regul	ar Pay													
Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	Friday Oct 07, 2011	Saturday Oct 08, 2011	Sur Oct 201	nday 1 109, 0 1 2	londay Oct 10, 011	Tuesday Oct 11, 2011	Wedne: Oct 12, 2011	sday Thurs Oct 1 2011	day Frida 3, Oct 2011	iy 14,	Saturday Dct 15, 2011
											03:00 PI 04:00 PI	M M			
Comment	S														
Date						Made by			Comm	ients					
Oct 12, 20 Previous	11 04:04 pm s Menu					You			Time S	Sheet Return	ned				

Comments are required when manually entering time.

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system c alculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Tuesday, Oct 04, 2011

Earnings Code: Regular Pay

Clock	In					Clock Out						
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1		01:00 PM 🗸	M	forgot to clock in	Oct 12, 2011 04:08 PM		03:00 PM -		forgot to clock out 🔺	Oct 12, 2011 04:07 PM	Oct 12, 2011 04:08 PM	2
1			Γ	Å			AM]	×			0
1		AM 🔽	Γ	×			AM]	×			0
1		AM 🔽	Γ	×			AM]	×			0
1		AM •	Γ	×			AM]	×			0
Total:							· · · · ·					2



Comments are required when manually entering time. Another example.

Clock In and Out

Home > Clock In Out page

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system c alculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Wednesday, Oct 05, 2011

Earnings Code: Regular Pay

Clock	In					Clock Out						
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1		02:00 PM 🗸		forgot to clock in			05:00 PM 🔻		forgot to clock out			0
1		AM 🔽		A								0
1			Γ					Γ				0
1		AM 💌	Γ				AM 💌	Γ				0
1		AM 🔽	Γ					Γ				0
Total:				v					Y			0



Click Submit for Approval when time sheet

corrections have been made.

Time and Leave Reporting

Home > Time Sheet

Relect th	ne link under a da	te to ente	er hours or days. Se	elect Next or	Previou	is to navigate throu	gh the dates withir	n the period.				
Time Shee	et											
Title and I	Number:						Student Work S	Study SW9922	2-00			
Departme	nt and Number	r:					Office of Humar	n Resources T	70007			
Time Shee	et Period:						Oct 02, 2011 to	Oct 15, 2011				
Submit By	/ Date:						Oct 19, 2011 b	y 08:00 PM				
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	īotal Jnits	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	Friday Oct 07, 2011	Saturday Oct 08, 2011
\odot	Regular Pay	1	(5		No Time Entry	No Time Entry	2	No Time Entry	2	No Time Entry	No Time Entry
	Adjustment	1	(D	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Total Hours:			5		0	0	2	0	2	0	0
	Total Units:				0	0	0	0	0	0	0	0
Position S	election	Comr	nents Prev	iew	Submit	for Approval	Restart	Next				

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Time Sheet submitted, waiting on approval.

Time and Leave Reporting

Relect the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.														
A Your tin	ne sheet was s €I	submitte	d successfully.	J										
Title and	Number:						Student Work Study SW9922-00							
Departme	ent and Numbe	r:					Office of Human Resources T70007							
Time She	et Period:						Oct 02, 2011 to Oct 15, 2011							
Submit By	y Date:						Oct 19, 2011 by 08:00 PM							
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	Friday Oct 07, 2011	Saturday Oct 08, 2011		
0	Regular Pay	1		0 5		No Time Entry	No Time Entry	2	No Time Entry	2	No Time Entry	No Time Entry		
	Adjustment	1		0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units		
	Total Hours:			5	5		0	2	0	2	0	0		
	Total Units:				0	0	0	0	0	0	0	0		
Position S	Selection	Comr	nents Pre	view	Next	Return Time								
Submitted	d for Approval By:	By:				1	You on Oct 12, 2011							
Waiting for Approval From:							Rickie Manes							

Approved Time Sheet

Time Sheet Selection

Home > Select Time Sheet

tudent Work Study, SW9922-00 Oct 02, 2011 to Oct 15, 2011 Approved	Title and Department	My Chains	Day Davied and Status
udent Work Study, SW9922-00 Oct 02, 2011 to Oct 15, 2011 Approved 🗸	The and Department	my choice	Pay Period and Status
ffice of Human Resources, T70007	tudent Work Study, SW9922-00 Office of Human Resources, T70007	C	Oct 02, 2011 to Oct 15, 2011 Approved 💌

Approved with Comments

Time and Leave Reporting

Relect the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.														
Time She	Time Sheet													
Title and	Number:					Student Work Study SW9922-00								
Departm	ent and Number:				Office of Human Resources T70007									
Time Sheet Period:						Oct 02, 2011 to Oct 15, 2011								
Submit B	y Date:				Oct 19, 2011 by 08:00 PM									
Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	Friday Oct 07, 2011	Saturday Oct 08, 2011		
\odot	Regular Pay	1	c	8 0		No Time Entry	No Time Entry	2	3	2	No Time Entry	No Time Entry		
	Prior Pay Period Hours	1	c	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
	Total Hours:			8		0	0	2	3	2	0	0		
	Total Units:				0	0	0	0	0	0	0	0		
Position Selection Comments Preview Next														
						•								
Submitted for Approval By:					You on Oct 12, 2011									
Approved By:					Rickie Manes on Oct 12, 2011 with Comments									
Waiting for Approval From:						L								