


Instructions for Approving Time Sheets via MyNMU

Time sheets are submitted and approved on a bi-weekly basis via MyNMU for all Technical Office Professionals (UAW Local 1950), Administrative/Professionals (UAW Local 2178), and all other non-represented staff. All time sheets must be submitted and approved by Tuesday at 11 a.m. after the close of the pay period. Please refer to the payroll calendar at <http://www.nmu.edu/paydates>.

Important Information for Supervisors:

- All employees must record any leave time used including annual leave, personal leave, sick leave, funeral leave, family care leave, comp time taken, holidays, seasonal bonus days, etc.
- Less than 12 month employees need to record their “off contract time” as either Leave w/o Pay (<12 mo) or Leave w/Pay (<12 mo) depending on how they have chosen to be paid. Please refer to the guidance at <http://www.nmu.edu/hr/lessthan12>.
- Any unpaid leave time should be recorded as Leave without pay (Furlough).
- After Family Care Leave paid at 100% has been exhausted, Family Care Leave paid at 75% should be recorded as 6 hours of Family Care 75% and 2 hours of Annual or Personal Leave for an 8 hour day.
- Salaried AP employees should record any comp time earned on an hour for hour basis.
- Non-exempt TOP and employees AP who are eligible for overtime should record any overtime hours worked which will be paid at time and a half.
- If comp time is chosen in lieu of overtime pay for non-exempt TOP and AP employees, the comp time hours earned need to be first converted to an hour and a half for every comp time hour earned. The converted hours should then be recorded as comp time earned. (Example: 3 hours worked = 4.5 hours entered as comp time earned.)
- Part-time TOP employees who work additional hours but less than 40 hours in a week should record the additional hours worked in excess of their regular schedule as Regular Pay – Additional Hours to be paid at the straight time rate. Only hours worked in excess of 40 in a week should be recorded as overtime to be paid at the time and a half rate.


1. Log in to MyNMU at <https://mynmu.nmu.edu/> using your NMU username and password.

**MyNMU**
A link to your NMU information

NMUMyWebMyUserHelpDeskOlson LibraryShareNMU Educat

NMU Login
User ID: *

Password: *

Course Offerings
Prospective students and general public: [Click here](#) for a view-only listing of course offerings. This view does not show current seats available.
NMU students: Log in. Select the Student Services tab, then click 'Registration - search for courses' in the Student Services box. This option displays detailed course information, including seats available.
NMU faculty: Log in. Select the Faculty Services tab, then click 'Course Search' in the Web for Faculty and Advisers box. This option displays detailed course information, including seats available.
 **Note:** If you are just checking your NMU e-mail and do not need any other NMU information, your NMU e-mail can be directly accessed at <http://webmail.nmu.edu>

Registration Assistance

- [Registration Help](#)
This page will provide you with information if you're not sure how to register for NMU courses.
- [Online Courses](#)
Looking for online classes? You can find them in the searches above or you can browse them on this page.
- [Undergraduate Bulletin](#)
- [Graduate Bulletin](#)

What's New on Campus

- [NMU News](#)
- [NMU Events Calendar](#)
- [NMU Academic Calendar](#)

2. Click on the Employee Services Tab, then Time Sheet in the Web for Employees box.

The screenshot shows the MyNMU website interface. At the top is a green header with the Northern Michigan University logo and the text "MyNMU A link to your NMU information". Below the header is a navigation bar with three tabs: "Home", "Employee Services" (highlighted with a yellow box), and "Student Services". The main content area is divided into three columns. The left column is titled "Web for Employees" and contains a "Main Menu" section with a list of links: "Addresses & Phone Numbers - view/update", "Direct Deposit", "Employee Personnel Action (EPAF)", "Leave Balances", "Name Change", "Pay Information", "Position Management and Recruiting", "Performance Evaluations", "SSN - information about changing SSN", "Tax Information", "Time Sheet" (highlighted with a yellow box), and "Tuition Benefit Request". The middle column is titled "Administrative Reports" and contains a link "Click here to: Access Finance, WorkStudy, and Labor reports." The right column is titled "Employee Processing System" and contains a yellow box with the text "EPS is currently under construction. To process EPS for Faculty please contact Debbie Violetta. For Staff please contact Julane Cappel." Below this is a section titled "Public Safety Services" with three links: "Click here to: Register your bicycle with Public Safety.", "Click here to: Enter the Parking Decal system.", and "Click here to: Enter the Public Safety Training system."

3. Approvers have options to either access their own time sheet or approve time sheets for their employees. Select the radio button next to Approve or Acknowledge Time (the default) and click Select.

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

4. The Approver Selection screen will display all departments from which you have employees reporting to you. Click on the appropriate radio button under My Choice for the department you wish to review first. Select the appropriate pay period from the drop down box and click on Select. If the pay period is not available it indicates that none of the employees in that department have started their time sheets and may need to be reminded to do so. (Note: If you recently transferred departments you will still see an option for your prior department as well. The completed time sheets for the previous department will be available to view for approximately six months and will then disappear from view. Time sheet information remains archived within the system.)

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
N, 272100, Human Resources	<input checked="" type="radio"/>	BW, Jun 10, 2012 to Jun 23, 2012 ▼

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

RELEASE: 8.7

5. The Department Summary screen will show the time sheets of the employees reporting to you in that specific department under various statuses. There is also a link under Other Information on the right to view available leave balances for each employee. The status determines what actions are available:
- Not Started** - the employee has not opened the time sheet for specific pay period. The time sheet does not have an active link as there is nothing to view.
 - In Progress** – the employee has started the time sheet but it has not been submitted for approval. You can view the timesheet but cannot take any action until the time sheet has been submitted for approval.
 - Pending** – the employee has submitted the time sheet which is now pending your approval. You have several buttons including Approve, Return for Correction, or Change Record. In addition, employees can use the Return Time button at the bottom of a time sheet in Pending status to return the timesheet to themselves, make corrections, and Submit for Approval again.
 - Approved** – the time sheet has been approved, but you can still use the Return Time button as an approver to return the time sheet to the employee for correction up until the time submittal/approval deadline. Once the time sheet has been resubmitted by the employee it will appear in Pending status. Employees cannot return approved time sheets to themselves.

- e. **Returned for Correction** – you have previously returned the timesheet to the employee for correction and they have not resubmitted it for approval. Contact the employee to make sure he/she is aware that there is a time sheet to correct.
- f. **Completed** – the time sheet has been processed through payroll. This status will display for all previous time sheets that were properly submitted, approved, and processed by payroll.

Department Summary

Select the employee's name to access additional details.

COA: N, Northern Michigan University
 Department: 272100, Human Resources
 Pay Period: Jun 10, 2012 to Jun 23, 2012
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Jun 26, 2012, 11:00 AM

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
00006022	June M. Nelson 000696 - 00 Senior Account Clerk II	Approve	4.50	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

In Progress						
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information	
00004649	Leslie A. Herman 000695 - 00 Senior Account Clerk II	18.75	.00		Leave Balances	
00067393	Patricia A. Wooldridge 000697 - 00 Senior Account Clerk	2.75	.00		Leave Balances	

6. Any time sheet with a Pending status is awaiting action by you. Click on the employee's name to view a summary of all time submitted for the two week pay period. Take one of the following actions:
 - a. **Approve** – if the time reported is correct and does not require changes, simply click Approve. The time sheet will now display in Approved status and no further action is needed for the time sheet unless corrections are later discovered.
 - b. **Return for Correction** – if the time reported is not correct, click the Return for Correction to return the time sheet to the employee. Employees are NOT notified that they have time sheets to correct. Please contact them to let them know you are expecting corrections.
 - c. **Change Record** – if the time reported is not correct and the employee is not available to correct the time sheet prior to the deadline, you may use the Change Record button to correct the time sheet as necessary. When all corrections have been made, click Approve.

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday Jun 10, 2012	Monday Jun 11, 2012	Tuesday Jun 12, 2012	Wednesday Jun 13, 2012	Thursday Jun 14, 2012	Friday Jun 15, 2012	Saturday Jun 16, 2012	Sunday Jun 17, 2012	Monday Jun 18, 2012	Tuesday Jun 19, 2012	Wednesday Jun 20, 2012	Thursday Jun 21, 2012	Friday Jun 22, 2012	Saturday Jun 23, 2012
Personal Leave	1		4.5					4.5										
Total Hours:			4.5					4.5										
Total Units:				0														

Routing Queue

Name	Action and Date
June M. Nelson	Originated Jun 13, 2012 02:54 pm
June M. Nelson	Submitted Jun 18, 2012 07:59 am
Lindsey L. Butorac	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jun 10, 2012	100.00		020000	272100	6455	24				

7. The Next and Previous buttons at the bottom of the time sheet summary will allow you to navigate to the time sheets of other employees in the department.

8. The Previous Menu button at the bottom of the time sheet summary will allow you to return to the Department Summary.
9. The Change Selection button on the Department Summary page will allow you to return to the Approver Selection screen to select another department for review.

10. Repeat step 6 for all employee time sheets until they all have a status of Approved by time submittal/approval deadline of Tuesday at 11 a.m.

If a correction is needed after the time sheet has been approved, but the time submittal/approval deadline has not passed, you can return the time sheet to the employee. The employee can make the corrections and submit again for your approval. Corrections can no longer be made to time sheets after the time submittal/approval deadline has passed. Please e-mail any corrections to payroll@nmu.edu.