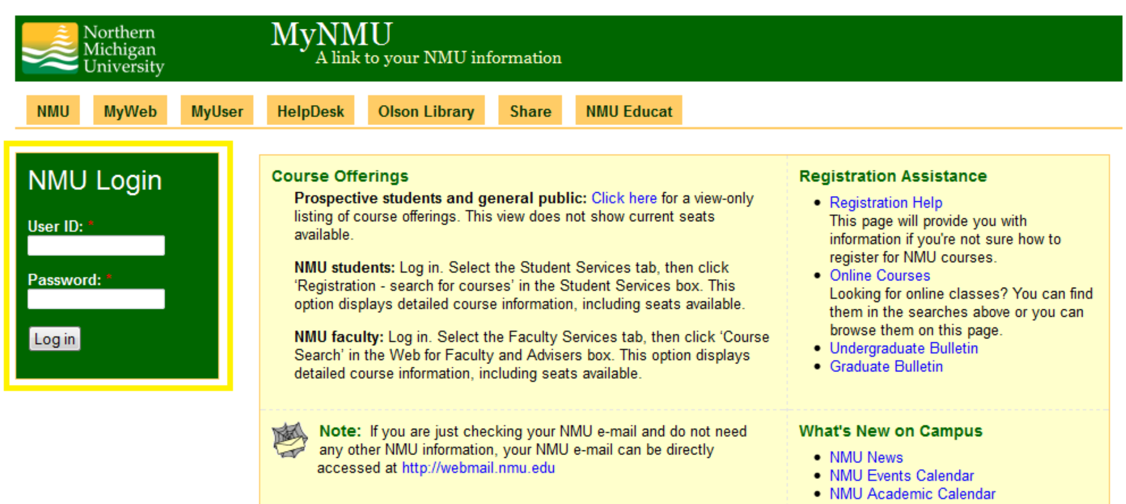
Instructions for Approving Time Sheets via MyNMU

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.

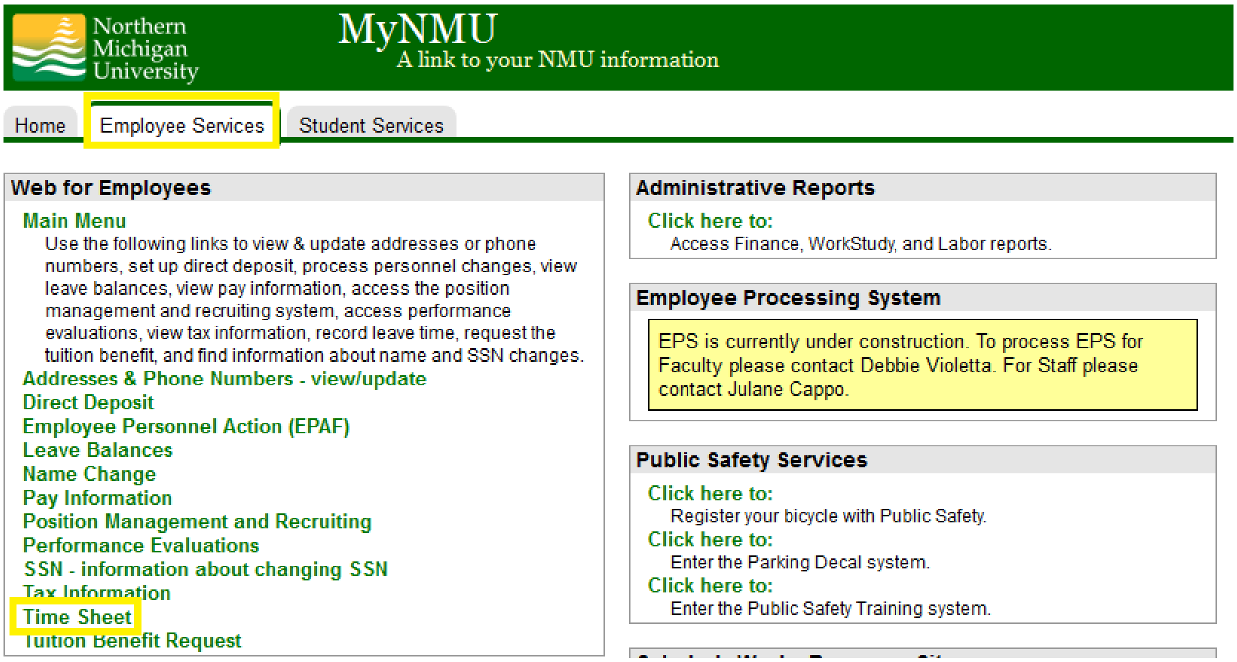
Important Information for Supervisors:

- 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.

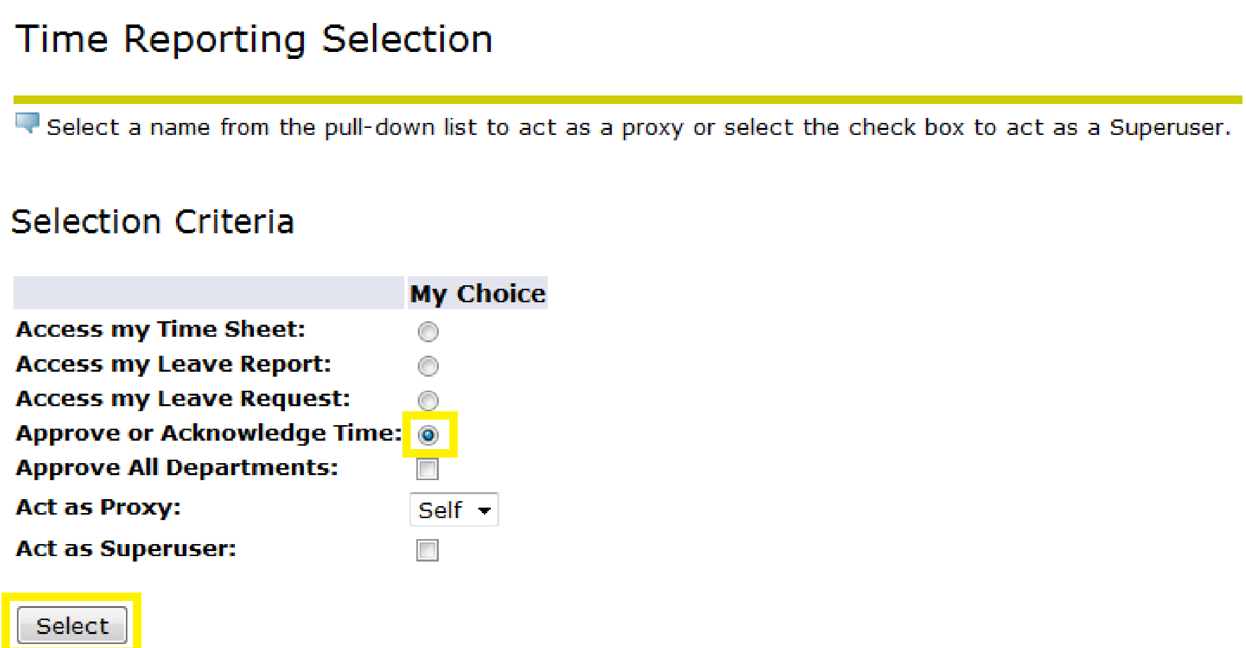
1. Log in to MyNMU at https://mynmu.nmu.edu/ using your NMU username and password.



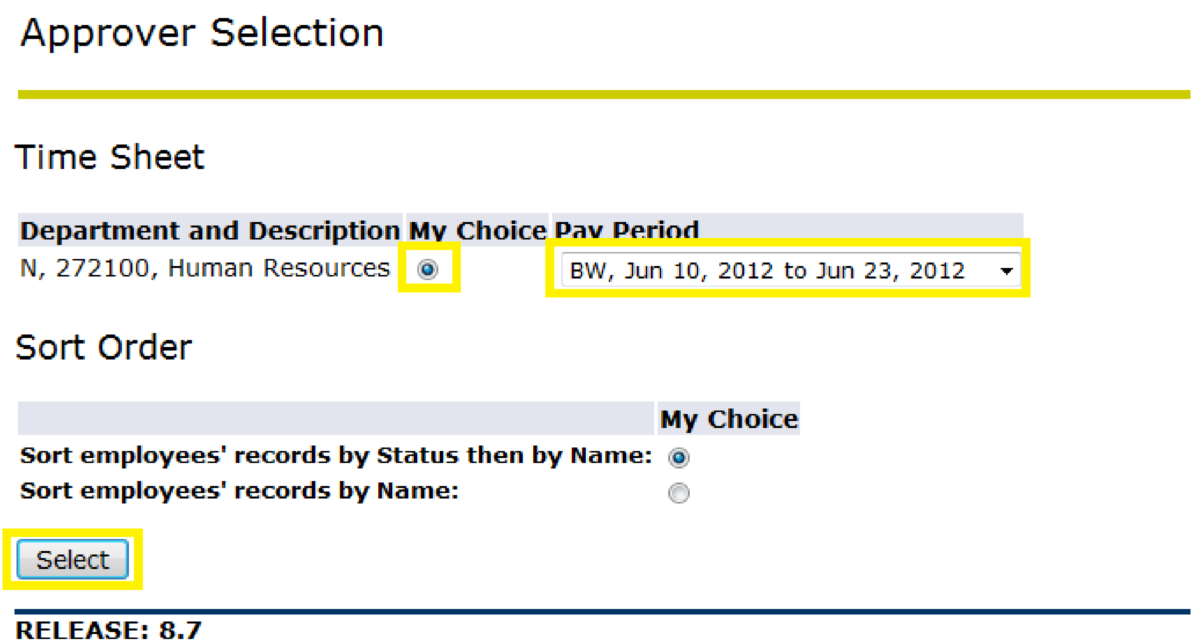
2. Click on the Employee Services Tab, then Time Sheet in the Web for Employees box.



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.



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.)



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:
   a. **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.
   b. **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.
   c. **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.
   d. **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		☐	☐		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				

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next

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.

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Previous | Next

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.

Change Selection | Select All, Approve or FYI | Reset | Save

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.