

Instructions for Submitting 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>.

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

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.

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.

Web for Employees

Main Menu

Use the following links to view & update addresses or phone numbers, set up direct deposit, process personnel changes, view leave balances, view pay information, access the position management and recruiting system, access performance evaluations, view tax information, record leave time, request the tuition benefit, and find information about name and SSN changes.

[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](#)

[Tuition Benefit Request](#)

Administrative Reports

Click here to:
[Access Finance, WorkStudy, and Labor reports.](#)

Employee Processing System

EPS is currently under construction. To process EPS for Faculty please contact Debbie Violetta. For Staff please contact Julane Cappo.

Public Safety Services

Click here to:
[Register your bicycle with Public Safety.](#)

Click here to:
[Enter the Parking Decal system.](#)

Click here to:
[Enter the Public Safety Training system.](#)

3. Employees who are also supervisors will be directed to a screen to either access their own time sheet or approve time sheets for their employees. If you have options available, select the radio button next to Access my Time Sheet and then click Select. Employees without supervisory responsibilities will skip directly to step 4.

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

Select

4. Click on the appropriate radio button under My Choice. Most employees will only have one option under Title and Department. Select the appropriate pay period from the drop down box and click on Time Sheet. The time sheet for the pay period is now started and will display a status of In Progress. (Note: If you recently transferred from a different position you will see your previous position as well as your current position listed but only your current position should have active pay periods. The completed time sheets from the previous position will be available to view for approximately six months and will eventually disappear from view. Time sheet information remains archived within the system.)

Time Sheet Selection

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
Manager-HRIS & Payroll, 000063-00 Human Resources, 272100	<input checked="" type="radio"/>	Jul 08, 2012 to Jul 21, 2012 Not Started ▾

Time Sheet

RELEASE: 8.3

5. The time sheet will now appear in a grid format and show the first week of the two week pay period. Click on Enter Hours under the appropriate date and appropriate category to generate a box to enter hours at the top of the screen. Click Save to save the entry. The hours will now display in the grid.
 - a. 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.
 - b. 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>.
 - c. Any unpaid leave time should be recorded as Leave without pay (Furlough).
 - d. 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.
 - e. Salaried AP employees should record any comp time earned on an hour for hour basis.
 - f. 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.
 - g. 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.)
 - h. 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.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Date:

Shift:

Hours:

Click Save after entering hours.

Manager-HRIS & Payroll -- 000063-00
Human Resources -- 272100
Jul 08, 2012 to Jul 21, 2012
Jul 24, 2012 by 11:00 AM

Click on Enter Hours and enter hours in the box that shows up above.

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 08, 2012	Monday Jul 09, 2012	Tuesday Jul 10, 2012	Wednesday Jul 11, 2012	Thursday Jul 12, 2012	Friday Jul 13, 2012	Saturday Jul 14, 2012
Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Care	1										

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jul 08, 2012	Monday Jul 09, 2012	Tuesday Jul 10, 2012
Annual Leave	1	0	10		Enter Hours	10	Enter Hours
Family Care	1	0	0		Enter Hours	Enter Hours	Enter Hours

Saved hours will display in the grid.

6. Click on the Next button at the bottom to advance to the second week of the two week pay period and continue recording leave time taken, overtime worked, or comp time earned as described in step 5. The Previous button can be used to navigate back to the first week of the two week pay period if needed.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.6

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.6

7. The Preview button can be used to see a summary of time reported for the entire two week pay period.
8. Once all time has been properly recorded, click Submit for Approval. The time sheet will show the date submitted and who it was submitted to at the bottom. The time sheet is now in Pending Status and waiting for supervisor approval.

Submitted for Approval By:

You on Jun 18, 2012

Approved By:

Waiting for Approval From:

Ann Sherman

RELEASE: 8.6

If a correction is needed after the time sheet has been submitted, return to the time sheet to determine its status.

- If the status is Pending it indicates the supervisor has not approved yet. Open the time sheet and click the Return Time button at the bottom to return the time sheet to yourself. Make the necessary corrections and click Submit for Approval.
- If the status is Approved it indicates your supervisor has already approved. If the submittal/approval deadline has not yet passed, contact your supervisor and ask him/her to return the time sheet to you for correction. Make the necessary corrections and click Submit for Approval. Contact your supervisor to let him/her know the time sheet is available to be approved.

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 and copy your supervisor.