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For additional resources, access HRM’s dedicated web page by visiting northeastern.edu/hrm, clicking on Resources and Forms, and selecting Time Tracking. There, you can access instructional videos, answers to FAQs, and a list of Time Tracking Administrators by area. For answers to specific questions, you can also contact your Time Tracking Administrator or call the HRM Customer Service Center at 617.373.2230.
Getting Started
Access the time tracking system on the Services and Link tab in myNEU.
If you have questions, contact your Time Administrator or call the HRM Customer Service Center at 617.373.2230.

Requesting Time Off
You can submit time off requests, track the status of your requests, and view the history of past requests using the My Time Off function. When you request time off, an email notification is sent to your manager.

You can request time off by following these steps:

1. From the Dashboard, select Schedules > My Time Off. The Request List window appears.
2. Select Create New Request.
3. To request time off for sick time, vacation time, or another reason, click on the Continue button on the right side of the page. Please note, in the future, you will be able to use this system to request a leave of absence. At the current time, please continue to use the existing process.
4. The Create Time Off Request window appears.
   » Choose the type of time off by selecting from the Pay Code drop-down list.
   » Enter the day on which you want to begin your time off in the Start Date field. You can only enter time off requests on today’s date or in the future.
   » Enter the day on which you want to end your time off in the End Date field.
   » If necessary, enter a comment in the Comments field.
   » Select Next to display the details of your time off request.
5. On the Request Details window, some employees will see their daily hours automatically displayed. Either leave as is or enter the number of hours you’re requesting. For example, if you are planning on taking off a half day, simply enter half the hours displayed and click Update (e.g., if you have an 8-hour day, enter 4 hours). You’re encouraged to take vacation time in half- or full-day increments, whenever possible.
6. The system will flag any errors or exceptions and prompt you to fix them.
   - Yellow indicates an exception. In this case, you can submit the request. However, you and your manager will see the reason for the exception.
   - Red indicates an error that must be addressed before you can submit the request to your manager.

7. If exceptions prevent you from submitting the request, simply click the Back button to return to the previous window and make a different selection or reduce the number of hours you’ve selected and click Update.

8. Once you are finished, click Submit.

9. Click OK to return to the Request List window. Your new request appears in the Request List window as Pending and your manager is notified by email.

10. You’ll receive an email when your manager approves or rejects your request. If your manager approves the request, your time off will be automatically posted to your timesheet.

Cancelling a Time Off Request
You can cancel a time off request before or after it has been approved.

1. Go to Schedules > My Time Off.
2. Select the request from the Current tab.
3. Click Cancel Request at the top of the window to withdraw your request.
4. Enter your reason for cancellation, if necessary, and click Cancel Request.

How to Enter Time on Your Timesheet
If you have not requested time off in advance, you’ll need to enter your time off on your timesheet. For example:
   - If you are unexpectedly out sick, enter the sick time on your timesheet
   - If you are eligible for and worked overtime, enter the time on your timesheet
   - If you are a temporary non-student, you will need to enter your regular hours worked on your timesheet
   - Please note, the system automatically populates the regularly scheduled holidays.

1. From the Employee Dashboard, select the Enter My Hours link from the Time Entry block to open your timesheet.
   - If you have more than one job at the university, please select the relevant job or assignment.
2. Your timesheet is displayed in a default format. To change the view, simply click the arrow on the View button to access the drop-down menu, and then highlight and click a different view.
3. The system automatically displays regular hours for some employees; otherwise, your timesheet will be blank.
4. At this step, if you are entering your regular hours, simply select Regular Hours and edit the hours for the appropriate day. If you are reporting overtime, simply add the hours in the existing Regular Hours row. If necessary, enter comments and click Save.
5. To enter comments from the Table view, click the arrow icon at the bottom of the timesheet rows outlined in the red box to the right.
6. If you need to enter time off, click in the Pay Code column to select a pay code (reason for time off).
7. Next, enter the hours that correspond to the pay code.
8. If you work in the Athletics department and worked at a sporting event, be sure to select the appropriate option under the Sport and Task columns.
9. Enter Comments if necessary.
10. Click the Save icon to save your work.
Multiple Job Requirements

If you have more than one job at the university, you’ll need to complete a separate timesheet for each job. You can easily switch timesheets by using the toggle button at the top of the timesheet.

Editing Old Timesheets

If you need to edit a timesheet from the past month, simply open your timesheet, use the calendar icon to select the week you’re seeking to edit, click the button, and follow the prompts. If you need to make an edit to a timesheet that is more than a month old, contact your time administrator.

Submitting Your Timesheet

Office Support and Technical staff must affirm their time by submitting timesheets to their managers every week. Timesheets will be pre-populated with your regular hours.

Temporary non-students need to submit timesheets ONLY if they have worked during that week or have entered Family Sick time, if available.

Full-Time Faculty and Full-time and/or benefits-eligible administrative and professional staff DO NOT need to affirm their timesheets each week.

How to submit your timesheet

1. Open your timesheet by going to the Employee Dashboard select the Enter My Hours link from the Time Entry block to open your timesheet.
2. Before you submit your time, be sure to review your timesheet, making edits as needed. Once you’re finished, you can submit your timesheet by clicking the Submit button.
3. This automatically sends your timesheet to your manager for approval.
4. If you’re out on a Friday or an extended period of time, you can submit your time early or work with your manager.
5. If you need to make a change after you’ve submitted but before your timesheet has been approved for the week, just click the Recall button, make your edits, and submit again.
6. If you need to make an edit after your timesheet has been approved, simply select the week you need to edit and click the Amend button.

Reviewing Your Bank Balances

With the Time Tracking system, you can view all of your paid time off balances in one place. However, it’s important to note that the system records your paid time off balances in hours, rather than days. In the next section you will learn how to view your balances and convert your hours into days for planning purposes.

1. To open your timesheet from the Employee Dashboard, select the Enter My Hours link from the Time Entry block.
2. You’ll see your timesheet for the week. To see your time off balances, simply scroll to the bottom of the page and click the Time Off tab.
3. Your time off balances for different types of time off will display.
   » Vacation is your available balance accrued in the current fiscal year.
   » Vacation carryover is the amount of time you earned in the prior year that must be used by the end of the current fiscal year, which ends on June 30. When you take vacation time, the system will automatically deduct from this balance first.
   » To determine your total available vacation time, add the “vacation balance” and “vacation carryover” balance together.
   » Your Sick balance includes, where appropriate, three days for personal sick time and 40 hours for family sick time.
   » Personal time displays your available personal time, which also comes out of your overall Sick balance.
   » Family Sick time displays your available family sick time, which also comes out of your overall Sick balance.

For example, if you have 80 hours of Sick Time and use 8 hours for Personal Time, your Sick Time balance and your Personal Time balance will decrease by 8 hours.
Converting Your Bank Balances from Hours to Days

Before you can convert your balance, you first need to determine your employee class by performing these steps:

1. From the **Employee Dashboard**, select the **Enter My Hours** link from the **Time Entry** block to open your timesheet.

2. Under your name, you will see your employee class listed. Class designations include but are not limited to O7, O8, A7, A8, SV/CT, and FB.

   - **Bartlett, Blanca**
     - Position Title: Administrative Assistant | Manager: Andrews, Allison | Department: 30400 | **Class: O8** | Std Weekly Hours: 40.0

   - **Neighbors, Ned**
     - Position Title: Maintenance Mechanic | Manager: Andrews, Allison | Department: 51040 | **Class: CT** | Std Weekly Hours: 40.0

   - **Lake, Lisa**
     - Position Title: Landscape Maintenance Worker | Manager: Andrews, Allison | Department: 51040 | **Class: SV** | Std Weekly Hours: 40.0

   - **Edwards, Eddie**
     - Position Title: Administrative Manager | Manager: Andrews, Allison | Department: 39430 | **Class: A7** | Std Weekly Hours: 35.0

   - **Franklin, Fareed**
     - Position Title: Associate Coop Coordinator | Manager: Andrews, Allison | Department: 70010 | **Class: FB** | Std Weekly Hours: 35.0

3. Take your time off hours and:
   - If you are an O8, A8, SV, or CT, divide your hours by 8.
   - If you are an O7 or A7, divide your hours by 7.
   - If you are a full-time faculty member, divide your hours by 7.

If you need clarification on your employee class or how to determine your balances, please contact your Time Administrator.

If you work part time, contact your Time Administrator or the HRM Customer Service Center at **617.373.2230** for more information on your time tracking processes.