ELECTRONIC TIME TRACKING SYSTEM

The university-wide time tracking system, located on myNEU. The system is designed to simplify and update the way we report and track time off. In addition, the system:

- Provides you and your manager with self-service and access to real-time family sick balances
- Eliminates the need for independent time tracking solutions and manual processes
- Generates comprehensive reports that can be used to support planning
- Remains compliant with federal, state and local regulations

Please note: the Policy on Paid Time Off is not changing; what is changing is the way time is tracked.

As a temp non-student, you will use the system to report the hours you worked as well as any paid time off taken (i.e., sick time). You only need to take action during a week when you work and/or take family sick time.

Please Note: If you have not already claimed your myNEU account, you must activate your account by clicking here. You will need the home zip code you provided in your new hire paperwork. MyNEU, located at the bottom of Northeastern’s homepage, is Northeastern’s electronic gateway that connects you to a wide-range of university information systems, including Employee Self-Service where you may view your pay statements online.

To get started, click here.

HOW CAN I LEARN MORE ABOUT THE NEW SYSTEM?

Visit the Time Tracking website, which contains an overview, instructional videos, step-by-step guides, an FAQ and more.

If you have questions about your paid time off balances in the time tracking system, please contact your Time Administrator. For questions related to time tracking and payroll, please contact the HRM Customer Service Center, 617.373.2230.

Thank you.