The university is moving to an electronic time tracking system that will go live on October 30, 2016. All temporary non-students (TNS) will now be able to track their TNS hours directly in the system. This will replace the current process.

Here are instructions to help you get started:

» The system will be available through myNEU > Service and Links > HRM Benefits and Services > Time Tracking. For more information on how to access myNEU, visit the ITS website.

» During weeks when you work at your TNS position, you will need to enter your hours directly into the system and affirm your time in order to be paid.

» To affirm your time, you must submit your timesheet when you are finished working for the week. For example, if you have finished working on Wednesday, submit your timesheet then. If you are working on a Saturday, submit your timesheet then.

» The Northeastern work week runs Sunday through Saturday.

» Every Friday at noon, you will receive a reminder to update and submit your timesheet.

» If you need to take family sick time from your TNS job you can either:
  – enter a time off request if you know in advance you will be out.
  – enter time directly into your timesheet if it is unexpected.
In either event, always contact your manager or local point of contact if you are going to be out.

» If you have more than one position at the university, you will have a separate timesheet for each position. Each timesheet will be reviewed and approved by the manager of the respective position.

» For information on how to access the system, enter your time, and submit your timesheet, please review the Step-by-Step Guide for Staff on the HRM Time Tracking website or view the corresponding videos.

» If you have any questions, please reach out to the Time Tracking Administrator in your area or contact the HRM Customer Service Center, at 617.373.2230.