Instructions

Follow these steps to complete the online Temporary Non Student (TNS) time Sheet Summary Form:

1. Login to your myNEU account
2. Click on Services and Links
3. Click on Temporary Non Student Time Sheet Summary Form under the HRM Benefits & Service box
4. For each employee, enter the employer’s NUID and hit tab; this will automatically populate Last Name and First Name
5. Please make sure you select the correct Position Number for each Temporary Non Student. Position Number determines the rate of pay as well as the Index # to charge.
6. Select the Earnings Begin Date (Saturday) and Earnings End Date (Sunday)
7. Enter the Regular Hours
8. Enter the Overtime Hours, if appropriate
9. Enter your Phone Number
10. Select the Signature button in the lower left corner to provide your electronic signature
11. Select the Go button in the lower left corner, with Submit* as the default position of the drop-down next to it
   a. You may receive a notification: “Please wait for processing to complete.” It will not take long to process your form for submission.
12. You will receive an email with a PDF of the submitted form for your records.

*NOTE: Please do not use Cancel listed in the drop-down. If you realize you have made an error after submitting a form, please contact Joan Evans for assistance at 617.373.4770.

If you have any questions, please contact the HRM Customer Service Center (CSC) at 617.373.2230.