



Time Tracking for Staff

Northeastern University’s Time Tracking system allows you to access information about Paid Time Off (PTO) balances, including vacation time, sick time, family sick time, and personal time. This information helps individuals and departments plan for vacations and ensures accurate payouts when employees leave the university. The system also helps the university maintain compliance with all federal, state, and local employment regulations.

Time Tracking data is used to calculate payroll—capturing hours that count toward overtime, for example. Therefore, it is essential that individuals who are eligible for overtime (i.e., non-exempt employees) submit and affirm all hours worked in the Time Tracking system.

To ensure the accuracy of your PTO balance and pay, you are required to use Time Tracking in accordance with your role and responsibilities.

CONTENTS

»»»	GETTING STARTED	2
	Who Is This Guide For?	2
»»»	STEP 1—ACCESS YOUR ACCOUNT	3
»»»	STEP 2—ENTER YOUR TIME	3
	Editing Old Timesheets.....	6
	If You Work Less Than Scheduled (Salary Reduction)	7
»»»	STEP 3—REQUEST TIME OFF	7
	About Paid Time Off	7
	Creating a Time Off Request (TOR).....	9
	Editing or Canceling a TOR	10
»»»	RESOURCES	11

GETTING STARTED

»» Who Is This Guide For?

This guide is for staff. It's designed to help with entering time worked and creating **Time Off Requests**.

- » If you are **faculty**, please see the Faculty Guide.
- » If you work in **NUPD** or in **Facilities**, please contact your manager for training and information.
- » If you are a **Temp Non-student (TNS)**, please see the TNS Employee Guide.

»» Check Your Emails

Each week, the Time Tracking system automatically generates emails prompting action. In addition to including a link to the Time Tracking system, the emails outline any actions you need to take.



TIP: If you don't receive the email, it's probably in your Junk email folder. To rectify, go to your Junk folder, search for Time Tracking, and move the email into your Inbox. Future emails will now be delivered to your Inbox. If the email is not in your Junk folder, please call the HRM Customer Service Center at **617.373.2230**.

»» Submit Your Timesheets

Every Friday, you'll receive an email reminder from Time Tracking, asking you to confirm that your timesheet(s) accurately reflect your hours worked, as well as any PTO. You should confirm your timesheet(s) once your work week is complete (best practice is by Friday end of day), but no later than 9:00 a.m. ET Monday. This enables managers to review and approve timesheets so Payroll can process them in a timely and accurate manner.

When submitting timesheets, you should also create **Time Off Requests** for any future PTO.

If you work fewer hours than regularly scheduled and are not using PTO to offset those hours, work with your manager (or time administrator) to submit a **Salary Reduction**.

If you are an hourly employee (an office support and technical (OST) employee, class O7 or O8), you must confirm time worked and submit your timesheet(s) every week. You should confirm your timesheet(s) once your work week is complete (best practice is by Friday end of day), but no later than 9:00 a.m. ET Monday.

STEP 1—ACCESS YOUR ACCOUNT

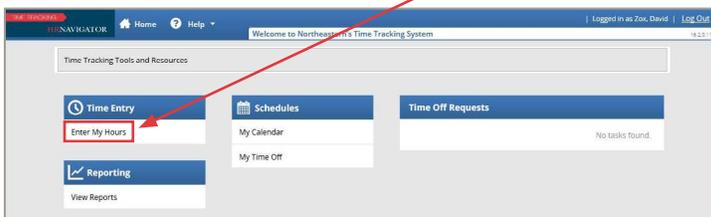
1. To access Time Tracking, log in to [myNortheastern \(my.northeastern.edu\)](http://myNortheastern) from a desktop, laptop, or mobile device.
2. Click on the **Services & Links** tab.
3. Search for **Time Tracking** in the search box, which is located in the upper right corner, or scroll down to **HRM Benefits & Services** and click the **Time Tracking** link.



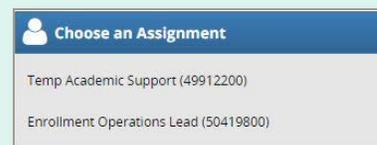
STEP 2—ENTER YOUR TIME

To enter or edit time worked, sick time, or PTO, start by accessing **Time Tracking** via myNortheastern.

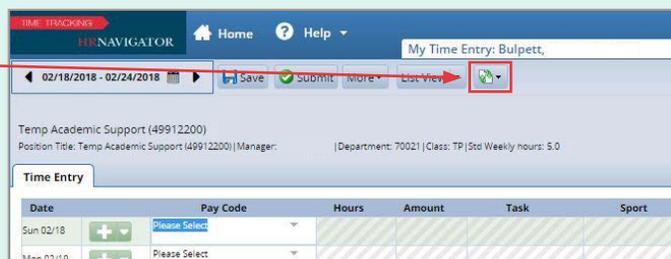
1. On the **Home Page**, select the **Enter My Hours** link from the **Time Entry** block.



TIP: Have more than one job at the university? Select the relevant position (called **Assignment in Time Tracking**) to select the appropriate timesheet and/or create a **Time Off Request**. If you don't know which to select, ask your manager. Once a position is selected, the manager's name will appear at the top of the timesheet.



Note: Use this button to navigate to another position.



2. Timesheets automatically display in default format. If you'd like to change the orientation, simply click the **Table View/List View** button at the top of the screen.
3. Scheduled hours for the week are automatically displayed on timesheets. **OST employees:** If you worked additional hours, change the number in the **Regular Hours** field to the number of hours you actually worked for the relevant day.



TIP: You must be in **List View** to enter comments.

Pay Code	Sun 02/18	Mon 02/19	Tue 02/20	Wed 02/21	Thu 02/22	Fri 02/23	Sat 02/24	Total
Regular (Hours)			7.00	7.00	7.00	7.00		28.00
Holiday		7.00						7.00
	0.00	7.00	7.00	7.00	7.00	7.00	0.00	35.00

Date	Pay Code	Hours	Comments
Sun 01/27	Please Select		
Mon 01/28	Regular (Hours)	7.00	
Tue 01/29	Regular (Hours)	7.00	
Wed 01/30	Regular (Hours)	7.00	
Thu 01/31	Regular (Hours)	7.00	
Fri 02/01	Regular (Hours)	7.00	
Sat 02/02	Please Select		
		35.00	

4. To schedule future PTO, please create a **Time Off Request** (see the **Request Time Off** section of this guide).
5. If you need to enter past PTO (e.g., you were unexpectedly out sick), use the drop-down menu in the **Pay Code** column to select the relevant type of PTO.
6. If you worked and used PTO on the same day, click the **Plus (+)** button to add a line, and then select the appropriate **Pay Code**. Enter the PTO hours in the relevant day. When you save your timesheet, the system will subtract the PTO from hours worked for the day.

Note: Vacation time will pull from your **Vacation Carryover** bank first, if available.

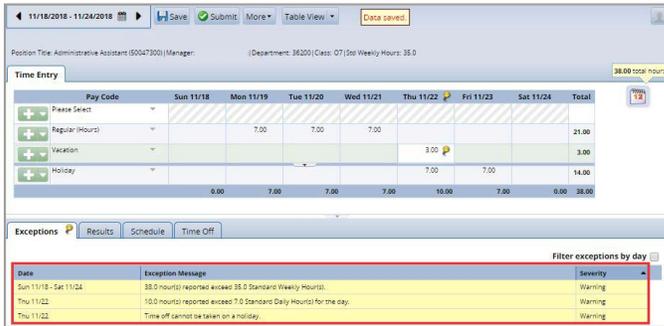
Pay Code	Sun 01/20	Mon 01/21	Tue 01/22
Regular (Hours)			8.00
Sick			2.00
	0.00	8.00	10.00

7. Use the **Other** label in the **Pay Code** drop-down menu for remote work and other relevant circumstances chosen by your manager or department. Note: **Other** is treated as hours worked for pay.
8. If you work on a university holiday, leave the holiday hours in your timesheet and enter hours worked in the **Regular Hours** field (you may need to use the **Plus (+)** icon to add an additional **Pay Code** row).
9. Have questions about PTO? Reach out to your manager or time administrator, or visit northeastern.edu/hrm/benefits/paid-time-off.
10. When all updates are complete, click the **Save** button (this icon will be orange if there are unsaved changes on your timesheet).

11. After you click **Save**, the system flags any errors or exceptions and prompts you to fix them. They appear under the **Exceptions** tab in three categories:

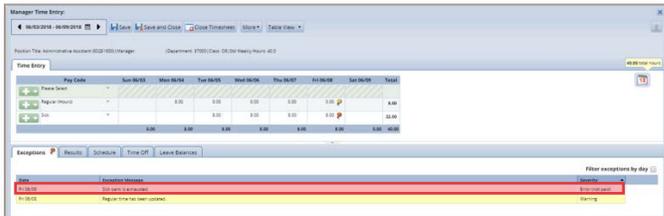
- » **White** exceptions are informational.
- » **Yellow** exceptions are warnings that should be reviewed.
- » **Red** exceptions are errors that must be corrected before the timesheet can be approved and processed.

Example of a warning exception:

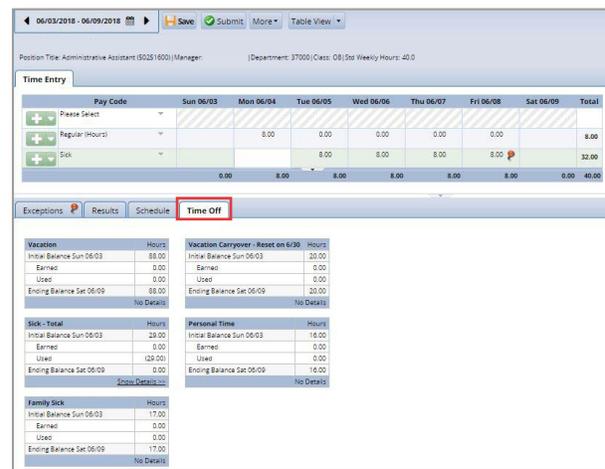


To resolve this exception, remove the vacation time on the holiday.

Example of an error exception:



In this case, the employee entered a sick day but had already exhausted her sick balance. As shown under the **Time Off** tab, she has 5 hours of sick time remaining for Friday. To resolve this error, she must change the Friday sick time entry to 5 hours and work with her manager or time administrator: that person will need to enter 3 hours in the **Salary Reduction Pay Code** field. Note: A manager or time administrator can consult the Manager's Guide if needed.



If you are an OST employee (your employee class is O7 or O8):

After updating and saving your timesheet, click the **Submit** button. This sends the completed timesheet to your manager for review.

Once submitted, your timesheet cannot be edited. If you need to make a change after submitting your timesheet, click the **Recall** button. If your manager has already approved your timesheet, he or she will need to unapprove the timesheet in order for it to be edited.



If you are an OST who works in California, you must affirm whether you took a meal break each day that you worked more than 5 hours. The meal acknowledgment screen is visible in the **Exceptions** tab.

Exceptions		Results	Time Off
Date	Exception Message		
Mon 01/21 - Fri 01/25 (5)	Did you take a meal break?		

Click the Plus (+) icon under the **Date** column to display the days you need to review.

Click the **Acknowledge** box to affirm you took your meal break. Click **Save** when complete. If you have questions, please work with your manager.

Pay Code	Hours	Amount	Task	Spent	Comments
Meal	-	0.00			
Meal	-	0.00			
Meal	-	0.00			
Meal	-	0.00			
Meal	-	0.00			
Meal	-	0.00			
Meal	-	0.00			
Meal	-	0.00			
Meal	-	0.00			
Meal	-	0.00			
Meal	-	0.00			

Exception Message	Amount	Filter exceptions by day
Did you take a meal break?	0.00	<input type="checkbox"/>
Did you take a meal break?	0.00	<input checked="" type="checkbox"/>
Did you take a meal break?	0.00	<input type="checkbox"/>
Did you take a meal break?	0.00	<input type="checkbox"/>
Did you take a meal break?	0.00	<input type="checkbox"/>
Did you take a meal break?	0.00	<input type="checkbox"/>
Did you take a meal break?	0.00	<input type="checkbox"/>

Reviewing the Results, Schedule, and Time Off Tabs

The **Results** tab shows hours worked for the week by **Pay Code**, as well as overtime and other premium pay if applicable. If the calculations in the **Results** tab don't look correct, please follow up with your manager or time administrator.

The **Schedule** tab shows regularly scheduled hours for the week (the hours that populate your timesheet by day). If your schedule is missing or incorrect, please notify your manager, time administrator, or key contact.

The **Time Off** tab shows current PTO bank balances as of the selected week. Any accruals, adjustments, or use for that week will appear. To learn how to view future balances, see the **Request Time Off** section.

Editing Old Timesheets

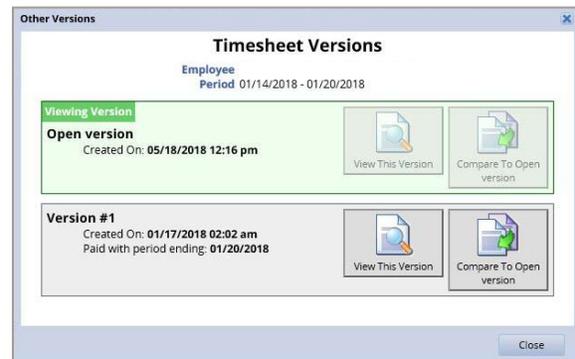
If you need to edit a timesheet from the past month (e.g., you forgot to record a sick day), use the **Amend** process.

1. Use the calendar bar to navigate to the relevant week. If the date is within the current pay week, you may edit the timesheet directly. If you need to amend a timesheet that is more than one month old but less than three months old, contact your manager. For timesheets older than three months, work with your time administrator.

- If you do not see the **Other Versions** button, but do see the **Amend** button, click it and proceed to step 3.



If the **Other Versions** button appears, click it to view the **Timesheet Versions** box, where you can compare the original timesheet against prior amendment(s). Select the **Open Version**, then click **Amend**. Note: If the **Amend** button does not display, there is a recent existing amendment. Ask your manager to unapprove the previously amended timesheet in order to edit that timesheet.



- Enter the changes, click the **Save** button, then click **Submit**.
- Ask your manager or time administrator to approve the amended timesheet in the **Approval** screen. Note: The changes *will not be reflected until the amended timesheet is approved*.

»» If You Work Fewer Hours Than Scheduled (Salary Reduction)

If you take time without pay (i.e., work fewer hours than regularly scheduled without using PTO), your manager (or time administrator) must reduce the hours worked on your timesheet.

STEP 3—REQUEST TIME OFF

»» About PTO

- » Please create a **Time Off Request** (TOR) for all future time off.
- » If you need to enter PTO for the current day or a previous date, enter it directly into the timesheet using the relevant **Pay Code**. If the time was before the current pay week, use the **Amend** process (described in the **Editing Old Timesheets** section).
- » PTO bank balances shown in the **Time Off** tab are as of the pay week selected (the same dates as the timesheet). To see future balances reflecting approved TORs, refer to the graph in the request detail. You can find this at the bottom of the **Create New Request** screen (see **Creating a TOR** below). If it's within one month, you can navigate to the relevant timesheet week. If you work part time or different hours on different days, contact your manager or time administrator for assistance.
- » Your manager receives an email notification when you submit a TOR. Please remind your manager to approve your TOR so it doesn't need to be entered manually.

- » If you have questions about PTO, work with your manager or time administrator, or visit northeastern.edu/hrm/benefits/paid-time-off.

VACATION

- » **Vacation** (top left box) is your available balance accrued in the current fiscal year; accruals are posted on the 15th of each month.
- » **Vacation Carryover - Reset on 6/30** (top right box) is the amount of time you earned in the prior year that must be used by the end of the current fiscal year (June 30). When you request vacation time, the system automatically deducts the time from this balance first; this practice maximizes the use of earned vacation time.
- » To determine total available vacation time, combine the “vacation” balance and the “vacation carryover” balance.

Exceptions		Results		Schedule		Time Off	
Vacation				Vacation Carryover - Reset on 6/30			
		Hours				Hours	
Initial Balance Sun 12/02		70.00		Initial Balance Sun 12/02		69.50	
Earned		0.00		Earned		0.00	
Used		0.00		Used		0.00	
Ending Balance Sat 12/08		70.00		Ending Balance Sat 12/08		69.50	
		No Details				No Details	
Sick - Total				Personal Time			
		Hours				Hours	
Initial Balance Sun 12/02		438.00		Initial Balance Sun 12/02		7.00	
Earned		0.00		Earned		0.00	
Used		0.00		Used		0.00	
Ending Balance Sat 12/08		438.00		Ending Balance Sat 12/08		7.00	
		No Details				No Details	
Family Sick							
		Hours					
Initial Balance Sun 12/02		40.00					
Earned		0.00					
Used		0.00					
Ending Balance Sat 12/08		40.00					
		No Details					

SICK TIME

- » **Sick - Total** includes available sick time and, if appropriate, 3 days for personal sick time and 40 hours for family sick time. The balance displayed is the TOTAL amount of available sick time.
- » **Personal Time** displays your available personal time, a type of sick time also included in your overall **Sick - Total** box.
- » **Family Sick** displays your available family sick time, a type of sick time also included in your overall **Sick - Total** box.

EXAMPLE: If you have 80 hours of **Sick - Total** time and 16 hours of Personal Time, and you use 8 hours for **Personal Time**, both your **Sick - Total** and your **Personal Time** balances will decrease by 8 hours. You will have 72 **Sick - Total** hours remaining and 8 hours of **Personal Time**.

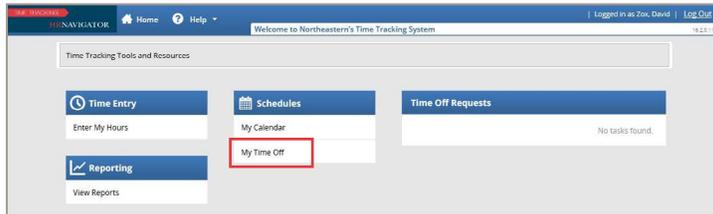
Please note: It is possible for you to have zero hours of **Sick - Total** time and still have balances in the **Personal Time** and/or **Family Sick** records. This means that you will not be able to use the **Personal Time** and/or **Family Sick** time until the **Sick - Total** has the hours you want to take.

- » For individuals who accrue sick time, the accruals are posted on the 15th of each month.
- » For individuals whose sick time is allotted, the allotment refreshes on July 1.

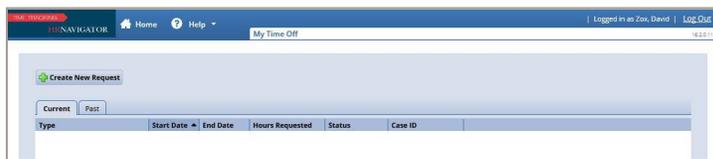
Creating a TOR

You can create and submit TORs, track the status of your requests, and view past requests using the **My Time Off** function. Please speak to your manager about your PTO plans prior to creating and submitting your TOR. Follow these steps to create a TOR:

1. From the **Home Page**, select **My Time Off** from the **Schedules** block. This will open the **My Time Off** window.



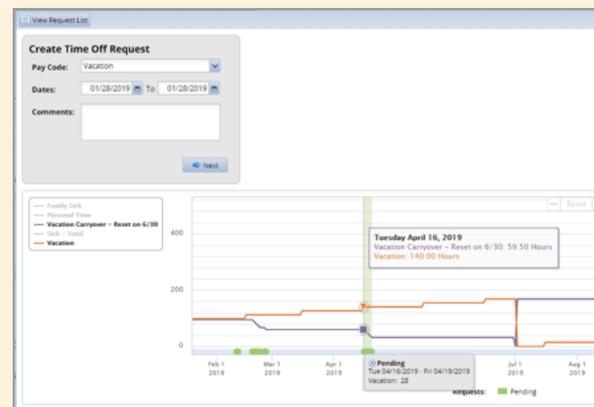
2. Your existing TORs, if any, will appear. To create a new request, click **Create New Request**.



3. The **Create Time Off Request** window will open. From here, take the following steps:
 - » Select the relevant type of time off from the **Pay Code** drop-down list.
 - » Enter the day you want to begin time off in the **Start Date** field. You can enter TORs only for today's date or a date in the future.
 - » Enter the day 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 TOR.

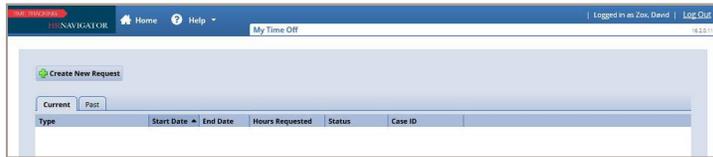


TIP: The **Create Time Off Request** screen has a graph in the bottom pane allowing you to view future time off bank balances. Click on the type of PTO on the left-hand side to select which balances are visible in the graph. Move your cursor to the right to show future balances by date. Existing TORs will be shown along with the projected balance.



4. After you click **Next**, the **Request Details** window opens.

Your scheduled daily hours populate the request. If you are requesting a full day, leave the hours as they appear. Otherwise, click in the hours box to edit hours. For example, if you plan to take a half day, enter half the hours displayed and click **Update** (e.g., if you have an 8-hour day, enter 4 hours). Vacation time should be taken in half- or full-day increments. Note: The bank graph at the bottom of the screen has a toggle allowing you to view future balances, including the in-process request.



5. The system flags any errors or exceptions and prompts you to fix them.
 - » A **yellow** exception warns you that you can submit the request, but you and your manager will see the reason for the exception.
 - » A **red** exception indicates an error that must be resolved before you can submit the request to your manager.
6. If exceptions prevent you from submitting the request, click the **Back** button to return to the previous window and make a different selection or reduce the number of hours selected. Then click **Update**.
7. Once finished, click **Submit**.
8. Click **OK** to return to the **Request List** window, where you will see your new request listed as **Pending**. Your manager will be notified by email that you have submitted a TOR.
9. You will be notified by 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 on the requested days.



Editing or Canceling a TOR

Once submitted, a TOR cannot be edited. If you need to change the dates or hours, you will need to cancel the request and submit a new request with the correct information. You can cancel a request before or after it has been approved.

1. From the **Home Page**, select **My Time Off** from the **Schedules** block.
2. Select **Time Off Request History** and click on the relevant request, which will open request details.
3. Click **Cancel Request** at the top of the window to withdraw your request.
4. Enter your reason for cancellation, if necessary, then click **Cancel Request**. Once the request is canceled, time off is removed from your timesheet and will not be deducted from your bank(s).

RESOURCES

»» **Have a question?** Click a link to learn more.

- » Visit the [Time Tracking website](#) to view training materials and FAQs.
- » For questions about Time Tracking, please work with your manager or time administrator. Visit northeastern.edu/hrm/pdfs/TimeTracking/TimeTrackingAdministrators.pdf to find a list of time administrators by area. If they are unable to help, call the HRM Customer Service Center at x2230 or email hrminfo@northeastern.edu.
- » For questions about PTO (including accruals and holidays), visit the HRM Benefits website at northeastern.edu/hrm/benefits/paid-time-off.
- » Questions about leaves should be directed to the benefits leave coordinator.
- » Please do not call ITS (unless instructed by HRM): They will direct all Time Tracking questions to HRM.