Northeastern University
Human Resources Management

HR NAVIGATOR

Time Tracking for Faculty

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 PTO** 3
  - Reviewing the Time Off Tab 5
  - Editing Old Timesheets 5
- **STEP 3–REQUEST TIME OFF** 6
  - About PTO 6
  - Creating a Time Off Request (TOR) 7
  - Editing or Canceling a TOR 9
- **RESOURCES** 10

GETTING STARTED

Who Is This Guide For?

This guide is for **faculty**. It provides tips and instructions about entering Paid Time Off (PTO) and creating **Time Off Requests**.

» If you are **staff** (a non-faculty employee), please see the Staff 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.

Create Time Off Requests and Enter PTO

Faculty are required to enter unscheduled PTO in your timesheets, and create Time off Requests (TORs) for future time off.

Faculty and staff with direct reports and time administrators in their role as delegates are required to review, change as necessary, and approve timesheets each week, even for TNS employees who have zero hours. Whenever possible, any changes should be submitted by end of day each Friday and no later than 12:00 p.m. ET on Monday.

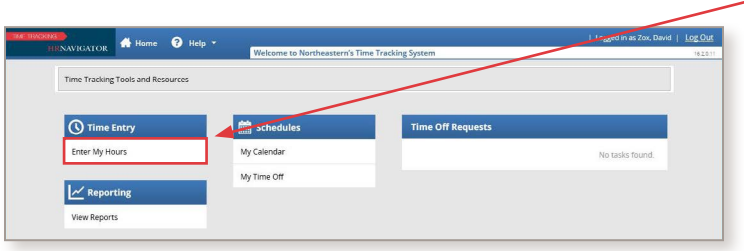
STEP 1–ACCESS YOUR ACCOUNT

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

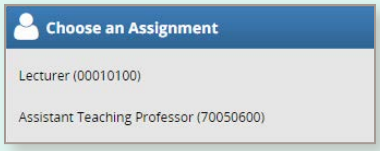
STEP 2–ENTER YOUR PTO

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

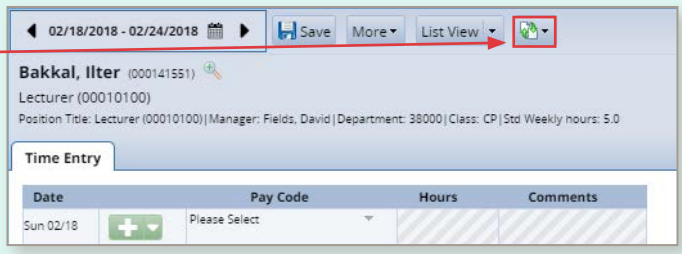
1. On the **Home Page**, select the **Enter My Hours** link from the **Time Entry** block.



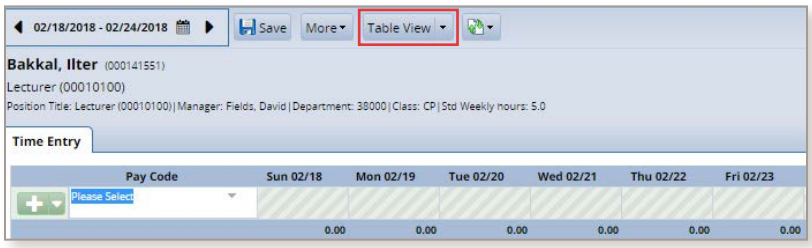
TIP: Have more than one job at the university? Select the relevant position (called **Assignment** in Time Tracking) to select the appropriate timesheet and/or create a **Time Off Request**. If you don't know which to select, ask your manager. Once a position is selected, the manager's name will appear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



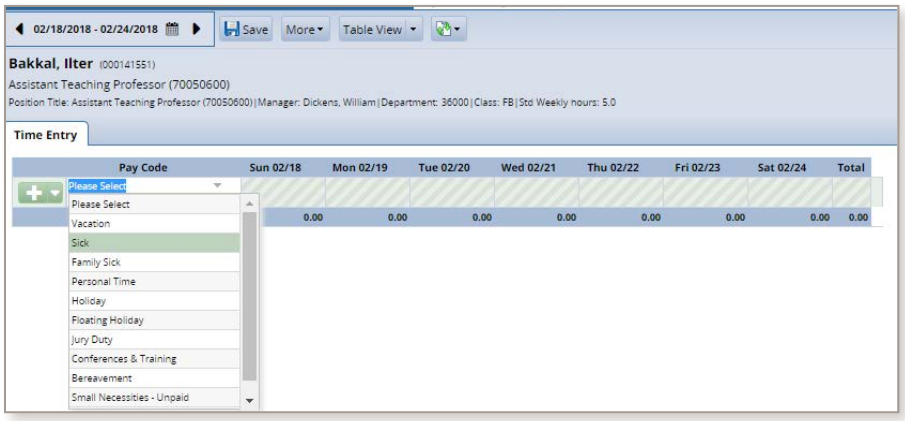
TIP: You must be in **List View** to enter comments.

3. To schedule future PTO, please create a **Time Off Request** (see the **Requesting Time Off** section of this guide).

4. 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. If the unplanned PTO was before the current week, you may need to amend the timesheet (see the **Editing Old Timesheets** section).

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

5. If you have questions about PTO, work with your manager or time administrator. The HRM Benefits website at northeastern.edu/hrm/benefits/paid-time-off also has information on PTO.



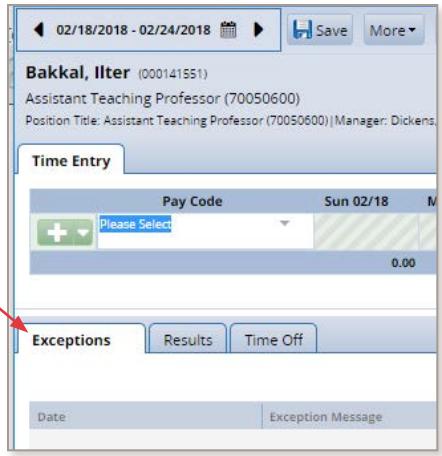
6. When all updates are complete, click the **Save** button (this icon will be orange if there are unsaved changes on your timesheet).

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

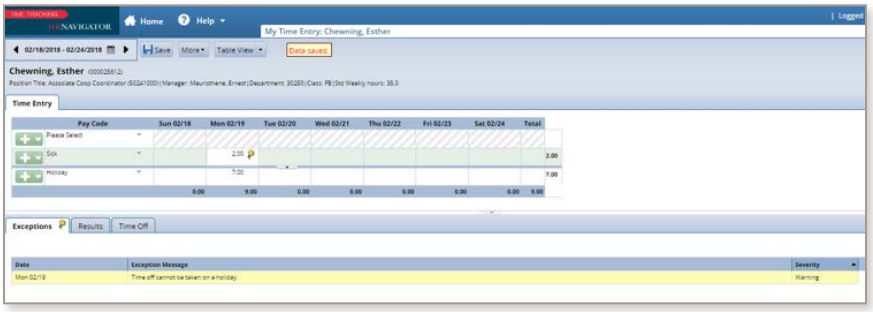
   » **White** exceptions are informational.

   » **Yellow** exceptions are warnings that should be reviewed.

   » **Red** exceptions are errors that must be corrected before the timesheet can be approved and processed.

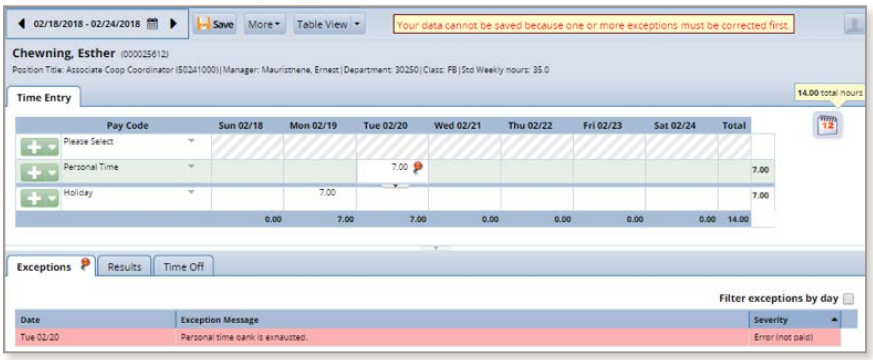


Example of a warning exception:



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

Example of an error exception:



In this case, the employee entered a personal day but has exhausted her personal time balance. She should change the personal time to another type of PTO.

Reviewing the Time Off Tab

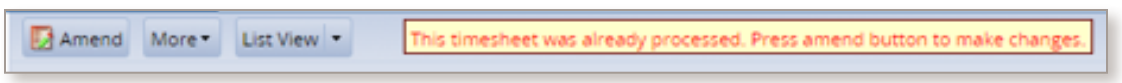
The **Time Off** tab shows your current PTO bank balances as of the selected week. Any accruals, adjustments, or use for that week will appear. To learn how to view future balances, see the **Requesting Time Off** section below.

Editing Old Timesheets

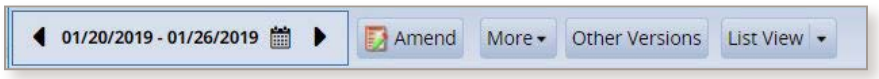
If you need to edit a timesheet from the past month (e.g., you forgot to record a sick day), use the **Amend** process.

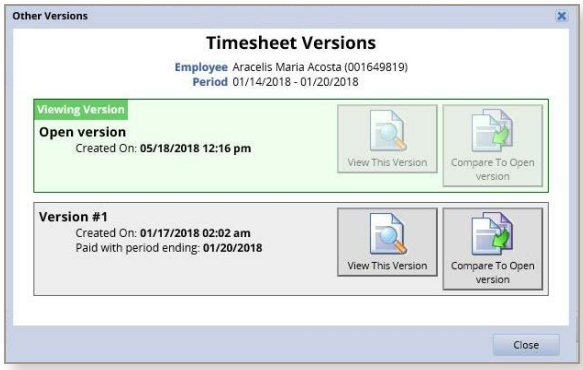
1. Use the calendar bar to navigate to the relevant week. If the date is within the current pay week, you may edit the timesheet directly. If you need to amend a timesheet that is more than one month old but less that three months old, contact your manager. For timesheets older than three months, work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

2. 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 your original timesheet against prior amendment(s). You'll need to select the **Open Version**, then click the **Amend** button. 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 the timesheet.





3. Enter the changes, click the **Save** button, then click the **Submit** button if necessary.

4. 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*.

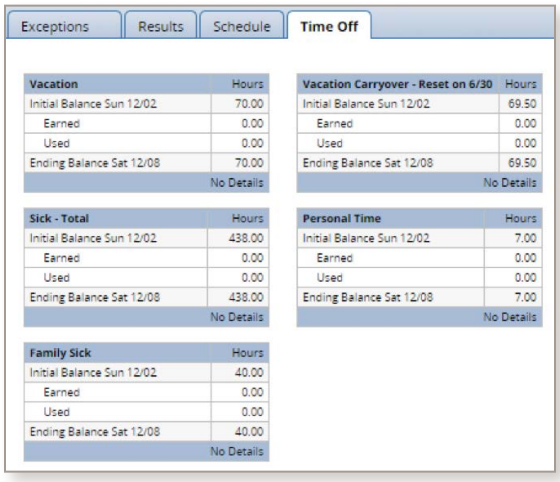
STEP 3–REQUEST TIME OFF

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 instructions in the **Creating a TOR** section). 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, if applicable) 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, which occurs on 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, add the "vacation" balance and the "vacation carryover" balance together.

SICK TIME

» **Sick - Total** includes sick time (if available) and, where 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 (if available), a type of sick time, which is also reflected in your overall **Sick - Total** box.

» **Family Sick** displays your available family sick time, a type of sick time, which is also reflected 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**.

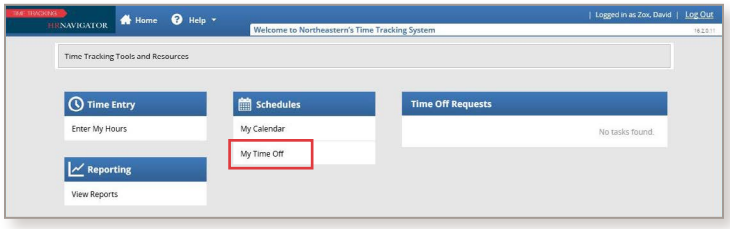
Please note: It is possible for you to have zero hours of **Sick - Total** time and still have balances in the **Personal Time** and/or **Family Sick** records. This means that you will not be able to use the **Personal Time** and/or **Family Sick** time until the **Sick - Total** has the hours you want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

» For individuals whose sick time is allotted, the allotment is refreshed on July 1.

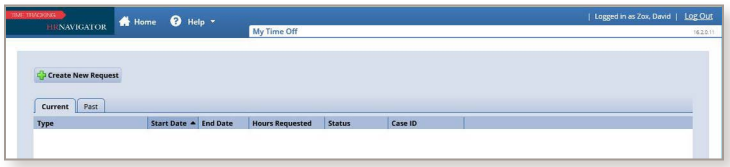
Creating a TOR

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.



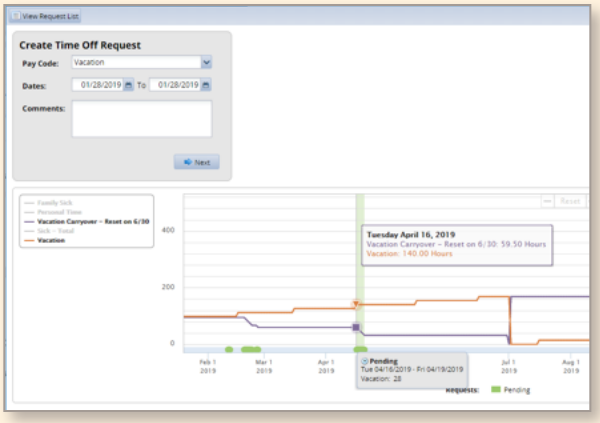
2. Your existing TORs, if any, will appear. To create a new request, click **Create New Request**.



3. The **Create Time Off Request** window will open. From here, take the following steps:

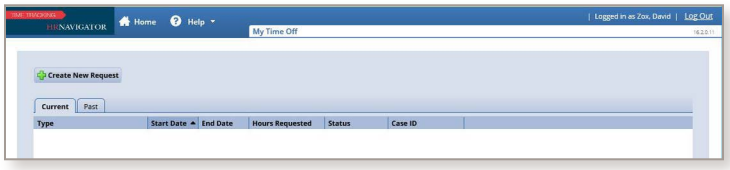
   - Select the relevant type of time off from the **Pay Code** drop-down list.
   - Enter the day you want to begin time off in the **Start Date** field. You can enter TORs only for today's date or a date in the future.
   - Enter the day you want to end your time off in the **End Date** field.
   - If 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 the 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 7-hour day, enter 3.5 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.



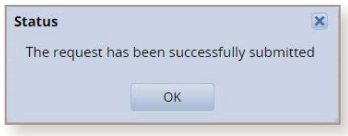
5. The system flags any errors or exceptions and prompts you to fix them.

   » 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 the request details.

3. Click **Cancel Request** at the top of the window to withdraw your request.

4. Enter your reason for cancellation, if necessary, and 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.