Northeastern University
Human Resources Management

HR NAVIGATOR

Time Tracking for Temp Non-Students

Northeastern University's Time Tracking system allows you to enter your time worked and access information about family sick time. This system 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 family sick time balance and pay, you are required to use Time Tracking in accordance with your role and responsibilities.

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Who Is This Guide For?

This guide is for **temp non-students (TNSs).** It provides tips and instructions about entering time worked and creating **Time Off Requests (TORs)**.

» 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 **staff,** please see the Staff Guide.

Check Your Emails

Each week, the Time Tracking system automatically generates emails prompting required actions. 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 a Time Tracking email, it's probably in your Junk folder. To rectify, go to your Junk folder, search for Time Tracking, and move the email into your Inbox—thus ensuring that future emails will 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 workweek 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 that Payroll can process them in a timely and accurate manner.

You should also create TORs for any future PTO.

You must confirm time worked and submit your timesheet every week. You should confirm your timesheet(s) once your workweek 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)** from a desktop, laptop, or mobile device. Make sure you claim and use your employee myNortheastern account, as Time Tracking is not available in student accounts. You can access instructions for claiming your myNortheastern account by visiting **northeastern.edu/its/howto/claim-sponsored-account**.

2. Click on the **Services & Links** tab.

3. Search for **Time Tracking** in the search box, which is located in the upper right-hand corner, or scroll down to **HRM Benefits & Services** and click the **Time Tracking** link.
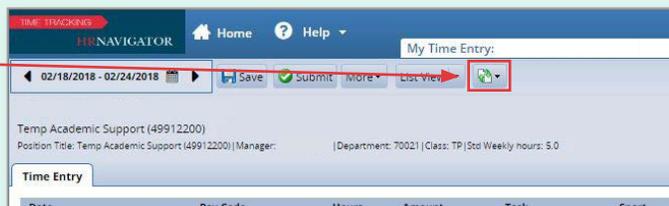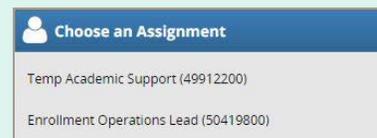

STEP 2–ENTER YOUR TIME

To enter or edit your time worked, family sick time, or to make submit a TOR, start by accessing **Time Tracking** via **myNortheastern**. If you need to submit family sick time for a previous week, please work with your manager.

1. On the **Home Page**, select the **Enter My Hours** link from the **Time Entry** block.
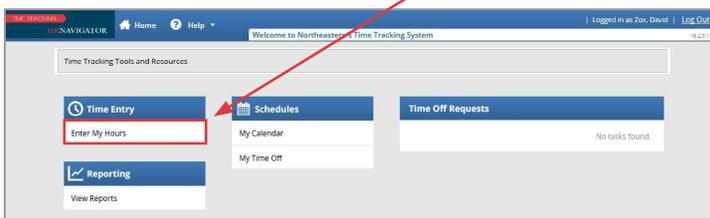
TIP: Have more than one job at the university? Choose the relevant position (called **Assignment** in Time Tracking) to select the appropriate timesheet and/or create a TOR. If you don't know which position to select, ask your manager. Once a position is selected, the manager's name will appear at the top of the timesheet.

Note: Use this button to navigate to another position.

2. Your timesheet will display. To enter hours worked, select **Regular Hours** from the **Pay Code** drop-down menu, and then enter your hours worked for the relevant day.

Work in Athletics? You may need to use the **Task** or **Sport** columns (speak to your manager if you're unsure). To do so, click inside the **Task** or **Sport** box for the relevant day and make the appropriate selection in the drop-down menu. If you receive a flat rate for a task (e.g., scoring a game), work with your manager, who will enter the payment amount.

TIP: You must be in **List View** to enter comments or select a **Task** or **Sport** box (relevant only to those working in Athletics).

3. Timesheets automatically display in a default format. If you'd like to change the orientation, simply click the **Table View/List View** button at the top of the screen.

4. If you need to enter PTO for the current week (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 you were sick for part of a day that you worked, click the **Plus (+)** button to add a line; then select **Family Sick** from the **Pay Code** drop-down menu. Enter the hours you were sick and comments, if necessary.

5. When all updates are complete, click the **Save** button (this icon will be orange if there are unsaved changes on your timesheet). If you have completed all your updates for the week, click the **Submit** button. This indicates that you affirm your timesheet is complete and ready to be reviewed by your manager.

6. If you need to make a change after you've submitted but before your timesheet has been approved for the week, click the **Recall** button, make your edits, and click **Submit** again.

7. If you need to make a change after your timesheet has been approved, your manager will need to unapprove the timesheet in order for it to be edited.

If you work 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.

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.

8. 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 two categories:

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

» **Red** exceptions are errors that must be corrected before the timesheet can be approved and processed.
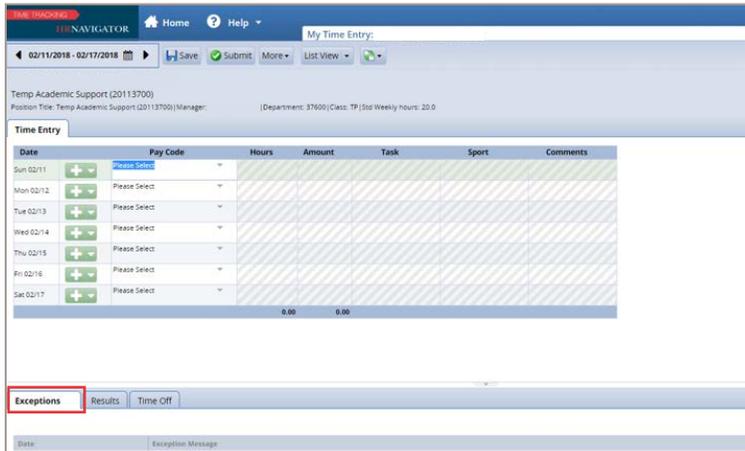
Reviewing the Results and Time Off Tabs

The **Results** tab shows all hours worked for the week by **Pay Code**, as well as overtime and other premium pay, if applicable. Meal hours are applicable only for TNSs in California, and the **Task** and **Sport** fields are applicable only for TNSs working in Athletics. (Otherwise, ignore values in those fields.) If the calculations in the **Results** tab don't look correct, please follow up with your manager or time administrator.

Work Da ▲	Pay Code	Hours	Meal Hours	Task	Sport
01/21/2019	Regular (Hours)	8.00	0.00	50100	
01/22/2019	Overtime 2	1.00	0.00	50100	
01/22/2019	Regular (Hours)	8.00	0.00	50100	
01/23/2019	Regular (Hours)	8.00	0.00	50100	
01/24/2019	Regular (Hours)	8.00	0.00	50100	
01/25/2019	Overtime 2	1.00	0.00	50100	
01/25/2019	Regular (Hours)	8.00	0.00	50100	
01/25/2019	CA Meal Pay	1.00	0.00		

The **Time Off** tab shows your current **Family Sick** bank balances as of the selected week. Any time you've earned or used will be displayed. In the example to the right, this individual used 1 hour and used 3 hours of **Family Sick** time.

Family Sick	Hours
Initial Balance Sun 02/18	3.00
Earned	1.00
Used	(3.00)
Ending Balance Sat 02/24	1.00
Show Details >>	

⟩⟩⟩ Editing Old Timesheets

If you need to make changes to past timesheets, work with your manager or time administrator to amend the timesheets and enter updates. Have questions? You can find instructions in the Manager's Guide on the HRM website.

STEP 3—REQUEST TIME OFF

⟩⟩⟩ Entering Sick Time

» When entering **Sick Time** for a current week, enter it directly into your timesheet using the **Family Sick Pay Code** (this bypasses the approval process). If you need to enter sick time for a previous week, your timesheet may need to be edited through Time Tracking's Amend process. In this case, you will need to ask your manager to make the change (see the **Editing Old Timesheets** section).

» If you know that you will need to take sick time in the future, please make your TOR as soon as possible—and speak to your manager about your plans beforehand.

» **Family Sick** bank balances, which are shown in the **Time Off** tab, show past and current time off. To see future balances reflecting approved TORs, refer to the graph in **Create Time Off Request** screen.

TIP: The **Create Time Off Request** screen allows you to view future **Family Sick** bank balances. Move your cursor to the right to see future balances by date. Existing TORs will be shown along with the projected balance.
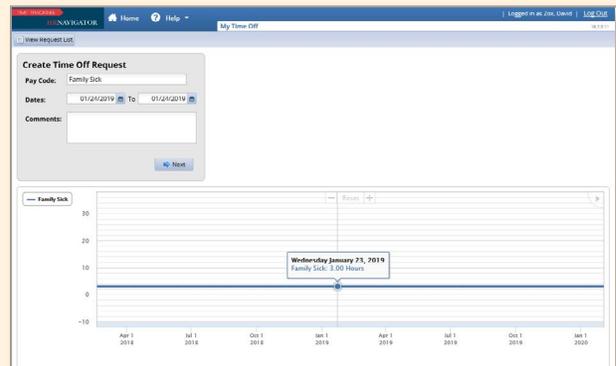

» Your manager will receive an email notification when you submit a TOR. If necessary, please remind your manager to approve your TOR.

» If you have questions about accruing and using **Family Sick** time, work with your manager or time administrator, or visit the HRM Benefits website at **northeastern.edu/hrm/benefits/paid-time-off**.

Creating a TOR

You can create and submit TORs, track the status of your requests, and view past requests with the **My Time Off** function. Please speak to your manager about your TOR 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.
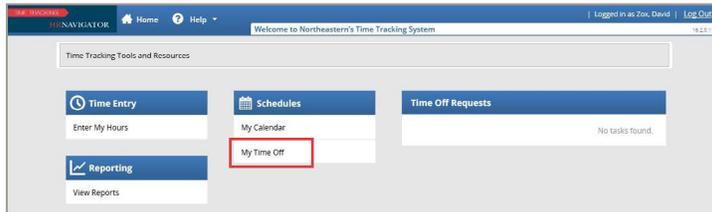
2. Your existing TORs, if any, will appear. To create a new request, click **Create New Request**.
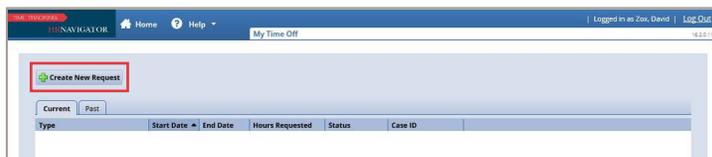
3. The **Create Time Off Request** window will open. From here:

   » Enter the day you want to begin time off in the **Start Date** field. You can only enter 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.

4. After you click **Next**, the **Request Details** window will open. Enter the number of hours you're requesting. For example, if you are planning to take a half-day, enter the corresponding number of hours (e.g., if you have an 8-hour day, enter 4 hours).

5. The system will flag any errors or exceptions and prompt 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. Once you are finished, click **Submit**.

7. 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.
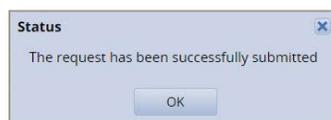
Editing or Canceling a TOR

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

1. On 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, the time off will be removed from your timesheet and will not be deducted from your bank(s).

RESOURCES

Have questions? Click a link to learn more.

» Visit the **Time Tracking website** to view training materials and FAQs.

» For questions about Time Tracking, please ask 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**.

» Please do not call ITS (unless instructed by HRM), as they will direct all Time Tracking questions to HRM.