

Web Time Entry (WTE)

Instructions for entering employee
time using goNSU



NORTHEASTERN STATE UNIVERSITY

goNSU

Home Community

goNSU Home

Alumni

Employee

Finance

Library

Athletics

Help

Time Reporting

Time Sheet

Student Institutional, ST9999- 00 - Payroll

Office, T60059

[Bi-Weekly - 23, Due Date : Oct 29, 2011](#)

Time Approval

[Update Approval Proxies](#)

Employment Details

[Benefits](#)



[Pay Stub](#)



[Job Details](#)



[Leave Details](#)



[Employee Directory](#)



Personal Information



Select period from the drop-down menu

Employee

Time Sheet Selection

Home > Select Time Sheet

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Student Work Study, SW9922-00 Office of Human Resources, T70007		Oct 02, 2011 to Oct 15, 2011 Not Started 

Time Sheet

Click the clock icon to clock in or out

Note the date


Time and Leave Reporting

Home > Time Sheet

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Student Work Study -- SW9922-00
Department and Number: Office of Human Resources -- T70007
Time Sheet Period: Oct 02, 2011 to Oct 15, 2011
Submit By Date: Oct 19, 2011 by 08:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011
	Regular Pay	1	0	0		No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry
	Adjustment	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Total Hours:			0		0	0	0	0	0
	Total Units:				0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Time is rounded

Clock In and Out

Home > Clock In Out page

Enter time at intervals of 15 minutes in the 99:99 format. Changes in Clock Time In or Clock Time Out. Be sure to

Date: Wednesday, Oct 12, 2011

Earnings Code: Regular Pay

Clock In

Shift	System Time In	Clock Time In	Clock Time Adjusted
1	03:02 PM	03:00 PM	<input type="checkbox"/>

Clock In and Out

Home > Clock In Out page

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store

Date: Wednesday, Oct 12, 2011

Earnings Code: Regular Pay

Clock In

Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out
1	03:02 PM	03:00 PM	<input type="checkbox"/>			04:03 PM	04:00 PM

Clock Out

System Time Out	Clock Time Out
04:03 PM	04:00 PM

Verify the Total Hours

Clock In and Out

Home > Clock In Out page

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Wednesday, Oct 12, 2011

Earnings Code: Regular Pay

Clock In						Clock Out						Activity Date and Time	Total Hours
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time			
1	03:02 PM	03:00	PM			04:03 PM	04:00	PM			Oct 12, 2011 04:03 PM	1	
Total:												1	



Timesheet Previous Day

Add New Line Save Delete

Account Distribution

Earnings Code	Shift	Hours
Regular Pay	1	1

Account Distribution

Successfully submitted time sheet

Time and Leave Reporting

Home > Time Sheet

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Student Work Study -- SW
Department and Number: Office of Human Resources
Time Sheet Period: Oct 02, 2011 to Oct 15, 2011
Submit By Date: Oct 19, 2011 by 08:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011
	Regular Pay	1	0	1		No Time Entry	No Time Entry	No Time Entry
	Adjustment	1	0		0	Enter Units	Enter Units	Enter Units
Total Hours:				1		0	0	0
Total Units:					0	0	0	0

Submitted for Approval By: You on Oct 12, 2011
Approved By:
Waiting for Approval From: Rickie Manes

Notice the Status says Returned for Correction

Time Sheet Selection

Home > Select Time Sheet

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Student Work Study, SW9922-00 Office of Human Resources, T70007	<input type="radio"/>	Oct 02, 2011 to Oct 15, 2011 Return for Correction

Notice if the approver rejects (returns) the timecard

Time and Leave Reporting

Home > Time Sheet

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Time transaction successfully returned.

Time Sheet

Title and Number: Student Work Study -- SW9922-00
Department and Number: Office of Human Resources -- T70007
Time Sheet Period: Oct 02, 2011 to Oct 15, 2011
Submit By Date: Oct 19, 2011 by 08:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	Friday Oct 07, 2011	Saturday Oct 08, 2011
	Regular Pay	1	0	1		No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry
	Adjustment	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Total Hours:				1		0	0	0	0	0	0	0
Total Units:					0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Notice Summary and Detail lines. Also notice Comments.

Summary of Reported Time

Home > Display Time Sheet Preview

Set your printer layout to Landscape before printing.

Lola Bell
Student Work Study, SW9922-00
Office of Human Resources, T70007

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday, Oct 02, 2011	Monday, Oct 03, 2011	Tuesday, Oct 04, 2011	Wednesday, Oct 05, 2011	Thursday, Oct 06, 2011	Friday, Oct 07, 2011	Saturday, Oct 08, 2011	Sunday, Oct 09, 2011	Monday, Oct 10, 2011	Tuesday, Oct 11, 2011	Wednesday, Oct 12, 2011	Thursday, Oct 13, 2011	Friday, Oct 14, 2011	Saturday, Oct 15, 2011
Regular Pay	1	1												1			
Total Hours:		1															
Total Units:			0														

Time In and Out, Regular Pay

Sunday, Oct 02, 2011	Monday, Oct 03, 2011	Tuesday, Oct 04, 2011	Wednesday, Oct 05, 2011	Thursday, Oct 06, 2011	Friday, Oct 07, 2011	Saturday, Oct 08, 2011	Sunday, Oct 09, 2011	Monday, Oct 10, 2011	Tuesday, Oct 11, 2011	Wednesday, Oct 12, 2011	Thursday, Oct 13, 2011	Friday, Oct 14, 2011	Saturday, Oct 15, 2011
										03:00 PM			
										04:00 PM			

Comments

Date	Made by	Comments
Oct 12, 2011 04:04 pm	You	Time Sheet Returned

Previous Menu

Time entry Detail

Comments are required when manually entering time.

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Tuesday, Oct 04, 2011

Earnings Code: Regular Pay

Clock In						Clock Out						Activity Date and Time	Total Hours
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time			
1		01:00 PM	<input checked="" type="checkbox"/>	forgot to clock in	Oct 12, 2011 04:08 PM		03:00 PM	<input checked="" type="checkbox"/>	forgot to clock out	Oct 12, 2011 04:07 PM	Oct 12, 2011 04:08 PM	2	
1			<input type="checkbox"/>					<input type="checkbox"/>				0	
1			<input type="checkbox"/>					<input type="checkbox"/>				0	
1			<input type="checkbox"/>					<input type="checkbox"/>				0	
1			<input type="checkbox"/>					<input type="checkbox"/>				0	
Total:												2	

Timesheet

Previous Day

Next Day

Add New Line

Save

Delete

Comments are required when manually entering time.

Another example.

Clock In and Out

Home > Clock In Out page

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. To manually enter or adjust system calculated Clock Time, make changes in Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and press Save to store changes.

Date: Wednesday, Oct 05, 2011

Earnings Code: Regular Pay

Clock In					Clock Out							
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time	System Time Out	Clock Time Out	Clock Time Adjusted	Comment	Date and Time	Activity Date and Time	Total Hours
1		02:00	PM	forgot to clock in			05:00	PM	forgot to clock out			0
1			AM					AM				0
1			AM					AM				0
1			AM					AM				0
1			AM					AM				0
Total:											0	

Timesheet Previous Day Next Day

Add New Line Save Delete

Click **Submit for Approval** when time sheet corrections have been made.

Time and Leave Reporting

Home > Time Sheet

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Student Work Study -- SW9922-00
Department and Number: Office of Human Resources -- T70007
Time Sheet Period: Oct 02, 2011 to Oct 15, 2011
Submit By Date: Oct 19, 2011 by 08:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	Friday Oct 07, 2011	Saturday Oct 08, 2011	
	Regular Pay	1	0	5		No Time Entry	No Time Entry		2	No Time Entry	2	No Time Entry	No Time Entry
	Adjustment	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	
Total Hours:				5		0	0		2	0	2	0	0
Total Units:					0	0	0		0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Time Sheet submitted, waiting on approval.

Time and Leave Reporting

Home > Time Sheet

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Student Work Study -- SW9922-00
Department and Number: Office of Human Resources -- T70007
Time Sheet Period: Oct 02, 2011 to Oct 15, 2011
Submit By Date: Oct 19, 2011 by 08:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	Friday Oct 07, 2011	Saturday Oct 08, 2011
🕒	Regular Pay	1	0	5		No Time Entry	No Time Entry	2	No Time Entry	2	No Time Entry	No Time Entry
	Adjustment	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
	Total Hours:			5		0	0	2	0	2	0	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Next

Return Time

Submitted for Approval By:

You on Oct 12, 2011

Approved By:


Waiting for Approval From:

Rickie Manes

Approved Time Sheet

Time Sheet Selection

Home > Select Time Sheet

 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Student Work Study, SW9922-00 Office of Human Resources, T70007	<input checked="" type="radio"/>	Oct 02, 2011 to Oct 15, 2011 Approved <input type="button" value="v"/>

Approved with Comments

Time and Leave Reporting

Home > Time Sheet

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Student Work Study -- SW9922-00
Department and Number: Office of Human Resources -- T70007
Time Sheet Period: Oct 02, 2011 to Oct 15, 2011
Submit By Date: Oct 19, 2011 by 08:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	Friday Oct 07, 2011	Saturday Oct 08, 2011
	Regular Pay	1	0	8		No Time Entry	No Time Entry	2	3	2	No Time Entry	No Time Entry
	Prior Pay Period Hours	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			8		0	0	2	3	2	0	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Next

Submitted for Approval By:

You on Oct 12, 2011

Approved By:

Rickie Manes on Oct 12, 2011 with Comments

Waiting for Approval From: