NorseHub.luther.edu is the Colleague Self Service interface for faculty, students, staff, and parents. Employee Self Service features allow employees to view their tax information, earnings statement (previously called pay advice), time entry, leave balance, position history, stipend history, and current benefits. Supervisors can review and approve time entry and history for the people they supervise.

Click on the ‘? Help’ button in the upper right corner of the screen for more information or contact the ITS Technology Help Desk by calling x1000 or email helpdesk@luther.edu

This quick reference includes steps to:

- Login with your Norse Key and password
- Review time worked and approve
- Enter Comments
- Sign out to end your session

**Login with your Norse Key and password**
Review time worked and approve

Click on ‘employee’ option and then ‘time approval’
To view details, select employee and click on the drop down of pay period
Then select “View” to see each week

Review time and click the ‘approve’ button to confirm entries are accurate at the end of the pay period. Supervisors have the ability to add and edit time and leave entries. The employee will get an email notifying them of any changes. Supervisors can use the ‘other actions’ option to ‘unapprove’ a time entry if a correction is needed.
This example includes 4 hours of PTO and 4 hours of funeral leave.

Move through each week to approve all time in the period

Enter Comments

You can enter a comment by using the dropdown option.

Press the ‘tab’ key to move between fields.
Sign out to end your session
Click on ‘Sign out’ when you have finished approvals and close your browser.