NorseHub.luther.edu is the Colleague Self Service interface for faculty, students, staff, and parents.

ITS is transitioning my.luther.edu functionality to the NorseHub.luther.edu interface. my.luther.edu will co-exist until all features have been developed in the new web application. 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

Employees are required to report leave using ‘Time Entry’ each week. Supervisors must approve leave using ‘Time Approval’ by 11:59 p.m. on the 18th of each month. Any additional leave or change in anticipated leave after the 18th should be reported in an email to hr@luther.edu

This quick reference includes steps to:

1. **Login with your Norse Key and password**
2. **Review Paid Time Off Entries and Approve**
3. **Enter Comments**
4. **Sign out to end your session**
Login with your Norse Key and password

Please enter your Norse Key username and password.

Username: gullic
Password: ********

Sign in

If you cannot access the system, please call the Technology Help Desk at 563-387-1000 or email helpdesk@luther.edu.
Review Paid Time Off Entries 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.

This example includes 8 hours of holiday pay and 8 hours of PTO
Luther College
Human Resources/Payroll
NorseHub.luther.edu directions for Supervisors of Monthly Employees

Move through each week to approve all time in the period

Week 11/01/2019 - 11/01/2019
8.00 Total hours
Not Complete

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.