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

This quick reference includes steps to:

1. **Login with your Norse Key and password**
2. **Review time worked and approve**
3. **Review time entries for pay period**
4. **Sign out to end your session**

**Login with your Norse Key and password**

![Login screen](image)
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.
Luther College
HR/Payroll
NorseHub.luther.edu instructions for supervisors of hourly employees

Move through each week to approve all time in the period

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.
Welcome to Colleague Employee Self-Service!

Time Entry
Here you can fill out your timecards.

Time Approval
Here you can approve or reject timecards for the people you supervise.