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 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**

Click on ‘employee’ option and then ‘time approval’

**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
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.
Move through each week to approve all time in the period

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

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.