NorseHub.luther.edu is the Colleague Self Service interface for 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:

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

Login with your Norse Key and password
Enter time worked and submit for approval

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

Select pay period. Time reporting is divided into weekly segments
Click the ‘down arrow’ to expand the time entry form.

The monthly work schedule is preloaded in weekly increments. Click the +Additional Time button for options to modify your time worked.

If you have no edits for the week, you simply click the Apply button or the Save button. Then click Submit for Approval.
Click the ‘down arrow’ to expand the earn type options if you have adjustments to make on your weekly schedule.

Press the ‘tab’ key to move between the fields.

Adjust time worked on the ‘Regular’ line and then add the hours to the correct ‘earn type’.
- PTO should be reported in 15-minute increments.
- If regular hours and PTO hours equal more than 40 hours in a week, payroll will reduce the amount of PTO taken to equal 40.
  - Example: a person cannot have 34 regular hours plus 8 hours of PTO. Payroll will reduce PTO by 2 hours.

Anticipated time off:
- Go to the appropriate work schedule and edit the weekly schedule to reflect the number of PTO hours to be taken if you know that you will be taking PTO during the month (such as a planned vacation).
  - The weekly work schedules for the current month will not be available after the 17th of the month. This is because Payroll must close access in order to process the current month’s payroll.

Changes to PTO taken after 17th of the month:
- Exempt employees must email their supervisor to report any PTO time taken after the 17th of the current month.
  - Supervisor must forward their approval to HR. Supervisors should send email to hr@luther.edu. HR/Payroll will update the employee’s PTO account.
  - The correction will appear in Colleague/Norse Hub as soon as HR/Payroll has made the adjustment.

Click on “save” to record your time each day that you work.
Click on “submit for approval” when you’ve completed entering all time for this pay period.

Review time entries for pay period

Sign out to end your session

Click on ‘Sign out’ when you have submitted your time for approval and close your browser.