

Luther College
Human Resources and Payroll
NorseHub.luther.edu directions for Hourly Time Entry

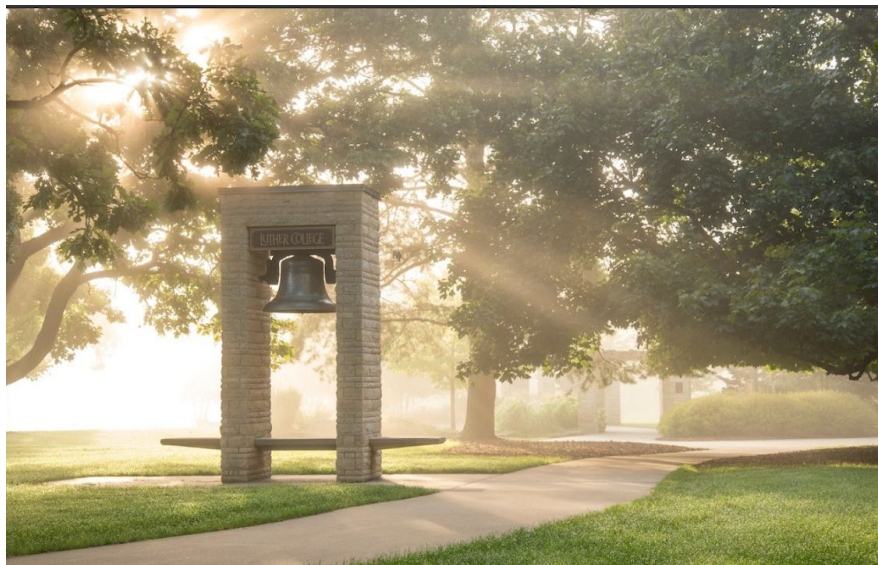
NorseHub.luther.edu is the Colleague Self Service interface for students, staff, and parents. Employee Self Service features allow employees to view their tax information, earnings statement (previously called pay advice), time entry, leave balance, position history, stipend history, and current benefits.

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:

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Log in with your Norse Key username and password



LUTHER COLLEGE

Log into Norse Hub

Students, Faculty, and Staff

Parents, Guardians, and Proxy

Guest Access

Search for Courses

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

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Enter time worked and submit for approval

Click on 'employee' option and then 'time entry'

The screenshot shows the Norse Hub (Test) interface. On the left is a dark blue navigation sidebar with a hamburger menu icon at the top. Below it are links for Home, Financial Information (with a dropdown arrow), Employment (with an up arrow), Employee (with an up arrow), Employee Overview, Tax Information, and Time Entry. The main content area has a blue header with 'Norse Hub (Test)', a user profile 'janedoe', and links for 'Sign out' and 'Help'. Below the header is a grey welcome banner: 'Hello, Welcome to Norse Hub! Choose a category to get started.' The main area contains three white tiles: 'Tax Information' (change consent for e-delivery), 'Employee' (view tax forms, earnings statements, leave balances) which is highlighted with a blue border and a mouse cursor, and 'Required Agreements' (view agreements for registration). A footer contains copyright information: '© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

Welcome to Colleague Employee Self-Service!

The screenshot shows the Colleague Employee Self-Service interface. It features a grid of service tiles. The 'Time Entry' tile is highlighted with a blue border and a mouse cursor. The other tiles include: 'Tax Information' (view tax forms and consent for e-delivery), 'Time Approval' (approve or reject timecards for supervisees), 'Employee Proxy' (delegate work tasks), 'Time History' (view paid timecards), 'Position History' (view list of positions), 'Current Benefits' (view current benefits), 'Earnings Statements' (view earnings statement history), 'Leave' (view leave balances), 'Time History (Supervisor)' (view paid timecards for supervisees), and 'Stipend History' (view list of stipends).

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Select pay period

Norse Hub (Test) | janedoe | Sign out | Help

Employment | Employee | Time Entry

Time Entry

Bi-Weekly

01/25/2020 - 01/31/2020 Due by: 3/30/2020 11:59 PM Total: 40.00 Hours	Unsubmitted	Custodial Staff	>
02/01/2020 - 02/07/2020 Due by: 3/30/2020 11:59 PM Total: 40.00 Hours	Submitted	Custodial Staff	>

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Click the 'down arrow' to expand the time entry form.

Norse Hub (Test) | sste6 | Sign out | Help

Employment | Employee | Time Entry

Pay Period 6/2/2018 - 6/15/2018

< All Time Sheets

Week 6/2/2018 - 6/8/2018
9.87 Total hours

Saved at 4:28 PM | Save

FSER4SUM • Financial Services-Summer
jackson, Korrine L • Financial Services
9.87

Weekly Totals

Daily Total Hours:	0.00	0.00	9.87	0.00	0.00	0.00	0.00	9.87
Regular Hours:								9.87

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You can add time by using the dropdown options

The screenshot shows the Norse Hub interface for time entry. The user is logged in as 'sste6'. The pay period is 6/2/2018 - 6/15/2018. The current week is 6/2/2018 - 6/8/2018 with 0.00 total hours. The employee is 'FSER4SUM • Financial Services-Summer'. The table below shows time entry for 'Regular' hours. A dropdown menu is open over the 'Mon 6/4' column, showing time options from 7:15 AM to 9:00 AM. The 'Position Total Hours' row shows 0.00 for all days and 0.00 total.

Earn Type	Sat 6/2	Sun 6/3	Mon 6/4	Tue 6/5	Wed 6/6	Thu 6/7	Fri 6/8	Total
Regular	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	7:15 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
			7:30 AM					
			7:45 AM					
			8:00 AM					
			8:15 AM					
			8:30 AM					
			8:45 AM					
			9:00 AM					
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Or you can use the keyboard to type the time and am or pm into the time slot.

You can add multiple periods for the same day by clicking on the + sign

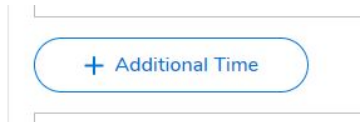
The screenshot shows the Norse Hub interface with the time entry for Monday, June 4th, updated. The total hours for the week are now 9.87. The 'Regular' row shows 8:08 AM and 3:15 PM on Monday. Below the table, there are two more time slots: 4:00 PM and 5:00 PM. A red circle highlights the 'Save' button and the text 'Saved at 4:28 PM'. Another red circle highlights the minus and plus signs at the bottom of the time entry area.

Earn Type	Sat 6/2	Sun 6/3	Mon 6/4	Tue 6/5	Wed 6/6	Thu 6/7	Fri 6/8	Total
Regular	00:00 AM	00:00 AM	8:08 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	9.87
	00:00 AM	00:00 AM	3:15 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
			4:00 PM					
			5:00 PM					
Position Total Hours:	0.00	0.00	9.87	0.00	0.00	0.00	0.00	9.87

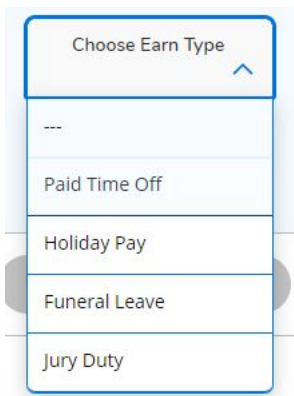
Press the 'tab' key to move between fields.

Paid time off

Regular employees (not student work), can add additional time such as Holiday, Paid Time Off, Funeral, or Jury Duty select:



Select the earn type:



Enter the hours on the corresponding day:

A screenshot of a time entry form. It features two main sections. The first section is for 'Holiday Pay', with a dropdown menu on the left and six input fields for hours. Below this section is a 'Remove Holiday Pay' button. The second section is for 'Paid Time Off', also with a dropdown menu on the left and six input fields for hours.

You do not need to click on the 'Save' button, it is automatic, but you do need to pay attention that the status displays that the change has been saved. If you close the browser before it auto saves you will lose any information entered.

Click on "submit for approval" when you've completed entering all time for this pay period.

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<
Week 01/25/2020 - 01/31/2020
40.00 Total hours
>

Saved just now
Save
View Leave Balances

CUST1STAF • Custodial Staff
 Smith, Mary • Environmental Services • Main Campus
 40.00 | Unsubmitted

Earn Type	Sat 1/25	Sun 1/26	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Total
Work Schedule	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00
Regular	00:00 AM 00:00 AM	00:00 AM 00:00 AM	8:00 AM 12:00 PM +	8:00 AM 12:00 PM +	8:00 AM 12:00 PM 1:00 PM 5:00 PM - +	8:00 AM 12:00 PM 1:00 PM 5:00 PM - +	8:00 AM 12:00 PM 1:00 PM 5:00 PM - +	32.00
Paid Time Off			-4.00					4.00
Funeral Leave				4.00	1			4.00
+ Additional Time								
Position Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00

Comments
Submit for Approval

This example shows 4 hours of PTO and 4 hours of Funeral Leave.

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Review time entries for pay period

Pay Period 4/1/2018 - 4/30/2018

Week 4/28/2018 - 4/30/2018
3.00 Total hours

FA6LWS • Fin Aid Lws Student Worker
Flack, Melissa • Student Financial Planning
3.00 | Submitted

Weekly Totals								
Daily Total Hours:	0.00	0.00	0.00	3.00	0.00	0.00	0.00	3.00
Regular Hours:								3.00

Position History

To view the positions that you've held as an employee of Luther College, choose 'Position History' from the Employment menu.

Position History

Start Date	End Date	Position Title	Primary	FTE
08/31/2019		Student Work Study	<input checked="" type="checkbox"/>	0.000
09/04/2019	03/20/2020	Grounds FWS	<input type="checkbox"/>	0.000
02/11/2020	03/20/2020	Chips FWS	<input type="checkbox"/>	0.000

