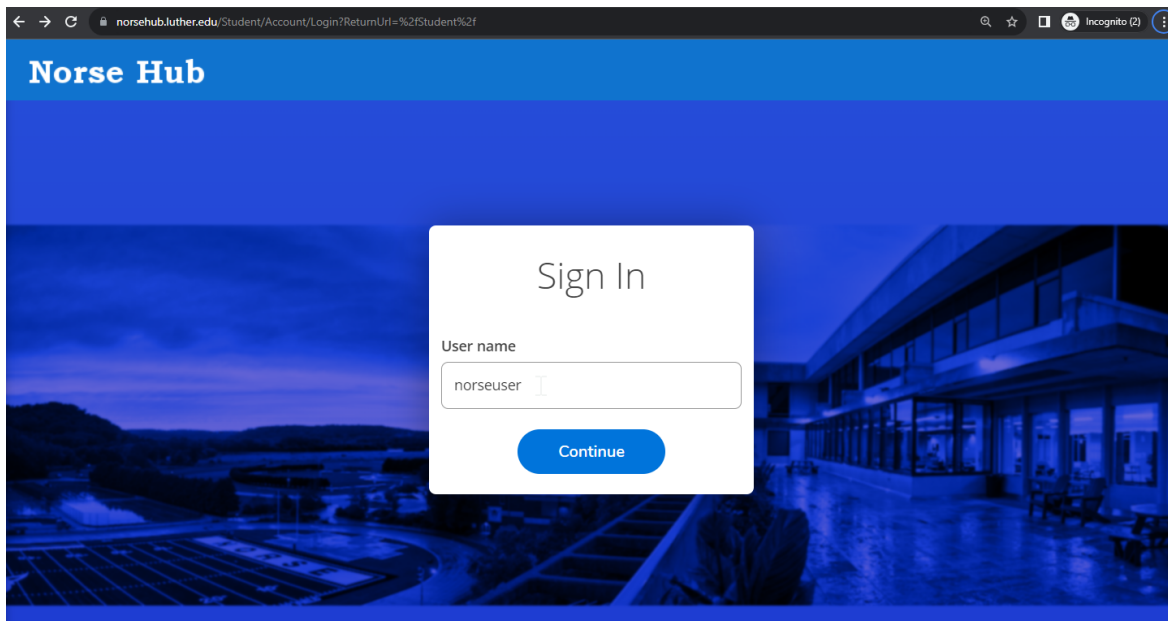


Norse Hub: Instructions for Employees

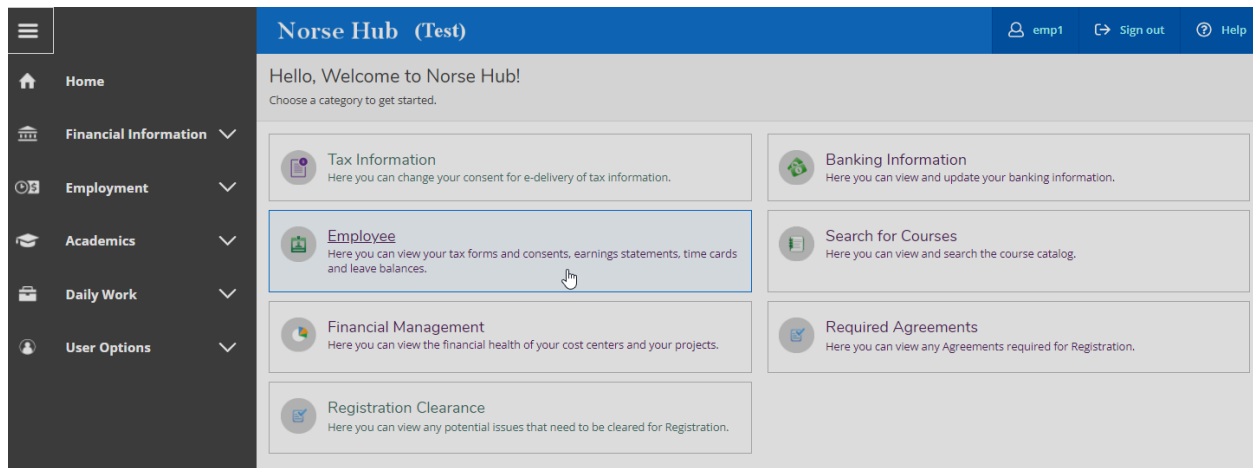
NorseHub.luther.edu provides students, faculty and staff, parents, guardians, or proxies self-service access to manage your information. Employee Self Service features allow employees to view their tax information, earnings statement (previously called pay advice), time entry, leave balance, position history, stipend history, current benefits, and change banking information.


Log in with your Norse Key username and password	1
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Log in with your Norse Key username and password



Employee Menu

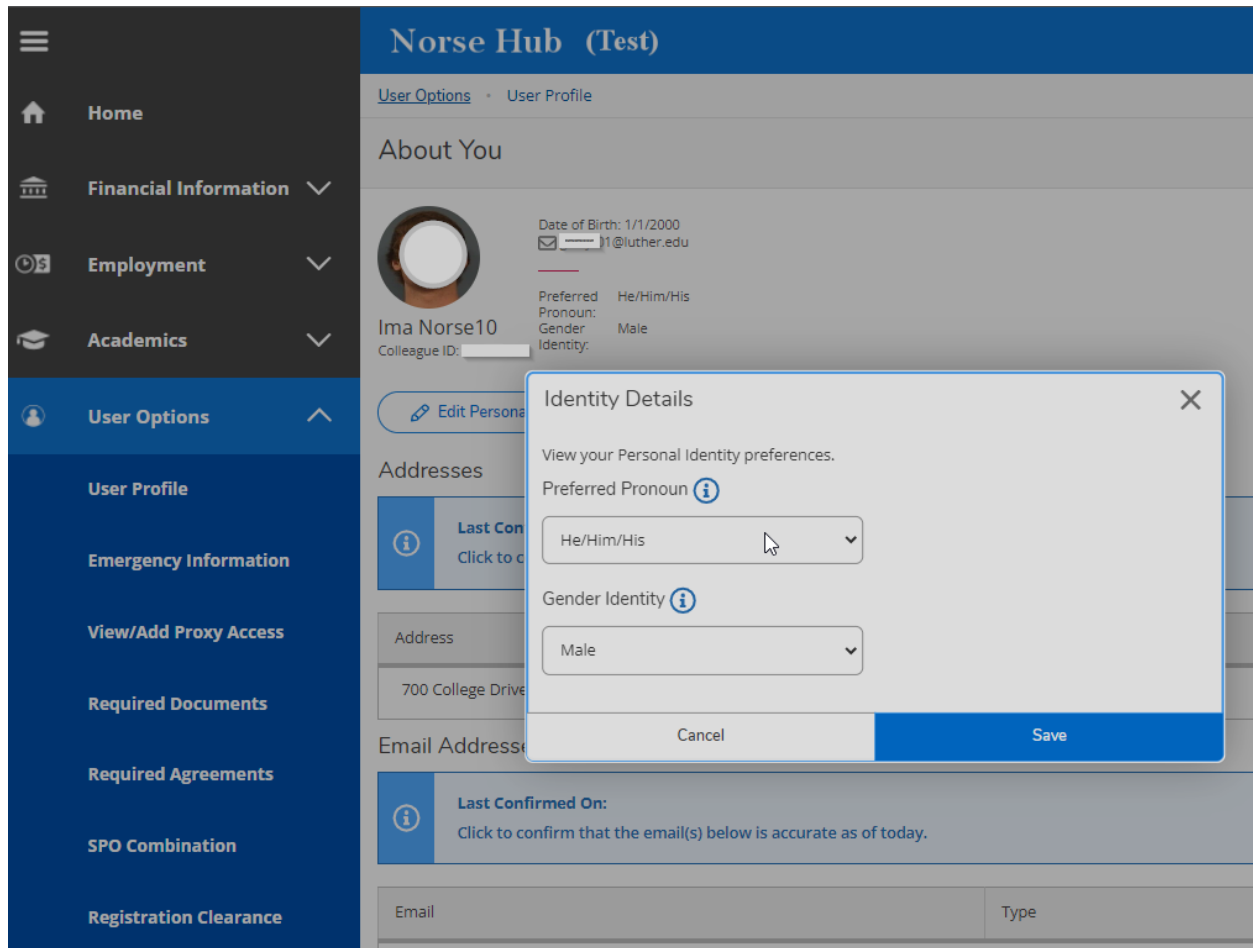


Navigation: Click on the menu icon  in the upper left corner to expand and collapse the navigation menu.

Getting help: Click on the '*Help*' button in the upper right corner of the screen. For more information, you can contact the Technology Help Desk at helpdesk@luther.edu or 563-387-1000.

Update Personal Information

Edit Personal Identity by choosing User Options, then User Profile from the menu. You can choose your preferred pronoun and gender identity. Pronouns are displayed in class rosters, academic advising materials and the printed student schedule. Gender Identity is maintained in the person's record and your own profile page. It is not visible to anyone else in NorseHub.



Employees can send name changes, address and phone number changes to the Human Resources Office by calling 563-387-1134 or sending an email to hr@luther.edu.

Employee Self Service

The screenshot shows the Norse Hub (Test) Employee Self-Service interface. The header includes the title "Norse Hub (Test)", a user profile "marysmith", and links for "Sign out" and "Help". The left sidebar contains a navigation menu with categories like "Financial Information", "Employment", and "Employee". The main content area displays a welcome message "Welcome to Colleague Employee Self-Service!" and a grid of service tiles: Tax Information, Time Entry, Time Approval (highlighted with a mouse cursor), Earnings Statements, Leave, Position History, Stipend History, and Current Benefits. Each tile includes an icon and a brief description of the service.

You can view a summary of your current benefits and links to many benefit plans and employee resources provided by Human Resources.

Instructions for Banking Information, Time Entry, and Paid Time Off (PTO) can be found on the [ITS Technology Help Desk website](#).

Press the 'tab' key to move between fields.

Employee Tax Information

You can choose to receive your tax forms electronically and view the current year and previous year forms online.

The screenshot shows the Norse Hub (Test) interface. The top navigation bar includes the user's name 'janedoe', 'Sign out', and 'Help' options. The breadcrumb trail is 'Employment > Employee > Tax Information'. The main heading is 'Tax Information', with sub-sections for 'W-2 Information' and '1095-C Information'. The '1095-C Information' section is active, displaying a form to set preferences for receiving electronic 1095-C forms. The form includes a radio button for 'Receive my 1095-C only in electronic format', which is selected. Below this is a blue information box with an 'i' icon, containing text about the consent process. Below that is a radio button for 'Withhold my consent', which is not selected. Below this is a yellow warning box with a triangle icon, containing text about the withdrawal process. A blue 'Save' button is located at the bottom of the form.

Earnings Statement

You can view your monthly earnings statements online. You may select the year from the drop down options or double-click on the pay period you wish to view. Your earnings statement displays and you can download to a file on your workstation. If you are on a public workstation, be sure to **delete any files that you download** and close your browser when you exit Norse Hub.

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

Employment | Employee | Earnings Statements

Please use the Leave page to view your current leave balances.

Earnings Statements

Once you select a year, click a pay date to view and download the statement as a PDF.

2019

- 09/04/2019
- 08/21/2019

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ADVICE_0524481_....pdf | Show all

Click on the 'Show All' button at the bottom of your screen. Double click on the file to display the earnings statement in your browser.

Chrome | chrome://downloads

https://coll-ss-test.l... | https://norsehub.lu... | 12.8K | Bookmarks | Luther College Nor... | Other b...

Downloads

Search downloads

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Today

- ADVICE_0524481_21Aug2019 (1).pdf**
https://coll-ss-test.luther.edu:8174/Student/HumanResources/EarningsStatements/...
[Show in folder](#)

Your earnings statement will appear in your browser and you can click on the printer icon in the top right corner to print your statement if desired.

ADVICE_0524481_21Aug2019 (1).pdf 1 / 1

ADVICE_0524481_21Aug2019 (1).pdf

LUTHER COLLEGE

Earnings Statement

	Amt. This Period	Year to Date
Net Pay	\$450.53	\$450.53
Advice #	049781	

Luther College
700 College Drive
Decorah, IA 52101

Employee: Jane Doe
700 College Dr
Decorah IA 52101

Federal Withholding Status: Single
State Withholding Status: Not Applicable
Federal Exemptions: 1
State Exemptions: 1
Add'l Federal Withholding: \$0.00
Add'l State Withholding: \$0.00

Period Beginning: 7/27/2019
Period Ending: 8/9/2019
Pay Date: 8/21/2019

Employee ID: 0524481
Position: Custodial Staff

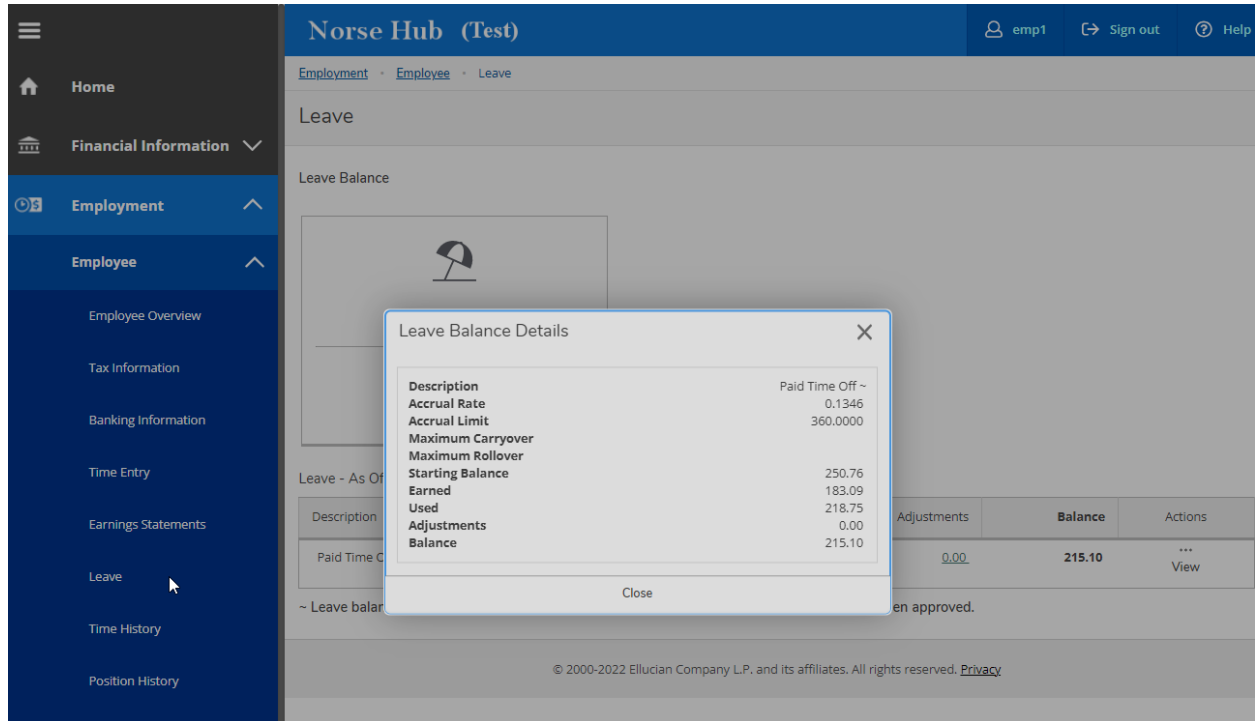
Earnings

Earnings Type	Hours	Rate	This Period	Year To Date
Regular	80.00	\$7.2500	\$580.00	\$580.00
Total Gross Pay			\$580.00	\$580.00

If you are on a public workstation, be sure to delete any files that you download and close your browser when you exit Norse Hub.

Leave Balances

Leave displays the amount of leave remaining for each of your leave types. Not all employees will see leave plans.



The screenshot shows the Norse Hub (Test) interface. The left sidebar contains navigation options: Home, Financial Information, Employment (selected), Employee, Employee Overview, Tax Information, Banking Information, Time Entry, Earnings Statements, Leave (highlighted), Time History, and Position History. The main content area displays 'Leave Balance' with a modal window titled 'Leave Balance Details' open. The modal window contains the following data:

Description	Paid Time Off ~
Accrual Rate	0.1346
Accrual Limit	360.0000
Maximum Carryover	
Maximum Rollover	
Starting Balance	250.76
Earned	183.09
Used	218.75
Adjustments	0.00
Balance	215.10

The background table shows the following data:

Description	Adjustments	Balance	Actions
Paid Time C	0.00	215.10	View

You may view your position history if you have held multiple positions at Luther College.

You may view your stipend history if you have received stipends while employed at Luther college.

Sign out to end your session

Because Norse Hub contains private employee information, be sure to 'Sign out' when you have finished working and close your browser. If you are working on a public computer and have downloaded any information, please take care to delete it.

To delete a file, find the file by searching for 'advice', click on 'open the file location', then right-click on the file name and choose 'delete' from the options displayed.

