

Norse Hub: Instructions for Supervisors of Bi-weekly Employees

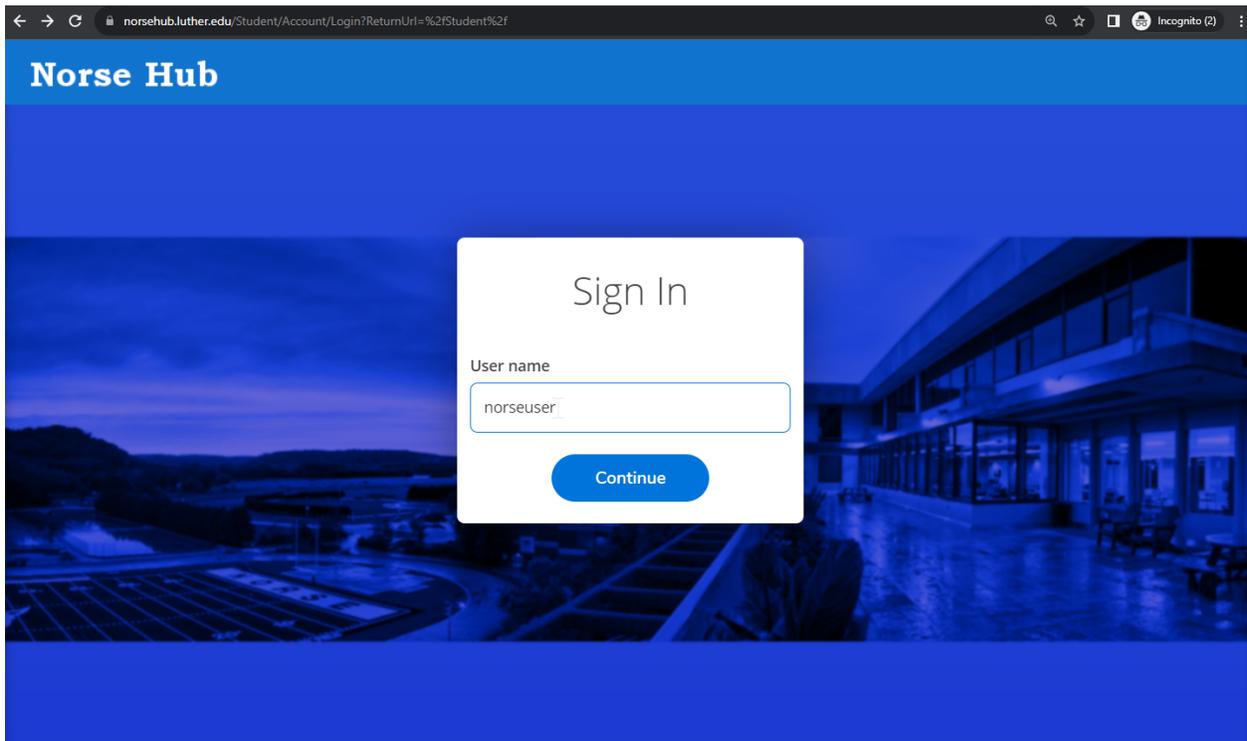
NorseHub.luther.edu is the Colleague Self Service interface for faculty, students, staff, and parents. Employee Self Service features allow employees to view their tax information, earnings statement (previously called pay advice), time entry, leave balance, position history, stipend history, and current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

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Log in with your Norse Key username and password



Review time worked and approve

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

 **Tax Information**
Here you can change your consent for e-delivery of tax information.

 **Employee**
Here you can view your tax forms and consents, earnings statements, and leave balances.

 **Search for Courses**
Here you can view and search for courses.

[Employment](#) • [Employee](#) • [Employee Overview](#)

Welcome to Colleague Employee Self-Service!

 **Tax Information**
Here you can view your tax forms and consent for e-delivery of tax information.

 **Time Entry**
Here you can fill out your timecards.

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

 **Earnings Statements**
Here you can view your earnings statement history.

 **Leave**
Here you can view your leave balances.

 **Time History**
Here you can view your paid timecards.

 **Time History (Supervisor)**
Here you can view paid timecards for the people you supervise.

 **Position History**
Here you can view a list of your positions.

 **Stipend History**
Here you can view a list of your stipends.

 **Current Benefits**
Here you can view all your current benefits.

The Time Approval page allows you to filter by name, pay period, or status, to select the employees you want to view. To view details, select "View" to see each week. The 'Clear Search' button, then 'Apply Filter' button, will display all the employees that you supervise.

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. The employee will get an email notifying them of any changes. Supervisors can use the 'other actions' option to 'unapprove' a time entry if a correction is needed.

+ Additional Time								
Position Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00

Weekly Totals								
Daily Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00
Regular Hours:								32.00
Additional Hours:								8.00

This example includes 4 hours of PTO and 4 hours of funeral leave.

Move through each week to approve all time in the period

Week 12/28/2019 - 01/03/2020
41.00 Total hours
Not Complete



Enter Comments

You can enter a comment by using the dropdown option.

Week 01/25/2020 - 01/31/2020
40.00 Total hours
Not Complete

Saved

- Approve
- Reject
- Comments

CUST1STAF • Custodial Staff
Smith, Mary • Environmental Services • Main Campus
40.00 | **Not Complete**

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

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.

