

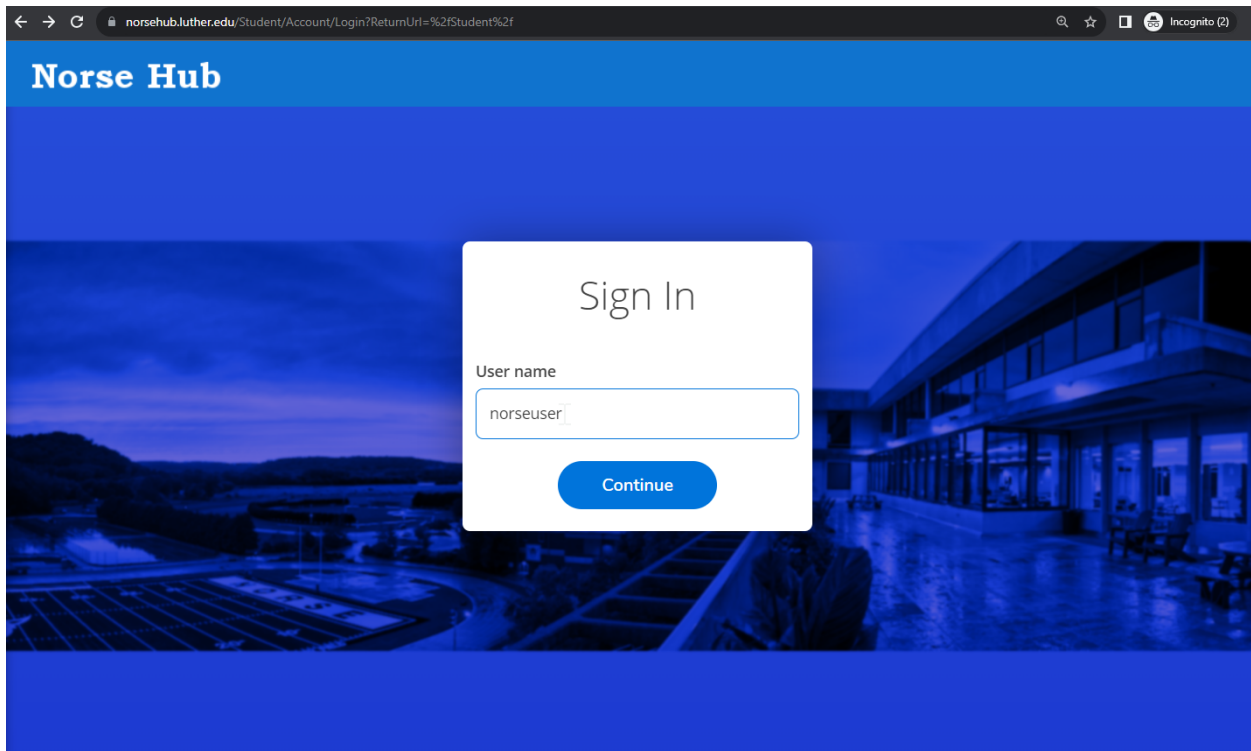
## **Norse Hub: Instructions for Supervisors of Employees Paid Monthly**

NorseHub.luther.edu is the Colleague Self Service interface for faculty, students, staff, and parents. 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](mailto: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 18<sup>th</sup> of each month**. Any additional leave or change in anticipated leave after the 18th should be reported in an email to [hr@luther.edu](mailto:hr@luther.edu) .

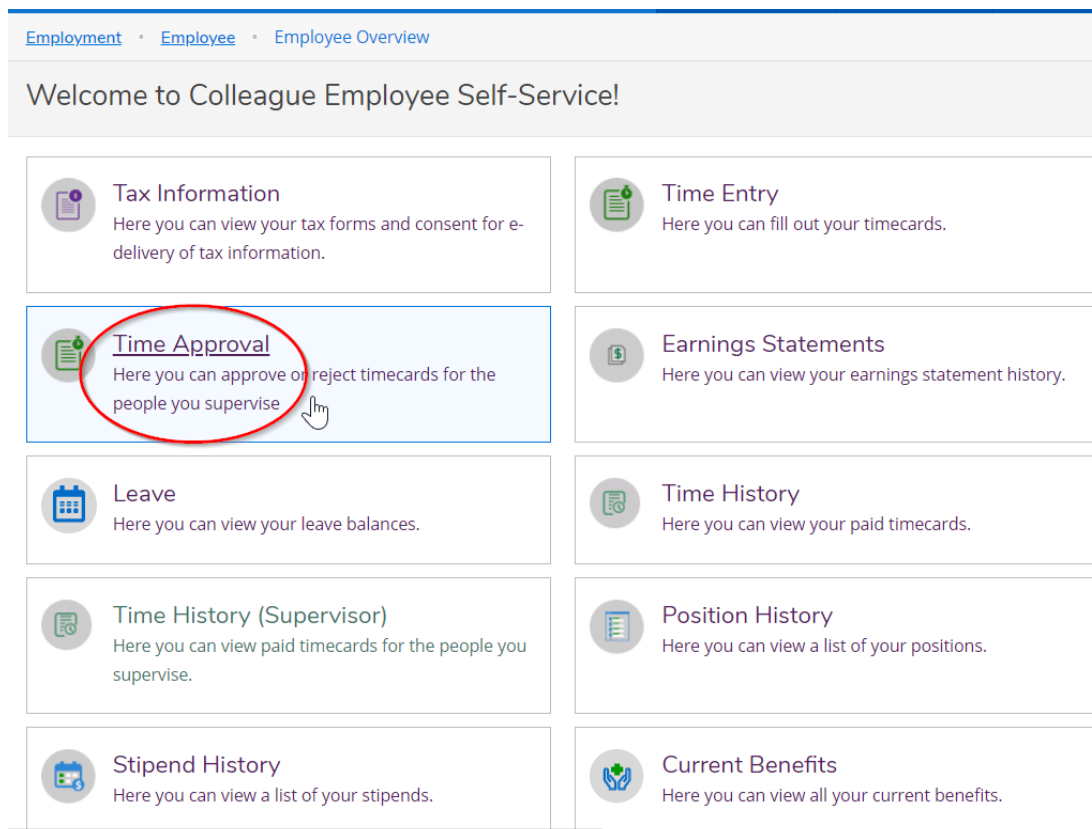
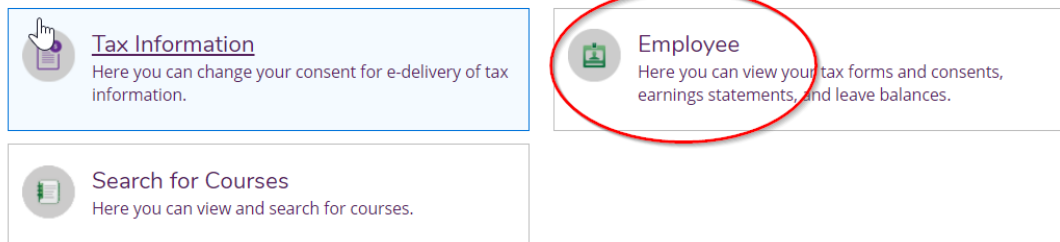
<b>Login with your Norse Key and password</b>	<b>1</b>
<b>Review Paid Time Off Entries and Approve</b>	<b>2</b>
<b>Enter Comments</b>	<b>4</b>
<b>Sign out to end your session</b>	<b>4</b>

## Login with your Norse Key and password



## Review Paid Time Off Entries and Approve

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



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.

**Norse Hub (Test)** | emp1 | Sign out | Help

Employment > Employee > Time Approval

### Time Approval

< Employee

Filter

Search for Employee

Employee Name or ID    Page 1 of 1

Clear Search

**Pay Cycles**

- Bi-Weekly Payroll
- 3/20/2021 - 4/2/2021
- 4/3/2021 - 4/16/2021
- 4/17/2021 - 4/30/2021
- Monthly Payroll

**Status**

- Submitted
- Not Complete
- No Time Entered
- Approved
- Rejected

Reset Filters | Apply Filters

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours	
↑ Previous, Submitted - 2/20/2021								
Bi-Weekly Payroll	04/03/2021 - 04/16/2021	6/30/2021 12:00 PM	Submitted	11.75	11.75	0.00	0.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="button" value="Comments"/> <input type="button" value="View"/>
↓ Previous, Pending - 2/20/2021								
↓ Previous, Approved - 1/16/2021								
↓ Previous, Not Entered - 1/16/2021								

Page 1 of 1

Total: 4

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.

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

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
Regular	00:00 AM	00:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	32.00
	00:00 AM	00:00 AM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	
			+	+	1:00 PM	1:00 PM	1:00 PM	
					5:00 PM	5:00 PM	5:00 PM	
					- +	- +	- +	
Paid Time Off			4.00					4.00
Funeral Leave				4.00				4.00

This example includes 8 hours of holiday pay and 8 hours of PTO.

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

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

Other Actions

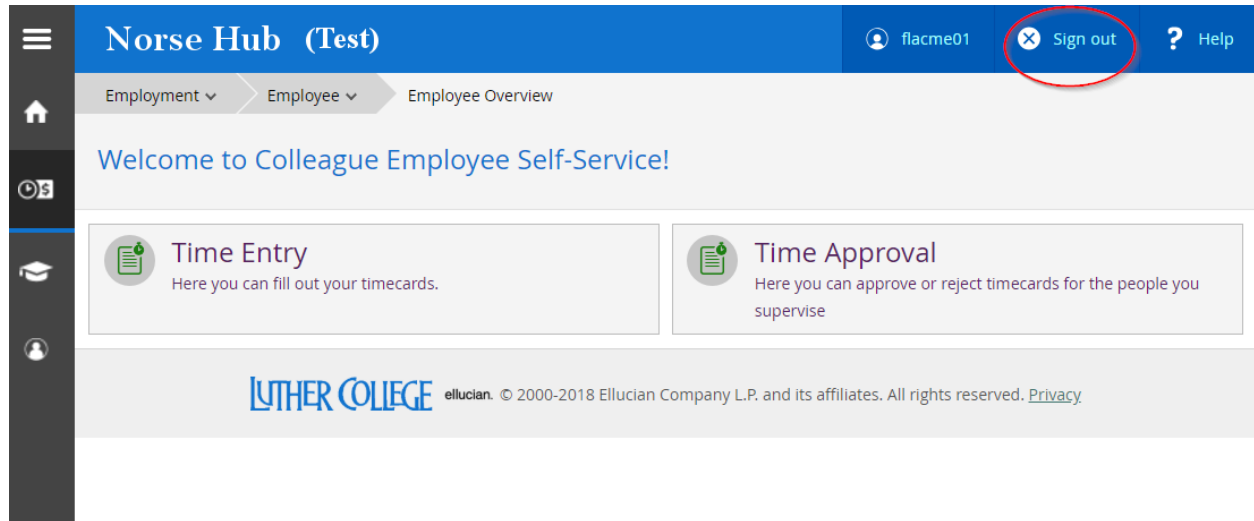
- Approve
- Reject
- Comments

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.



The screenshot shows the Norse Hub (Test) interface. The top navigation bar is blue and contains the text "Norse Hub (Test)" on the left, a user profile icon labeled "flacme01" in the center, and a "Sign out" button with a red 'X' icon on the right, which is circled in red. To the right of the "Sign out" button is a "Help" button with a question mark icon. Below the navigation bar is a breadcrumb trail: "Employment > Employee > Employee Overview". The main content area features a welcome message: "Welcome to Colleague Employee Self-Service!". Below this are two main sections: "Time Entry" with the subtext "Here you can fill out your timecards." and "Time Approval" with the subtext "Here you can approve or reject timecards for the people you supervise". At the bottom of the page, there is a footer with the Luther College logo and the text: "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".