

## Norse Hub: Instructions for Employees Paid Monthly

NorseHub.luther.edu is the Colleague Self Service interface for students, staff, and parents.

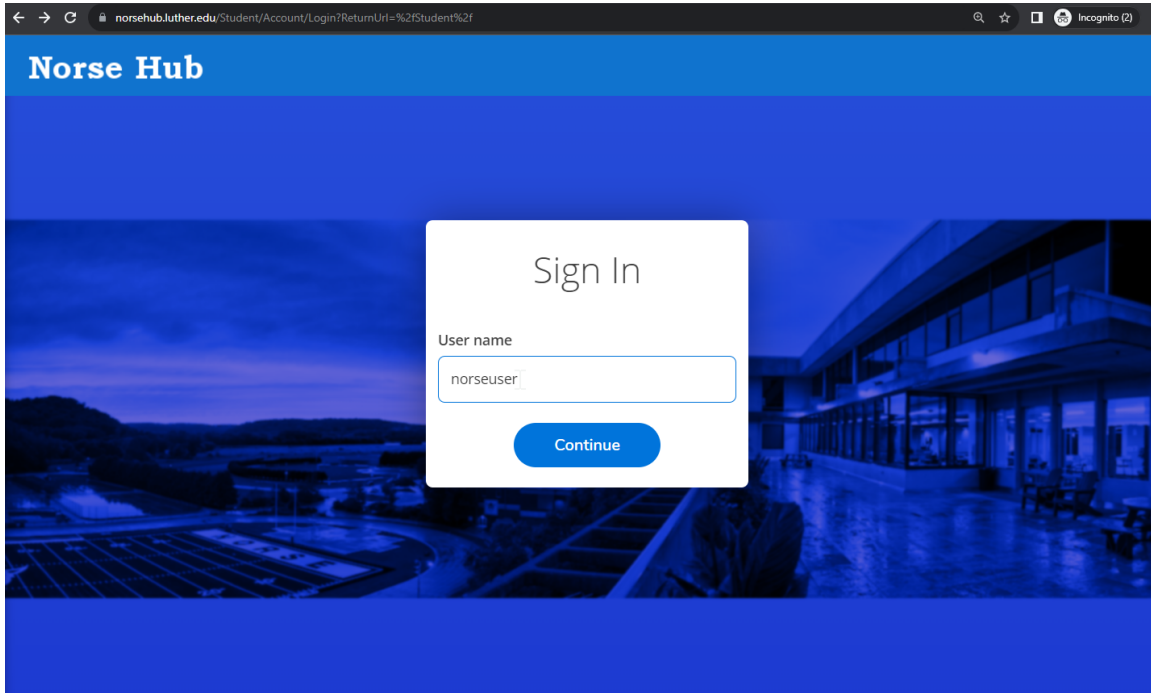
Employee Self Service features allow employees to view their tax information, earnings statement (previously called pay advice), time entry, leave balance, position history, stipend history, and current benefits. Supervisors can review and approve time entry and history for the people they supervise.

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](mailto:helpdesk@luther.edu).

This quick reference includes steps to:

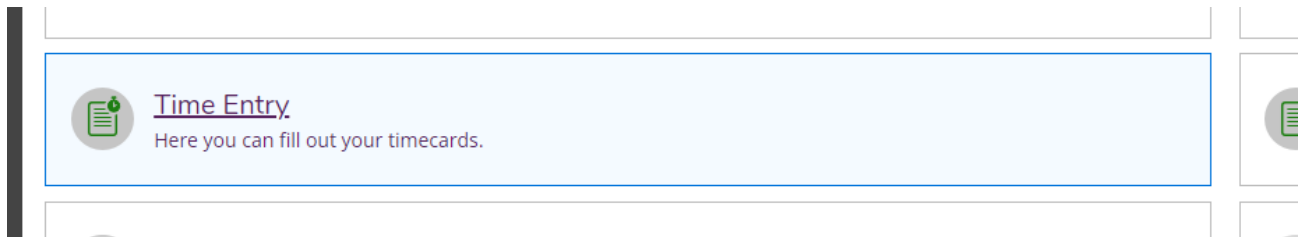
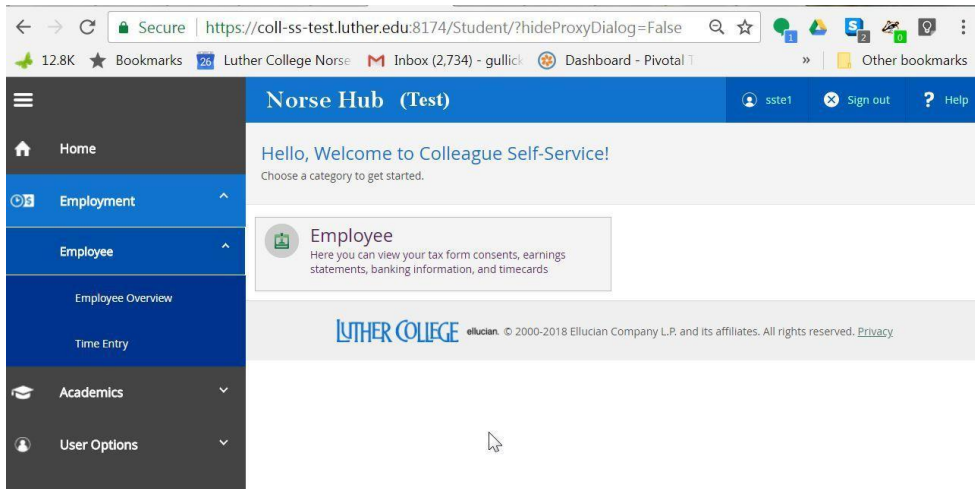
<b>Log in with your Norse Key username and password</b>	<b>1</b>
<b>Enter time worked and submit for approval</b>	<b>2</b>
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**Log in with your Norse Key username and password**

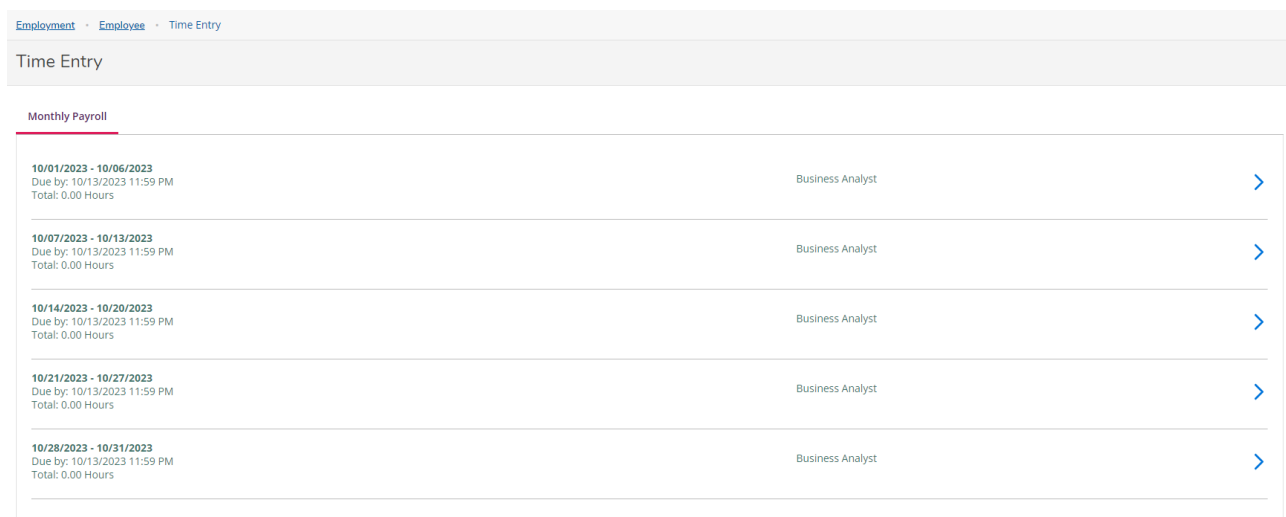


## Enter time worked and submit for approval

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



**Select pay period.** Time reporting is divided into weekly segments. Click on a week to enter time.



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

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

Employment · Employee · Time Entry

Pay Period 10/01/2019 - 10/31/2019  
[All Time Sheets](#)

Week 10/05/2019 - 10/11/2019  
40.00 Total hours

Saved Save View Leave Balances

HR2DIR • Director of Human Resources  
Flack, Melissa • Human Resources • Main Campus  
40.00 | Unsubmitted

Weekly Totals

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

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*.

Week 11/09/2019 - 11/15/2019  
0.00 Total hours

Saved Save View Leave Balances

HR2DIR • Director of Human Resources  
Flack, Melissa • Human Resources • Main Campus  
0.00

Earn Type	Sat 11/9	Sun 11/10	Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Total
Work Schedule <b>Apply</b>	0.00		8.00	8.00	8.00	8.00	8.00	40.00
Regular								0.00

+ Additional Time

Position Total Hours: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Comments **Submit for Approval**

Click the down arrow to expand the earn type options if you have adjustments to make on your weekly schedule. This will give you options under “Choose Earn Type” for things like PTO, Holidays, etc.

Earn Type	Sat 11/30	Sun 12/1	Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Total
Work Schedule <span>Apply</span>	0.00		8.00	8.00	8.00	8.00	8.00	40.00
Regular								0.00
Choose Earn Type <span>^</span>								0.00
---								
Paid Time Off								
Holiday Pay								
Funeral Leave								
Jury Duty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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.
  - o 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).
  - o The weekly work schedules for the current month will not be available after the 17<sup>th</sup> of the month. This is because Payroll must close access in order to process the current month’s payroll.

**Changes to PTO taken after 17<sup>th</sup> of the month:**

- Exempt employees must email their supervisor to report any PTO time taken after the 17<sup>th</sup> of the current month.
  - o Supervisor must forward their approval to HR. Supervisors should send email to [hr@luther.edu](mailto:hr@luther.edu). HR/Payroll will update the employee’s PTO account.
  - o 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.

Earn Type	Sat 10/5	Sun 10/6	Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Total
Work Schedule	0.00		8.00	8.00	8.00	8.00	8.00	40.00
Regular	0.00		8.00	0.00	8.00	8.00	8.00	32.00
Holiday Pay				8.00				8.00
Position Total Hours:	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00

Comments **Submit for Approval**

### Review time entries for pay period

The screenshot shows the NorseHub interface for reviewing time entries. The browser address bar shows the URL: <https://coll-ss-test.luther.edu:8174/Student/TimeManagement/TimeSheet#s=...>. The page title is "Pay Period 4/1/2018 - 4/30/2018". The current view is for "Week 4/28/2018 - 4/30/2018" with "3.00 Total hours". The entry is for "FA6LWS • Fin Aid Lws Student Worker" by "Flack, Melissa • Student Financial Planning" with "3.00" hours and a "Submitted" status. The "Weekly Totals" section shows "Daily Total Hours" of 0.00, 0.00, 0.00, 3.00, 0.00, 0.00, 0.00, and 3.00, and "Regular Hours" of 3.00. The footer includes the Luther College logo and the text: "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy".

## Sign out to end your session

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

