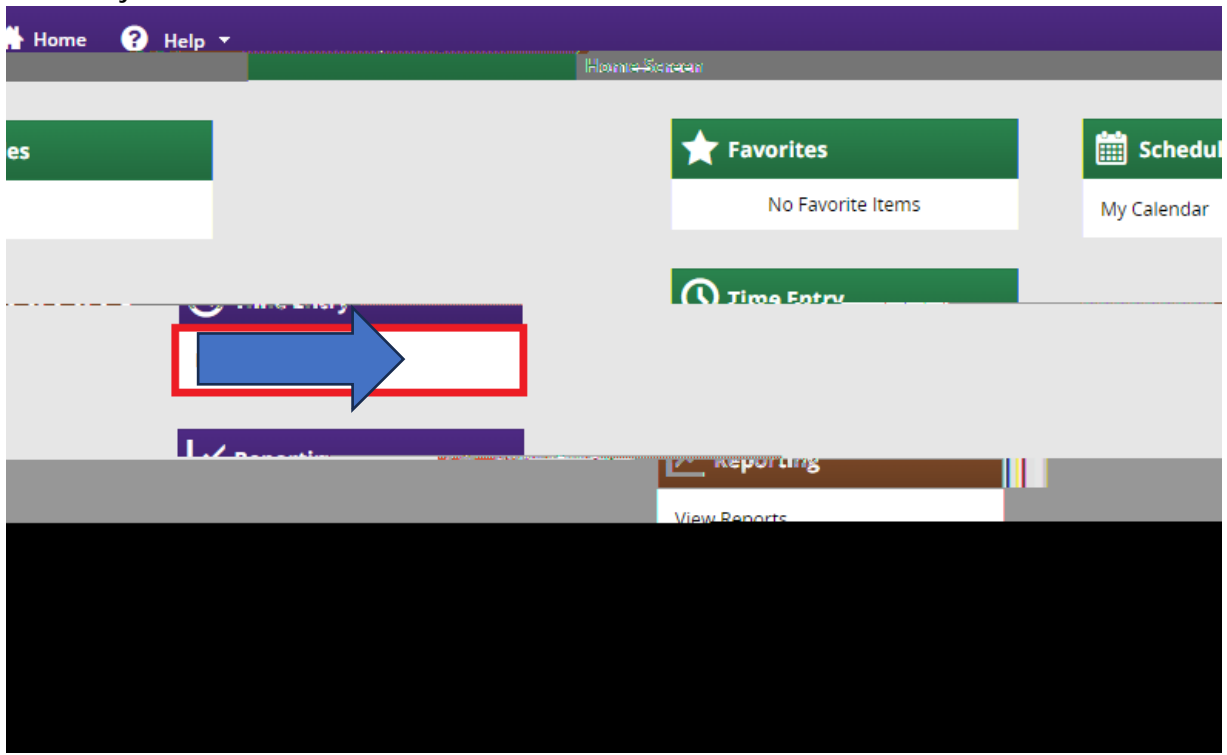
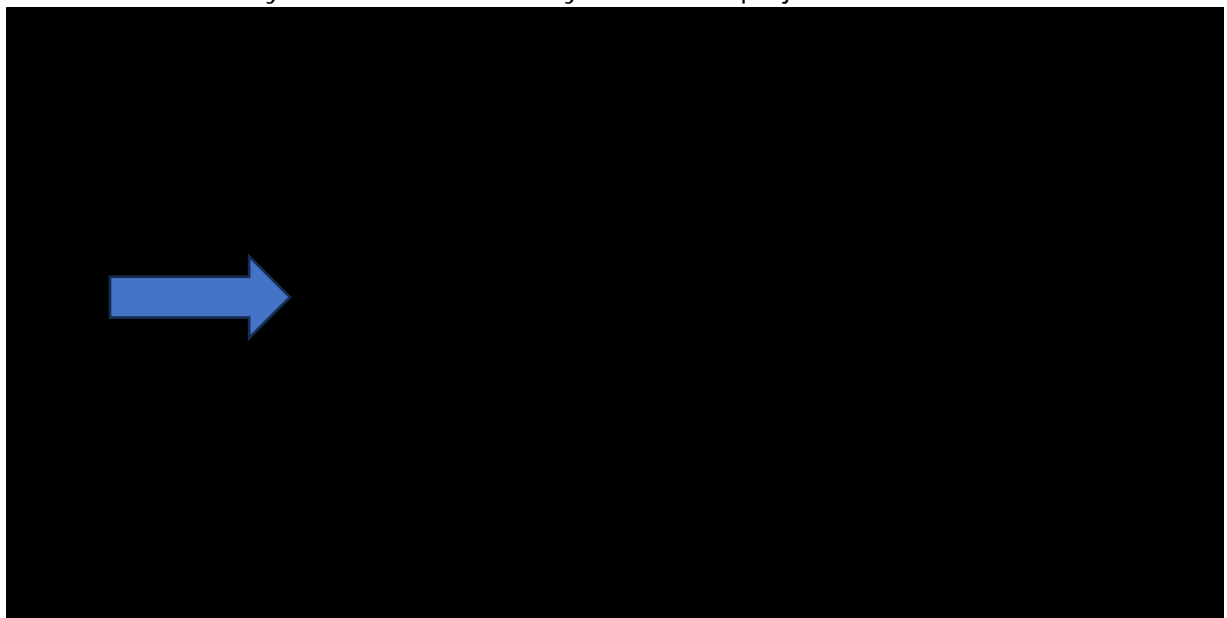


1. Sign in with NU email address and password at: <https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do>
2. Select 'My Timesheet'



3. (If Applicable, you must have an employment record (Rcd 0x) .

Note: Your employment record will also contain your official job title and work center as an employment record. Any into easier identify the correct item to select if you have multiple jobs.



4. N
period!



◀ 05/12/2024 - 05/25/2024 ▶ Save

Time Entry

S M T W T F S S M T W T F S May 13, 2024 Show All Weeks

Date	Pay Code	Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12	Please Select...					
Mon 05/13	Please Select...					
Tue 05/14	Please Select...					
Wed 05/15	Please Select...					
Thu 05/16	Please Select...					
Fri 05/17	Please Select...					
Sat 05/18	Please Select...					0.00

Date	Pay Code	Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/19	Please Select...					
Mon 05/20	Please Select...					
Tue 05/21	Please Select...					
Wed 05/22	Please Select...					

5. Use the drop-

Date	Pay Code	Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12	Please Select...					
Mon 05/13	Time Worked					0.00
Tue 05/14	Please Select...					
Wed 05/15	Excused Absence (Unpaid)					
Thu 05/16	Sick					
Fri 05/17	Time Worked					
Sat 05/18	Please Select...					0.00

6. In the cell under the 'Hours/In-

a comment under the 'Comments' column.

Date	Pay Code	Transfer Code	Case ID	Hours / In-Out	Comments	Total
Sun 05/12	Please Select...					
Mon 05/13	Worked			2.50		0.00
Tue 05/14	Please Select...					
Wed 05/15	Please Select...					
Thu 05/16	Please Select...					
Fri 05/17	Please Select...					
Sat 05/18	Please Select...					0.00

7. must cli 'Save.'

8. you have ing your hours pay period must