Using the NuView Employee Self-Service Module
Time Attendance / Time Entry

Introduction

The hourly employee self-service time entry process is changing. As Cort-web is phased out, NuView will be implemented to replace what is currently used. As current Cort-web users, you will notice that the interface is relatively similar and you should find the transition to NuView relatively easy.

Logging In

To log into the NuView system, go to http://FP-HRWeb/HRS-SSO. You can find the link on the HR webpage. The User Logon and password information is the same as your Franklin Pierce user name and password. (Contact the IT department if you need to reset your password.)

Navigating the Home Page

Once you have successfully logged into the test system, you will be taken to the home landing page.

From this landing page, you will see four (4) icons. For the purpose of electronic timecards, you will need to select the “Pay” icon. By selecting this icon, you will see a drop menu.
From the drop menu on the screen, from the second column called “Time and Attendance”, select the Time Entry option.

Selecting the “Time Entry” menu item will open up the main window of the page with the Timesheet Group Pay Periods.

**Time Entry**

The top of the page indicates the Employee Name, the Employee Number and what timesheet group the employee is a part of. The pay period is listed – there will be no more than two at a time listed on this page.
On Employee Timesheet page, locate the correct pay period to enter working hours information into.

<table>
<thead>
<tr>
<th>Period Start Date</th>
<th>Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/08/2014</td>
<td>06/21/2014</td>
</tr>
</tbody>
</table>

Timesheet Group: NONEX
Period Start Date: 06/22/2014

<table>
<thead>
<tr>
<th>Period Start Date</th>
<th>Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/22/2014</td>
<td>07/05/2014</td>
</tr>
</tbody>
</table>

To select the pay period, click on the underlined date i.e. **06/22/2014**. The employee details will appear at the top of the page: name, employee # and the job title.

The screen will display all of the days for that particular payroll period. As the Franklin Pierce payroll period runs from Sunday through Saturday, you will note that each payroll period begins on a Sunday.
It is important to pay attention to the day that you are entering to ensure that you do not begin to enter hours on a Sunday. Enter the details of the time in each appropriate box.

By default, the system will set the hours worked as REGU (regular). If you require another type of time used, click on the down arrow and select from one of the following choices:

Entering Hours

Input the hours data into the Start Time and End Time.

- Using a “.” or “:” will reformat the time entered to the appropriate style. 8:00:00 am
- It is important to use the “am” or “pm” after the number entered otherwise the system will default to am (this can result in individuals work 18+ hours in one day during to incorrect time entry)
- Click on the ⌚ and a ‘time box’ will come up on the screen with the current time to select from. By clicking the ok, the time displayed will be selected as the time of entry.

Entering Hours

Data put into the Start Time and End Time can be entered in several ways:

- 8 a or 8 p will calculate out as 8:00am or 8:00pm
- Click on the ⌚ and select the time from the pop-up box
- Enter the time correctly with am or pm

Once the hours have been entered into both the Start and End Time boxes, the hours worked will be calculated.
To enter hours worked after the lunch break, click on the button next to the day entering data into. This will create a blank second line for data to be entered. Entry can be made by either clicking on the down arrow or entering the information manually.

NOTE: the system does not self-generate the information when the Add button is selected. The information regarding Time Activity will need to be entered manually, i.e. REGU (regular).

After entries have been made, click on the located in the top right hand corner of the screen. The hours that have been saved under the daily entries will be calculated for the week at the bottom of each week. This is automatically calculated once you save the entries.

**Entering Hours Not Worked**

When entering in hours for P.T.O. (paid time off – includes vacation or sick time), you only need to enter the total hours in the column on the right. For example, if you take a vacation day, you would just enter “8” on the column titled “Hours” for the appropriate day.

**Submitting Your Timesheet**

At the end of the pay period, you must submit your timesheet to your supervisor. Review entries for completeness (including any sick, vacation or personal days), and ensure that your total of hours is equal to 40 per week.
To submit, open the timesheet and select **Submit**. This will send your timesheet to your supervisor for the approval process.

You will be able to check the status of the timesheet at any stage. The time entry page will indicate if your supervisor has approved or is waiting to complete your timesheet.

### Employee Timesheet

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Employee#:</th>
<th></th>
<th>Profile:</th>
<th></th>
<th>Regulator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timesheet Group: NONEX</td>
<td>Period Start Date: 06/2014</td>
<td>Period End Date: 06/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period Start Date</td>
<td>Period End Date</td>
<td>Employment#</td>
<td>Department</td>
<td>Manager Name</td>
<td>Pending Status</td>
</tr>
<tr>
<td>06/09/2014</td>
<td>06/21/2014</td>
<td>1</td>
<td>5210</td>
<td>Approved</td>
<td>24</td>
</tr>
<tr>
<td>Timesheet Group: NONEX</td>
<td>Period Start Date: 06/22/2014</td>
<td>Period End Date: 07/05/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period Start Date</td>
<td>Period End Date</td>
<td>Employment#</td>
<td>Department</td>
<td>Manager Name</td>
<td>Pending Status</td>
</tr>
<tr>
<td>06/22/2014</td>
<td>07/05/2014</td>
<td>1</td>
<td>5210</td>
<td>Open</td>
<td>8</td>
</tr>
</tbody>
</table>

### Tips

- When in any page, you can return to the previous landing page without saving by clicking on the white X on the blue band across the top of the page.
- When closing out any page, do not click the X on the top of the browser; that will close everything without saving.
F.A.Q’s.

Q: Why does the approved time sheet that I submitted stay in the list?
A: This remains on the list until transferred to the historical time entries. This may take one or two pay periods to happen.

Q: Is there a summary view so that I can see a total for my submitted timesheet?
A: Yes, open up the pay period that you are interested in looking at. Once in the pay period, select Timesheet Information.

Q: How do I know that I am in the correct payroll?
A: Check the dates. The open payrolls will be in date order so you should primarily be in the first open payroll in the list.

Q: Can I print a copy of my timesheet?
A: Yes (but it won’t be pretty). Select the Tools icon (top right of page). This will open a menu box. From this menu box, selection Print Page. Note: you can also export to Word or Excel (again, won’t be so pretty but will have all the details).
Another option is to go to the browser’s File Menu and select print or print preview, then print as per normal.

Please note, if you accidentally open up the Tools Menu Box or you decide to not print, use the first selection option “close” to remove the menu box from the page.

**Q: Can I go back to the previous page?**
A: Do not use the go-back arrow on the browser page.

**Q: What browsers can I access this from?**
A: Internet Explorer, Firefox and Google Chrome, and Mac.