

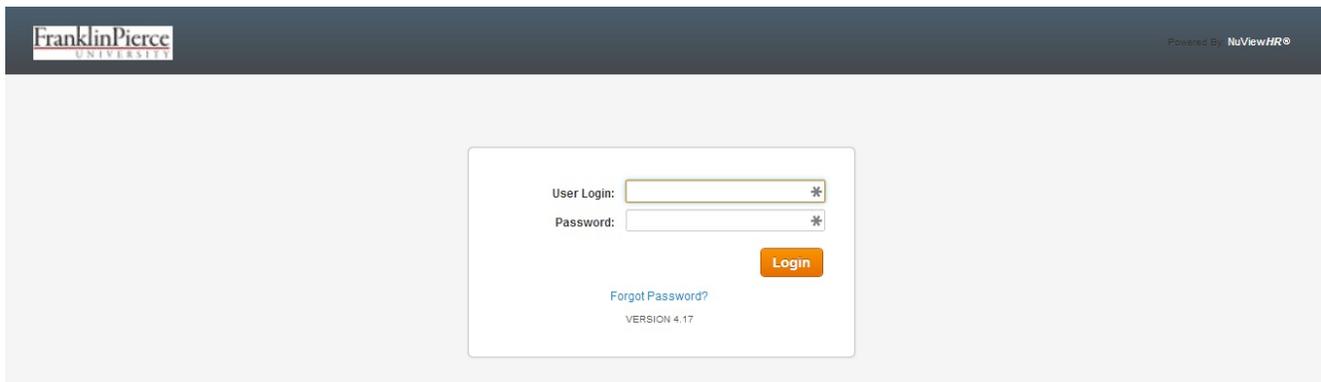
Using the NuView Employee Self-Service Module Time Attendance / Time Entry

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.

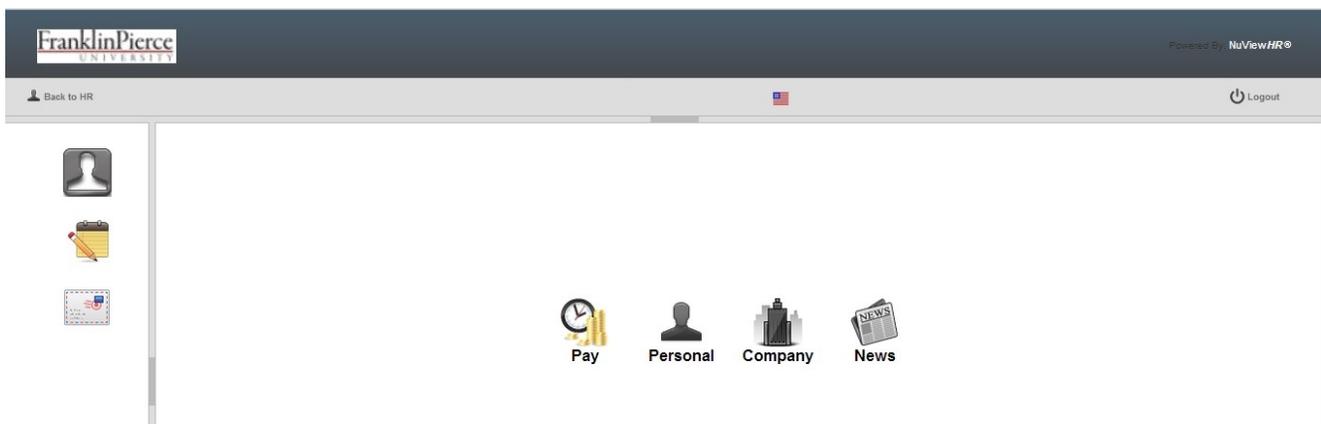
Logging In

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.



Payroll	Time and Attendance	Financial Info
Tax Detail	Request Time Off	Investments
YTD Totals	Vacation Balance	Benefit Statement
Pay Accumulator Detail	Default Timesheets	
View W2 Forms	Time Entry	
Direct Deposit	Historical Time Entries	

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

Time Entry

Employee Timesheet ?

Employee Name: Employee#: Profile: Regulator:

Timesheet Group: NONEX
 Period Start Date: 06/08/2014 Period End Date: 06/21/2014

Period Start Date	Period End Date	Employment#	Department	Manager Name	Pending Status	Regular Time Hours	Overtime Hours	Other Time	Total Hours
06/08/2014	06/21/2014	1	6210		Approved	24	0	56	80

Timesheet Group: NONEX
 Period Start Date: 06/22/2014 Period End Date: 07/05/2014

Period Start Date	Period End Date	Employment#	Department	Manager Name	Pending Status	Regular Time Hours	Overtime Hours	Other Time	Total Hours
06/22/2014	07/05/2014	1	6210		Open	0	0	0	0

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.

Employee Timesheet

Employee Name: Employee#: Profile: Regulator:

Timesheet Group: NONEX
 Period Start Date: 06/08/2014 Period End Date: 06/21/2014

On Employee Timesheet page, locate the correct pay period to enter working hours information into.

Period Start Date	Period End Date
<u>06/08/2014</u>	06/21/2014
Timesheet Group: NONEX	
Period Start Date: 06/22/2014	
Period Start Date	Period End Date
06/22/2014	07/05/2014

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.

Employee Timesheet Details

Employee Name: _____ Employee#: _____ Profile: Regulator:

Eml: 1 Payroll Group: _____ Job Title: _____

Approved Hours

Employment# Effective Date Time Activity Hours

Entry Flags: Max = Maximum Threshold, Min = Minimum Threshold, High = Too Many Punches, Low = Too Few Punches

> Timesheet Information

Timesheet Entry

Notify	Flag	Add	Date	WeekDays	Time Activity	Start Time	Rounded Start Time	End Time	Rounded End Time	Hours	Rounded Hours	Mark For Delete
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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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/22/2014	Sunday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/23/2014	Monday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/24/2014	Tuesday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/25/2014	Wednesday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/26/2014	Thursday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/27/2014	Friday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/28/2014	Saturday	REGU (Regular)	<input type="text"/>						
Week Ending			Total Hours									
06/28/2014			0									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/29/2014	Sunday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/30/2014	Monday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2014	Tuesday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2014	Wednesday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/03/2014	Thursday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/04/2014	Friday	REGU (Regular)	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/05/2014	Saturday	REGU (Regular)	<input type="text"/>						
Week Ending			Total Hours									
07/05/2014			0									

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.

Notify	Flag	Add	Date	WeekDays	Time Activity	Start Time	Rounded Start Time	End Time	Rounded End Time	Hours	Rounded Hours	Mark For Delete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/22/2014	Sunday	REGU (Regular)	<input type="text"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/23/2014	Monday	REGU (Regular)	<input type="text"/>	<input type="checkbox"/>					

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:

REGU (Regular)

- BRVM (Bereavement)
- HOLI (Holiday)
- INCW (Inclement Weather)
- JURY (Jury Duty)
- PERS (Personal Leave)
- REGU (Regular)
- SICK (Sick Leave)
- SMRH (Summer Hours)
- UNPL (Unpaid Leave)
- VACA (Vacation)

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 days 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.

CLOSE[X]

5 : 36 : 28 pm?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/23/2014	Monday	REGU (Regular)	8:00:00 am <input type="button" value="🕒"/>	8:00:00 am <input type="button" value="🕒"/>	12:00:00 pm <input type="button" value="🕒"/>	12:00:00 pm <input type="button" value="🕒"/>	4	4	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/24/2014	Tuesday	REGU (Regular)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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.

Start Time	End Time	Hours
8:00:00 am	12:00:00 pm	4

Start Time	Rounded Start Time	End Time	Rounded End Time	Hours	Rounded Hours				
8:00:00 am		8:00:00 am		12:00:00 pm		12:00:00 pm		4	4

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.

	06/23/2014 Monday	REGU (Regular)	8:00:00 am		8:00:00 am		12:00:00 pm		12:00:00 pm		4	4
	06/23/2014 Monday											

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).

06/23/2014 Monday	REGU (Regular)	8:00:00 am		8:00:00 am		12:00:00 pm		12:00:00 pm		4	4	
06/23/2014 Monday	REGU (Regular)	12:30:00 pm		12:30:00 pm		4:30:00 pm		4:30:00 pm		4	4	<input type="checkbox"/>

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.

Week Ending	Total Hours
06/28/2014	8

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 . 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

Employee Name: Employee#: Profile:  Regulator: 

Timesheet Group: NONEX
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Period Start Date	Period End Date	Employment#	Department	Manager Name	Pending Status	Regular Time Hours	Overtime Hours	Other Time	Total Hours
06/22/2014	07/05/2014	1	6210		Open	8	0	0	8

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.

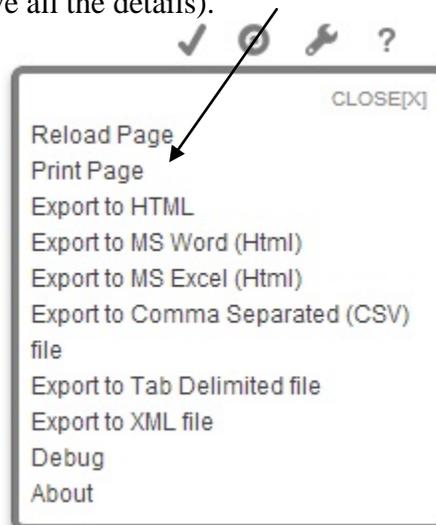
Timesheet Entry											
Notify	Flag	Add	Date	WeekDays	Time Activity	Start Time	Rounded Start Time	End Time	Rounded End Time	Hours	Rounded
<input type="checkbox"/>			06/08/2014	Sunday	REGU (Regular)						
<input type="checkbox"/>			06/09/2014	Monday	REGU (Regular)	8:00:00 am	8:00:00 am	12:00:00 pm	12:00:00 pm	4.00	4.00
<input type="checkbox"/>			06/09/2014	Monday	REGU (Regular)	12:30:00 pm	12:30:00 pm	4:30:00 pm	4:30:00 pm	4.00	4.00
<input type="checkbox"/>			06/10/2014	Tuesday	REGU (Regular)	8:00:00 am	8:00:00 am	12:00:00 pm	12:00:00 pm	4.00	4.00
<input type="checkbox"/>			06/10/2014	Tuesday	REGU (Regular)	12:30:00 pm	12:30:00 pm	4:30:00 pm	4:30:00 pm	4.00	4.00
<input type="checkbox"/>			06/11/2014	Wednesday	REGU (Regular)	8:00:00 am	8:00:00 am	11:30:00 am	11:30:00 am	3.50	3.50
<input type="checkbox"/>			06/11/2014	Wednesday	REGU (Regular)	12:00:00 pm	12:00:00 pm	4:30:00 pm	4:30:00 pm	4.50	4.50
<input type="checkbox"/>			06/12/2014	Thursday	VACA (Vacation)					8.00	8.00
<input type="checkbox"/>			06/13/2014	Friday	VACA (Vacation)					8.00	8.00
<input type="checkbox"/>			06/14/2014	Saturday	REGU (Regular)						

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.