

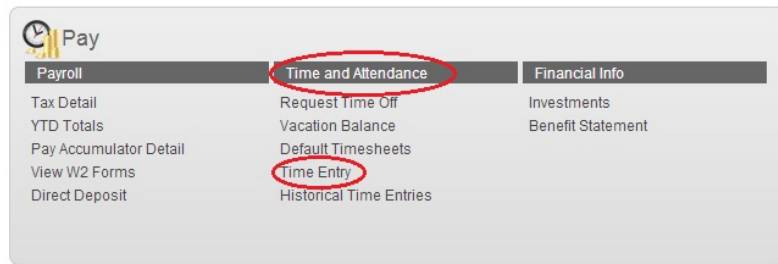
NuView Timecard/Payroll System Cheat Sheet

<http://FP-HRWeb/HRS-SSO>

☞ **User Name and Password:** These are the same as the ones you logon to your Franklin Pierce network / email account.

☞ Now that you have signed in:

- Select **PAY** from the icons on the screen



- Select Time and Attendance from drop box
- To begin a new timesheet, click Time Entry.
- Then click on the most current pay period
- *Note: once submitted, you will not be able to enter nor alter your timesheet.*
- *You do, however, want to save your entries before you exit the NuView system.*

☞ **Types of Leaves**

- Bereavement – See Administrative Policy Disability – *Only to be used with HR approval*
- FMLA – Only to be used with HR approval
- Holiday – This is to be used for floating and normal holidays
- Inclement Weather – See Administrative Policy
- Jury Duty – Only to be used with approved paperwork
- Personal – See Administrative Policy
- Regular Pay – Actual work hours
- Sick – See Administrative Policy
- Summer Hours – See Administrative Policy
- Unpaid Leave – Only to be used with PRIOR HR approval
- Vacation – See Administrative Policy

☞ Time Sheets Are Now Due. . . Now What?

- Once your bi-weekly time sheet is completed, SAVE ✓ your entries – this will automatically calculate your weekly totals.
- You can also add a comment for your supervisor. Please keep in mind that this is a legal document and will become part of your permanent file.
- Click SUBMIT to send to your supervisor for approval.
- Now that you have submitted your time sheet to your supervisor, they will receive an email requesting that they review and approve. Should your supervisor have questions or feel that your submissions are not correct, they can return the time sheet back to you. You will get a notice in your email stating that you must correct your time sheet.
- Employees must maintain their email accounts so that they are available to receive email communication from the payroll system. Failure to maintain your University email account may be cause for disciplinary action up to and including termination.

☞ Compensation Information

- You have total access to your payroll history.
- Simply click on the year for the pay period you are looking for.
- Then click on the pay date for the detail.
- You can view all your compensation/benefit information from work or home.
- You can print your payroll documents at any time!

☞ Lost your password?

- Contact the [IT Help Desk](#) to have your password reset.