

Completing your Electronic Time-Card

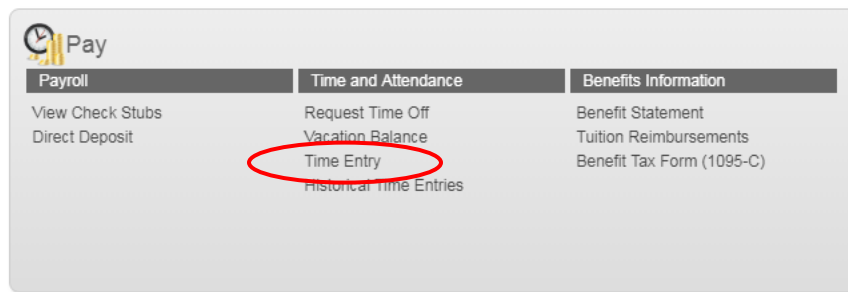
To Log into NuView – visit the Human Resources web page on e-Raven and click on the



User Name and Password: The user name and password are the same as the ones you logon to your Franklin Pierce network/e-mail account.

Now that you have signed in:

- o 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.
- Once your bi-weekly time sheet is completed, click ✓ to save your entries – this will automatically calculate your weekly totals.
- Be sure to double check your entries and total to ensure accuracy.
- 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.

Notes:

Depending on your security set-up in the system, your initial log-in may not bring you to the Employee Self-Service screen. If so, just click on “Self Service” up on the top left-hand corner of your screen. That will take you to the Employee Self-Service screen and then follow the directions above.

