

## Time and Labor Benefit Eligible Exception Reporters: FLSA Exempt Employees Transcript

This video is for benefit eligible exception reporters, FLSA exempt employees. Let's take a look at how to use the online timesheet to request time off in Louie. Please note that FLSA Exempt staff will use the timesheet only to request time off NOT to report time worked.

Navigate to [nau.edu/louie](http://nau.edu/louie) and click "log in to Louie". Log in using your NAU Credentials.

You will be directed to the new Louie homepage with a tile layout. Ensure you are on your HR homepage. Use the dropdown at the top of the page to select your homepage.

Click the "Time Reporting" tile. On the left hand side you have options such as "Timesheet" and "user preferences". Make sure you are on "timesheet"

The timesheet will open in the current week. You can use the "view by" dropdown to view your timesheet by pay period or week. Or Click 'previous week' or 'next week' to move backward or forward.

Select the day, week or pay period option, record your hours you are requesting off under the correct date. Note that each line will record vacation time or sick time, enter your hours as appropriate. Under "time reporting code" use the dropdown to select the appropriate time reporting code, such as vacation or sick. You will NOT enter your normal hours here. This process is the same whether you are filling in sick hours for the current week, or requesting future time off. Ensure you are selecting to correct week or pay period under the view by option.

Once hours are entered, click "submit". A pop up box will appear asking you to acknowledge that the reported time is accurate and complies with University policies. Click "ok", this is your electronic signature.

Once you submit your hours you can click on "reported time status" below the timesheet to see the hours that need approval. By clicking 'needs approval' you can see who can approve your form. This will be your immediate supervisor and any proxy they have set up. Click "return to timesheet" to go back to your timesheet.

You can add comments for your supervisor if you want or need to. To do this click on the speech bubble under "add comments" next to your requested time off. Enter your comment and click "apply", this will save your comment. Click "ok" to close the window. It is important to remember that comments cannot be deleted or changed once added.

To view your leave balances click on the "leave/compensatory time" tab within your timesheet. Here you will see your sick and vacation leave balances. Click on the icon under "view detail" to see your current available balance. Note the difference in the recorded balance and the end balance.

To view your future time off, click on “actions” at the top left of the screen under your name and click on “my future time”. This will display all of your future time off you have requested.

To return to the Louie homepage, click the home icon in the upper right hand corner.

Additional FAQ’s and documentation can be found on the NAU HR website at [nau.edu/human-resources](http://nau.edu/human-resources).