

## Time and Labor Positive Pay Benefit Eligible Employees: FLSA Non-exempt Transcript

This video is for positive pay benefit eligible employees, FLSA non-exempt. Let's take a look at how to use the online timesheet in Louie. Please note that all FLSA non-exempt regular benefit eligible employees will use this online timesheet to record all hours 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"

Your timesheet will open in the current week. You can use the "view by" drop down to view by pay period or click "previous week" or "next week" to move backward or forward. Once you have the correct week selected, enter your daily hours worked and submit any request of absence or record any absence, selecting the appropriate time reporting code, and click submit. Keep in mind that a separate line needs to be used for each time reporting code. You can input these hours daily if you wish as well.

If you work overtime, which is considered anything over 40 hours, the system will automatically process the extra hours as comp time earned. If you prefer to be paid out for your overtime hours, check the box "overtime as cash" on the right hand side.

Once you are finished 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".

You will now see the hours that need approval in the "reported time status" below the timesheet. By clicking on "needs approval" you can see who can approve your hours. This will be your immediate supervisor or any proxy they have set up. Click "return to timesheet" at the bottom of the screen to go back to your timesheet.

This is also where you will request time off. To request time off select the date you wish you request off. You can view by future day, week or pay period. Enter the hours under the dates you wish to request off. Ensure you select "vacation" or "sick" from the drop down under time reporting code. Then click "submit".

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

For addition FAQ's and documentation, please visit the NAU HR website at [nau.edu/human-resources](http://nau.edu/human-resources).