

Time and Labor Student, Temporary and Hourly Employees Transcript

This video is for student, temporary and hourly employees. Let's take a look at how to clock in and out using the web clock.

Navigate to 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 "web clock". Make sure you are on "webclock"

If you have more than one job click on the magnifying class under "select job" then click "look up" to view available jobs.

Select the appropriate job you are clocking in for by clicking on the appropriate Empl Record number. Under the "punch type" drop down select "in". You may enter a comment to your punch if you wish under the "Comments" section. Once you are finished click "enter punch".

If you are clocking out, select "out" under the "punch type" drop down and then click 'enter punch'.

A pop up message will appear letting you know your punch was successfully recorded. It will also ask you if you want to stay logged into PeopleSoft. If you do not want to stay logged in select 'no'. This is proper protocol if others have access to your computer. Be sure to close your browser window to end the session and ensure you are logged out of the NAU Central Authentication system.

To view your timesheet, go back to the time reporting section in louie. Then click on 'timesheet'. If you have more than one job, select the job record/position timesheet you wish to view by clicking on the correct job title. You can review recent time punches here. If you missed any punches, contact your supervisor to add any missed in or out punches appropriately. You will also be able to view the reported status of your punches, this includes any hours waiting to be approved by your supervisor.

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.