Hello! This video is for supervisors of benefit eligible employees. In this video, you will learn how to approve time for positive pay and exception employees. If you approve students or hourly temporary employees, please reference that video for appropriate instructions.

First, navigate nau.edu/louie. Click “log in to Louie”. And log in with your NAU credentials. Ensure you are on the HR homepage. Click the “Manager/Department Dashboard” tile. Then click the “Time and Labor” tile. You will want to make sure you allow popups to access this page.

You will be directed to the main page of the Time and Labor WorkCenter. In the Center of the screen you will see a place for Announcements. This is where payroll will post any special announcements such as a modified payroll schedule.

On the left-hand side you will see the “my work” section. This area provides you with information regarding employees that need time approved. “Department Temporary” means you are a department supervisor having specific hourly employees assigned to you by a department administrator. The “my staff-current period” section is letting you know staff has reported time and needs approval for the current period or have previous pay period hours. This is also letting you know there are ROA’s to process. In the “My staff-future periods” section is where you will see if staff has reported future time or ROA’s that have been reported.

You’ll see a number next to “My staff-current period” when you have employees that need their time approved. Click “My staff-current period” to approve hours for your benefit eligible employees for the current period.

You can view hours by “ All time after a specific date, all time before a specific date, day or week” under the “view by” dropdown. Select your preferred view by option, then click the refresh arrows next to the date. Select the employee whose hours you want to approve. You will be brought to a page that displays all of that specific employees hours for the time frame you selected. In the “reported status” column, you will see which dates need hours approved. Click the box in the “select” column next to the date or dates you want to approve hours, then click “approve”. A pop up box will appear, confirming you want to approve the time selected and letting you know the approved status cannot be reverted back. If you want to approve the hours click “yes”. If you need to make changes, click “no” to go back. If you click yes you will be directed to a confirmation page letting you know the hours have successfully been approved. Click “ok”.

In the “Queries” section you have access the different reports. “My staff- future period requests”, is a report showing staff with future time of ROA’s reported. The Temporary Employees is where you will see any temporary staff that reports to you. The “Reported time Summary” is a report of all employee time by date range. The “Temp & Student Reported Time-All Departments is where you will see any temporary staff and student employees that report to you” and the “Standby and Callback Reported Same Day” is a tool to see if regular full-time employees who have reported standby hours and were called back to work during their on-call/standby period. Under “Managing Employees” The “Ben Elig Positive-Under reported hours” is a report that should be run each non-payroll Friday to ensure your “positive pay” employees have reported enough time/leave for the pay period. The “Punch IN- no matching OUT” for departments to know if any temporary staff or student employees have missing punches that need to be fixed.

Back at the top of the WorkCenter, click on “Links”. This will bring you to a variety of different reports available to you. Note that access and availability of reports on this page are based on your security access and will be different for each person based on their own security.

To approve time and ROA’s and look at your specific employees click on “timesheets” at the top of the screen.” To determine what types of employees you have select the icon next to “demographics”. This will expand your employee information. Look at the column “work group” to determine the type of employee.

Employees in a “positive pay” workgroup are FLSA non-exempt employees and must report all time worked and time away from work. If this time is not reported, they will not be paid.

Employees in the “exception appointed” workgroup are FLSA exempt employees and only report time away from work such as an ROA.

Exceptions are categorized as “high” or “low” exceptions. All exceptions should be taken care of before payroll is processed. Exceptions appear as a clock with an exclamation point. Clicking on this icon will let you know what needs to be fixed. You can have the employee adjust their time or you as the supervisor can adjust the time. When payroll runs their process this exception will go away.

Additional FAQ’s and documentation can be found on the NAU HR website at nau.edu/human-resources.