Approving Student and Temporary Hourly Employees Transcript

This video is for Supervisors of Student and temporary hourly employees. Let's take a look at how to approve and update time within NAU's online time and labor system.

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 be directed to the main page of the Time and Labor WorkCenter. You will want to make sure that you allow pop-ups to access this page. You will be re-directed to the main page of the time and labor work center. 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. "My Department Temporary" means you are a department supervisor having specific hourly employees assigned to you by a department administrator.

You'll see a number next to "my department temporary" when you have employees that need their time approved. Click on "My department temporary" to approve those hours. 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".

The "Queries" section on the left-hand side provides you tools to assist you in managing your employees. In this section you will see "my temporary employees", "reported time summary" and "Temp and Student Reported Time- All Departments". "My temporary employees" provides you with a current list of all students and/or hourly temporary employees assigned to you. "Reported Time Summary" allows you to enter a range of dates to see the hours reported by your employees.

Temp and Student Reported Time-All Depts allows departments to create a report of all hours worked by a specific employee in more than one department. Meaning a student employee may work in HR and in ITS and the HR Office needs to review how many hours this individual has worked in both HR and ITS to assist in scheduling to avoid them going into OT status.

To go back to the main page, click “announcements” in the upper left-hand corner, or use your browsers back button. Once on the main page, Click on “timesheets” at the top of the page. Here you will see your employees hours again, this is another place where you will approve your employees hours.

As the supervisor, you can also add time or correct time for your employees if they miss an individual punch or if they need total hours entered for a particular day. If you know the in and out time an employee was at work on a particular day, enter them on their timesheet. If you know an employee worked 7 hours on a particular day, but don’t know their in and out times, enter the hours under “quantity”. Then click “submit”. A pop up box will appear stating you acknowledge that the time reported is accurate and complies with university policies. Click “OK”, this is your electronic signature. Note that this does not approve hours, it just adds the hours to the employees timesheet. You will need to select the hours and click approve to approve the hours you have just entered.

Payroll will be providing a “Missed Punch” template for departments to use where employees can record their missed punch for supervisors to enter. You can also find this form on the HR website under Forms Index. This missed punchlog should be kept available for auditors. If you miss entering a “missed punch” for an employee an exception will be generated prior to the closing of the pay period. All exceptions should be reviewed before a pay period is closed.

The exception symbol looks similar to this. The only exception expected for regular student or temporary hourly employees would be if they missed a punch. A separate exception will be generated for Federal Work Study (FWS) student employees in the pay period in which they exceed the allotted federal work study dollars. This allows hours to be moved from their FWS Position to their Student Wage position, helping to avoid payroll transfers.

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