PAYROLL

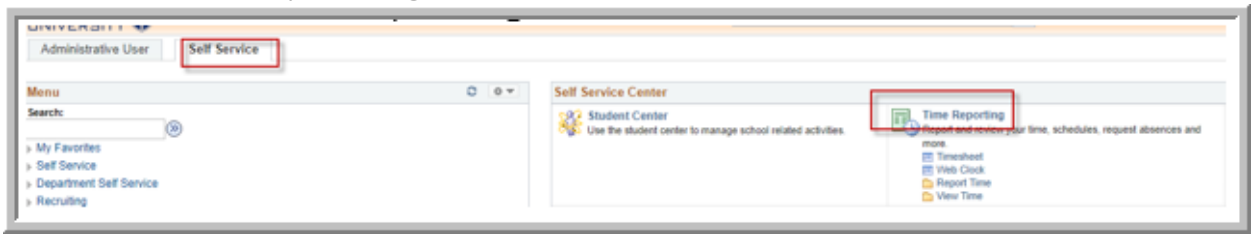
NORTHERN ARIZONA UNIVERSITY | Human Resources

Benefit Eligible Exception Reporters (FLSA Exempt)
How to use the new Online Timesheet to Request Time Off

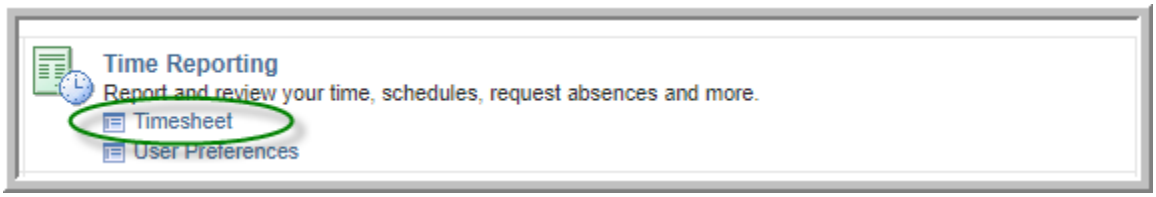
Time and Labor will be replacing the current eROA. FLSA Exempt staff will use the timesheet only to request time off NOT to report time worked.

Log into LOUIE – Self-service and do the following steps

Select Time Reporting

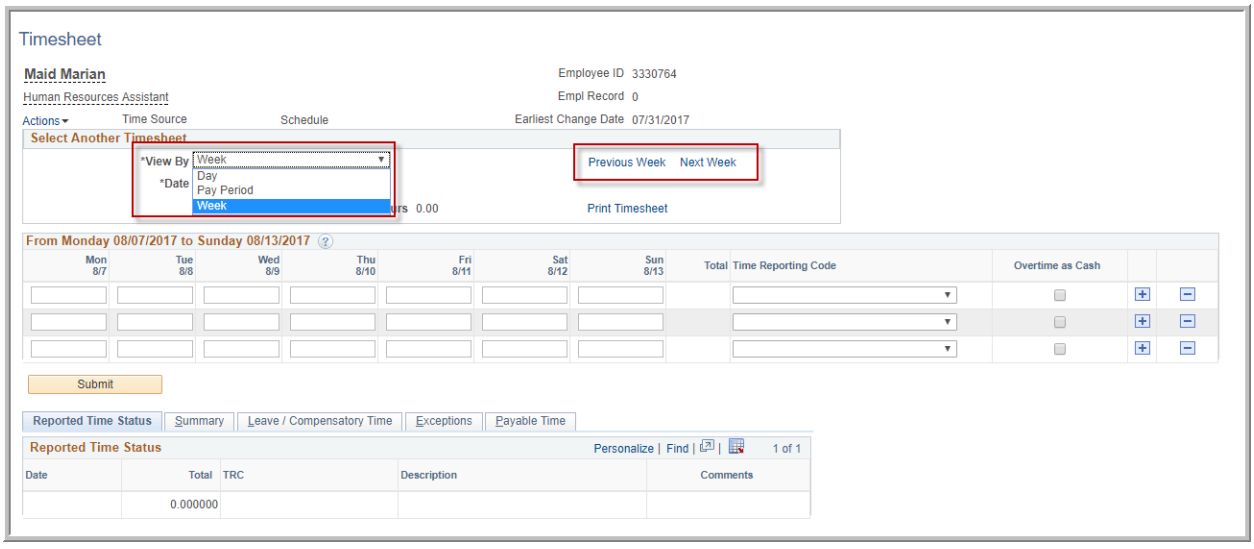


Select Timesheet

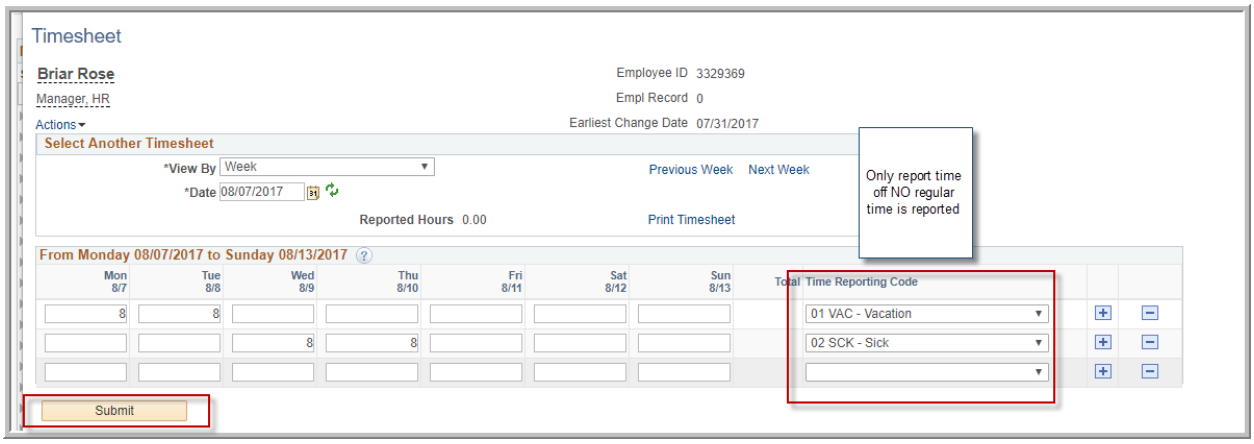


Timesheet opens in the current week

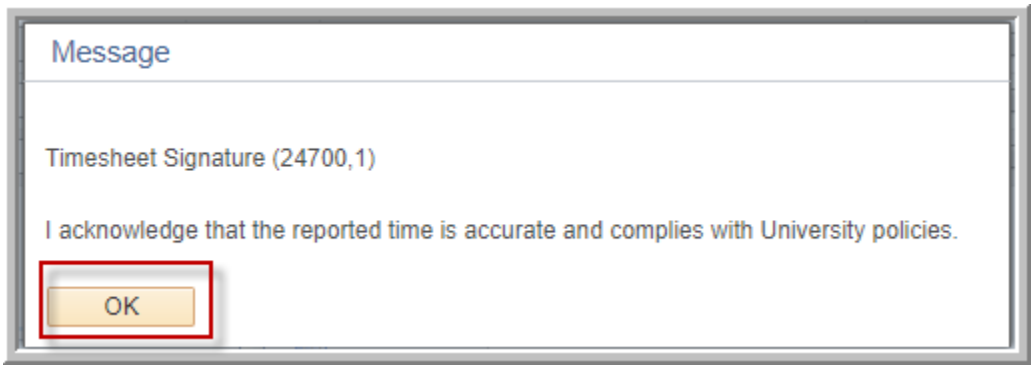
You can use the drop down to view by pay period or click on Previous Week or Next Week hyperlinks to move backward or forward



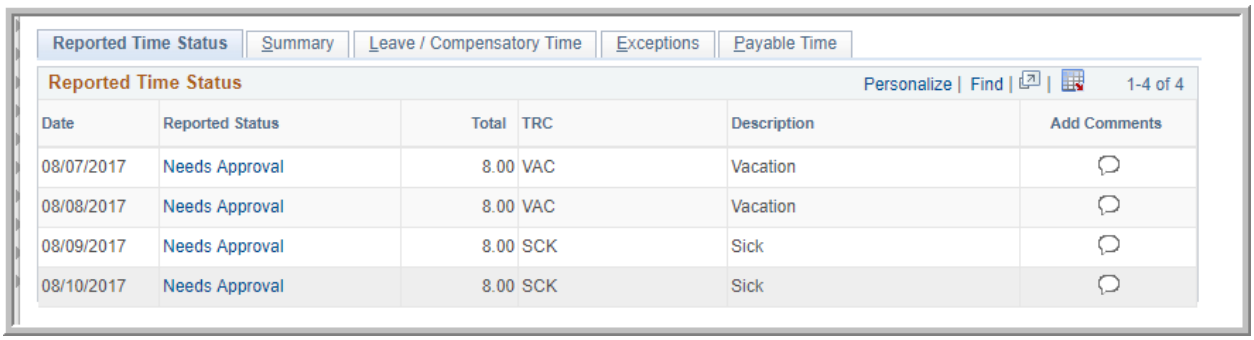
Select the Day, Week or Pay period option and record the requested type of leave and submit.



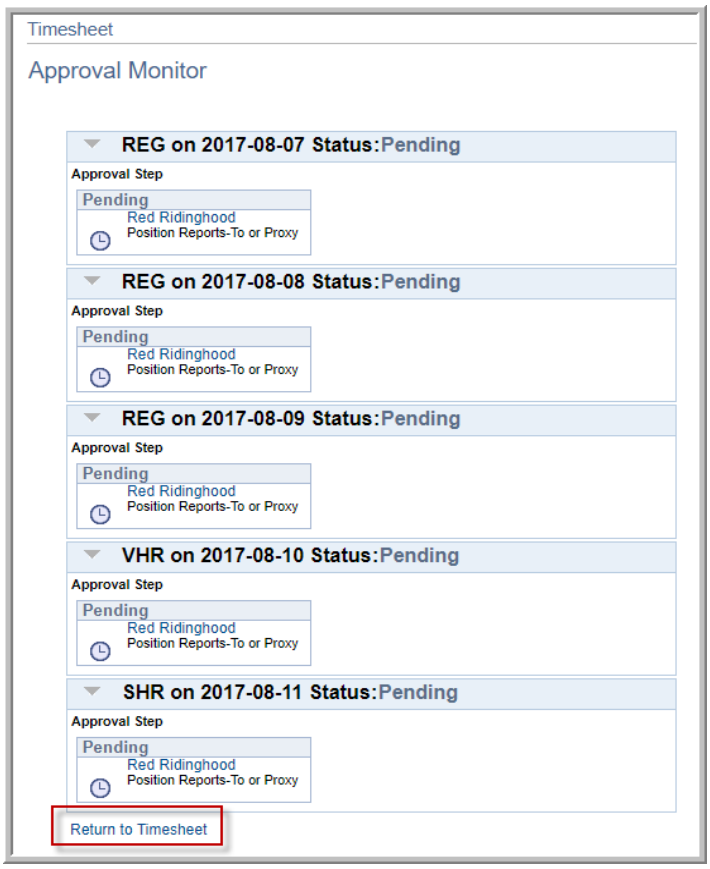
Once you submit you will be asked to acknowledge that the time reported is accurate and complies with University Policies – this is your electronic signature



Once submitted you will see the hours that need approval in the "Reported Time Status" below the timesheet

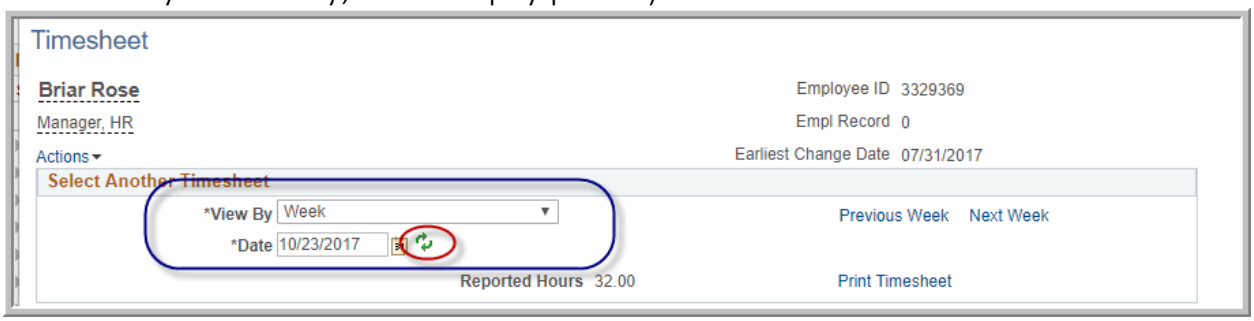


By clicking on the “Needs Approval” Hyperlink you can see who can approve your form – this will be your immediate supervisor and/or any proxy they have set up. Select “Return to Timesheet” to go back to your timesheet.

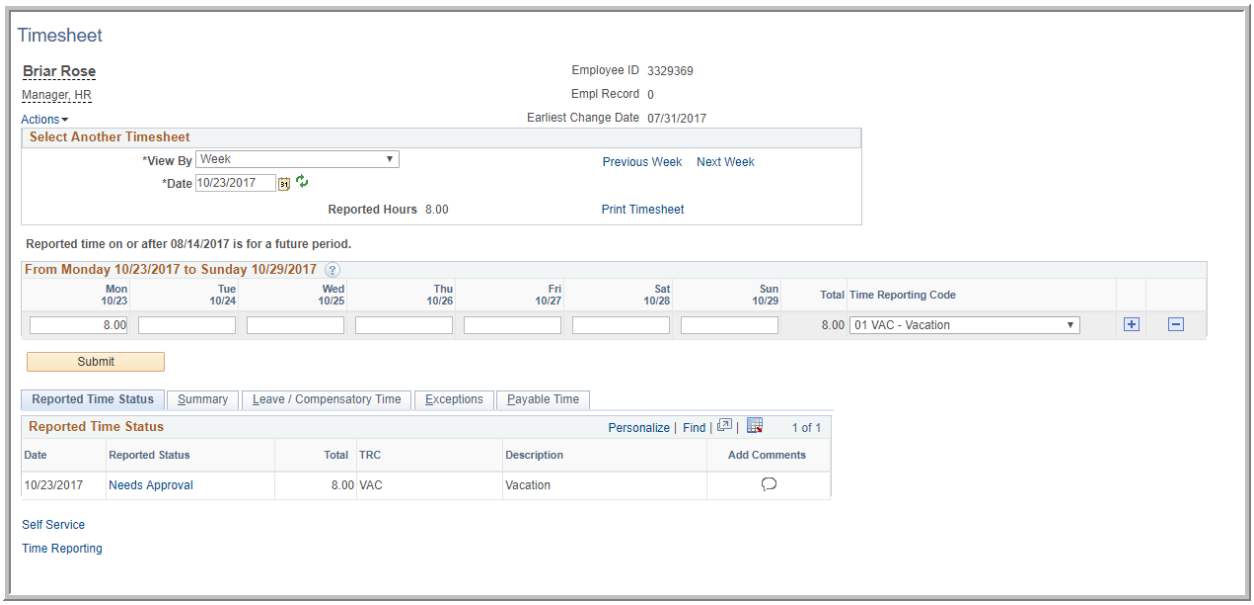


Requesting Future Time off

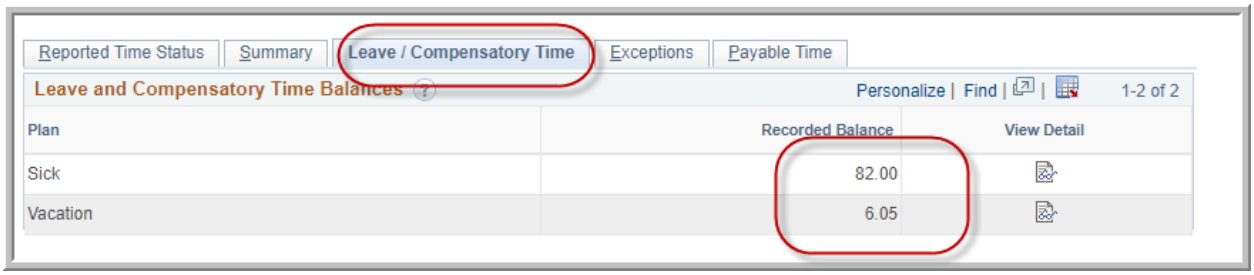
Select a future date refresh by hitting the green arrows (again you can view by future day, week or pay period)



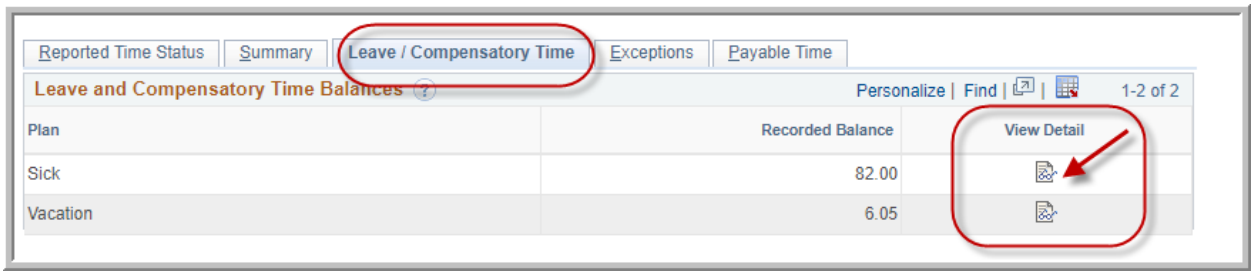
Enter and submit requested time off

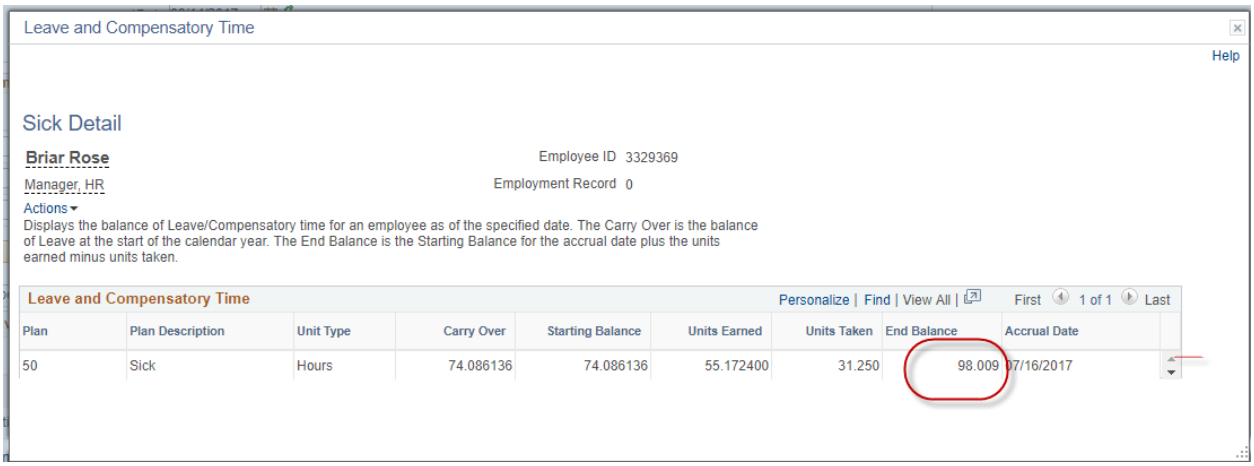


You can also view your Leave Balances while in the timesheet- The “Recorded Balance” reflects future time off requests and any other requests that have not been previously processed.



To View your current available balance Click on the icon under the “View Detail” tab and a window will pop up displaying your current available balance. (Note the difference in the Recorded Balance above and the End Balance Below)

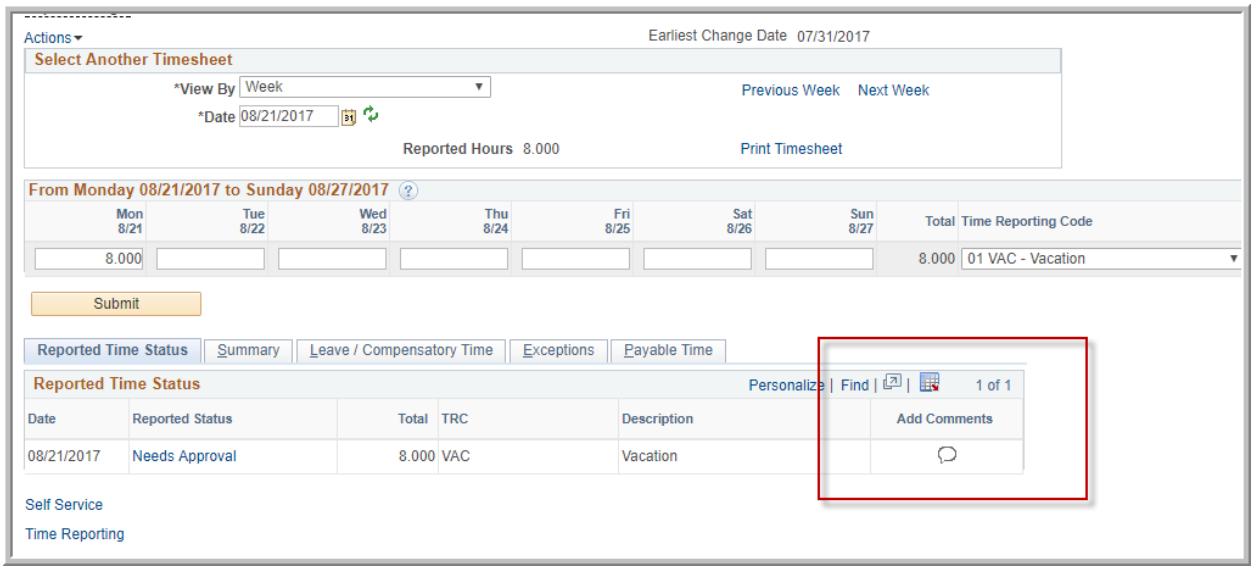




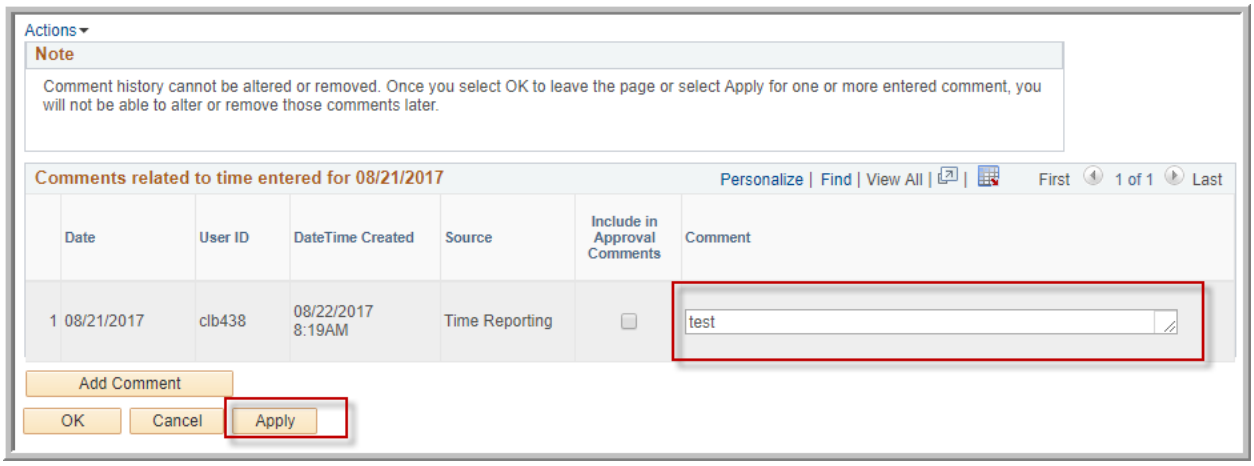
Adding Comments

After submitting a time off request you may add comments for your supervisor if you want or need to.

Click on the comment box

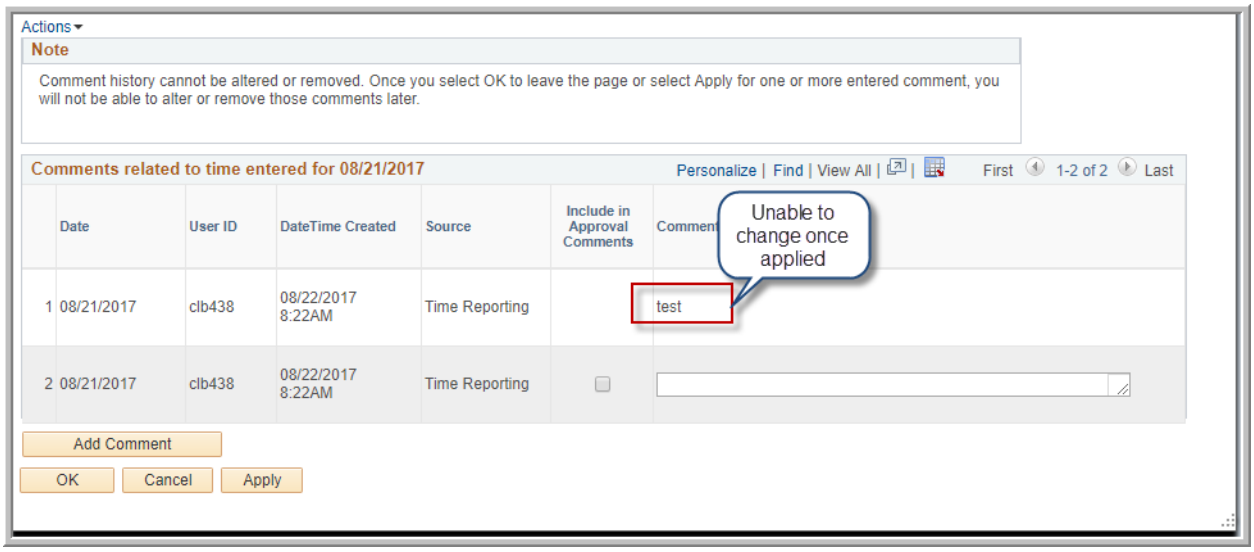


Enter your comment and then select “Apply” or “OK”



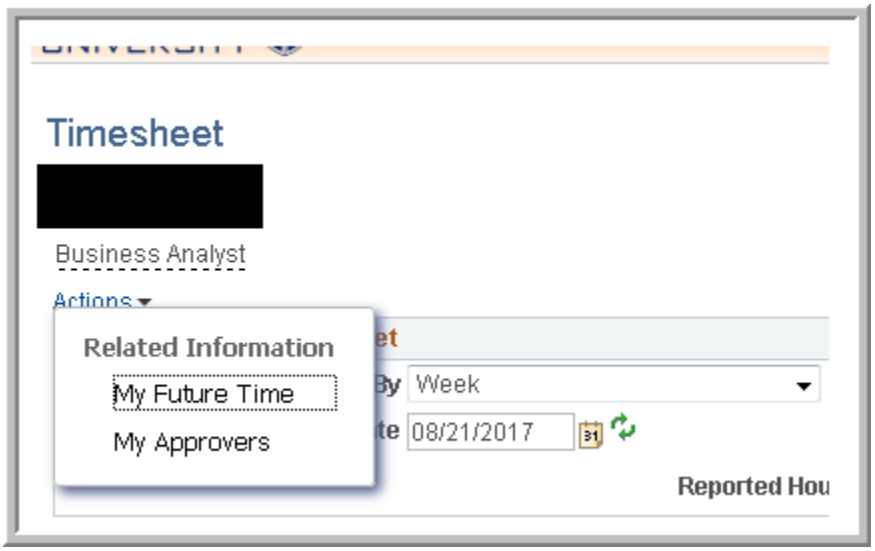
Selecting “Add Comment” opens up another window for making additional comments after you have applied the first comment. Once a comment has been applied, as state in the “Note”

section, the original comment cannot be deleted or altered as pictured below.



If you have not selected “Apply” or “Ok” you can hit cancel and it will not save your comment.

To view all future time off requests you can select “Actions” under the name and title and click on “My Future Time” to get a list time requested.



Additional FAQ’s and documentation can be found on the HR Website.