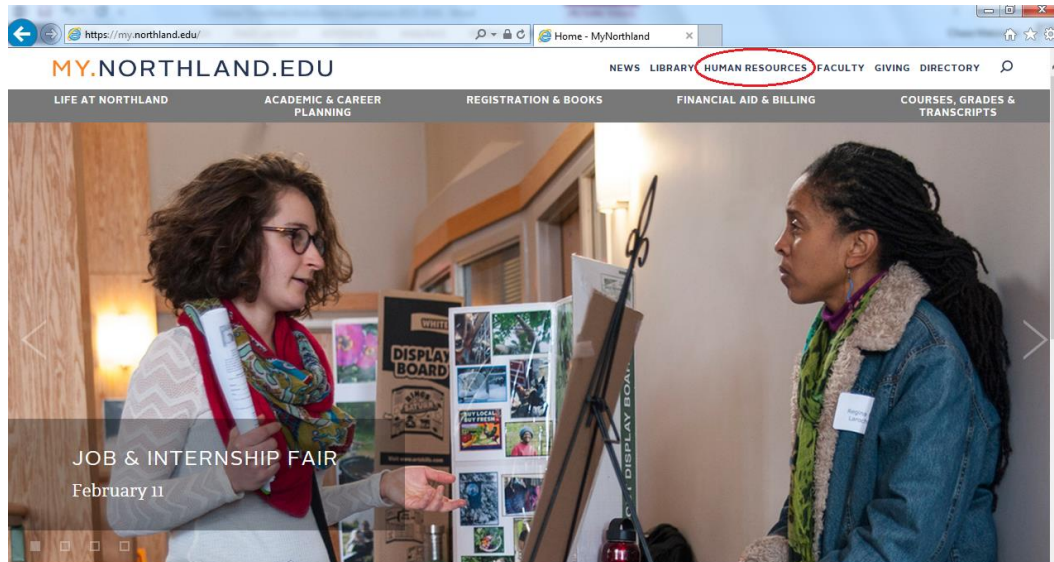


Online Timesheet Instructions – Supervisor

- Go to my.northland.edu and click **Human Resources**.



ANNOUNCEMENTS

Madeline Island Wilderness Preserve Tabling on Campus for Summer Interns

On Monday, January 25 from 11:30-1:30, representatives from the Madeline Island Wilderness Preserve will be tabling in the Ponzio Campus...

Washburn After School Program Internships & Jobs

Whether you're looking to build your resume or make a

UPCOMING EVENTS



Climate Change Paris Summit—Dr. Jonathan Patz

January 8 • 7:00 pm–9:00 pm
Sigurd Olson Environmental Institute



Residence Halls Open

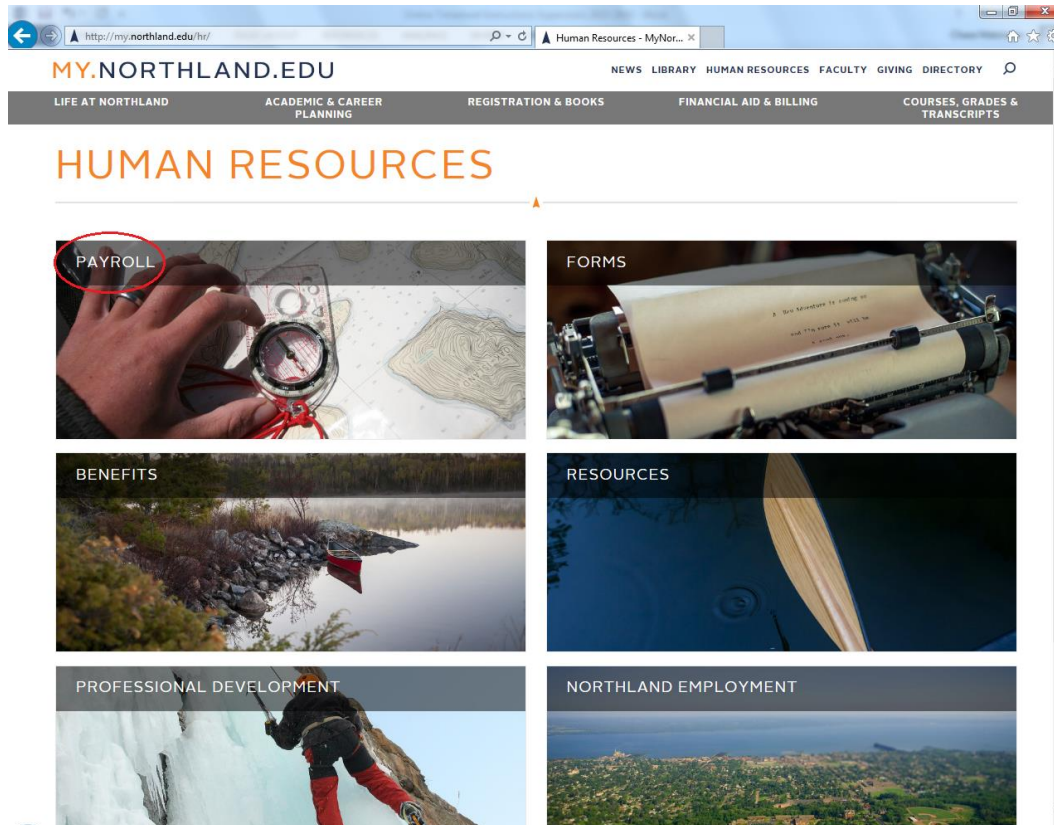
January 9



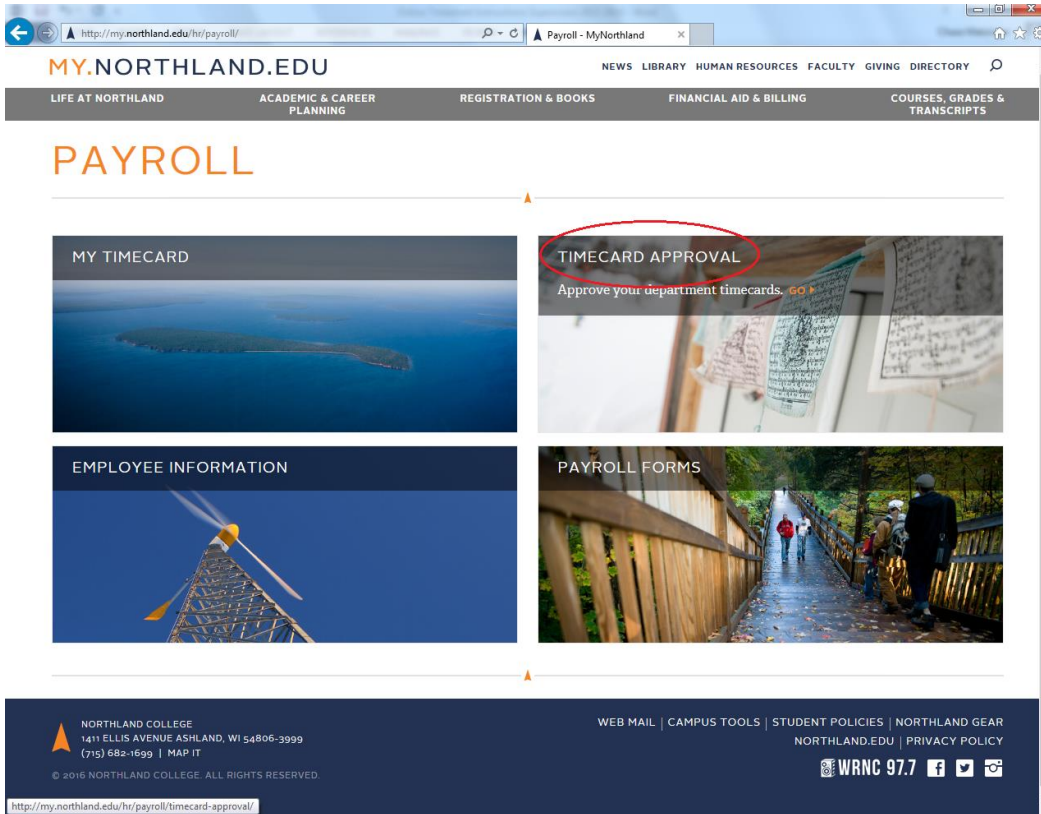
CUUF: Regular Service

January 10 • 10:00 am–11:00 am

- On the Human Resources page, select **Payroll**.



- On the **Payroll Page**, select **Timecard Approval**



- After logging in with the username and password of your email, you will have the option to select pay groups. Students are awarded Northland Work Award or Federal Work Study, so you may have two separate pay groups to authorize.

TIMECARD APPROVAL

Sadly this page is not mobile friendly and is best viewed on a desktop.

Welcome Chase R. Matzinger ([Personal Info](#) | [Logout](#))

Timecard Approval

Your Pay Groups

Active Periods For Your Pay Groups			Current ▾
Pay Group	Active Periods	Status	
You have no pay groups available for the selected period of time.			

Alternate Approval

In addition to the Pay Groups you manage, you have been designated as an Alternate Approver for the Groups and Managers listed below.

Pay Group(s)
External Cost-share
VHS Cleaning
Federal Work-Study
Northland Work Award

- While viewing each pay group, make sure you are in the correct pay period – this is a very common error. You will never submit the current one; it will always be the previous pay period (e.g. if it is February 18th, you will be submitting the 2/1-2/15 timecard, not the 2/16-2/29 timecard).

Timecard Approval - Pay Group Period

Federal Work-Study Pay Group

Timecard Format: **Hourly**

Active Pay Periods		Go to: Pay Groups All Pay Periods
1/16/2016 - 1/31/2016	Past: No timecards were submitted to payroll	
2/1/2016 - 2/15/2016	Closed: Please submit all period timecards to payroll by 2/19/2016	
2/16/2016 - 2/29/2016	Current: Time Entry for this pay period closes on 3/2/2016	

Pay Period Ending: 2/29/2016 (Current)									
Employee Info				Hours					
<input type="checkbox"/>	Name	Position		Regular	Other	Off	Total	Final	Status
<input type="checkbox"/>	Angela Simone Almone	Federal Workstudy - Business Office		--	--	--	--		No Hours
<input type="checkbox"/>	Shona Carew Aird	Federal Work Study-Fitness Center		3.00	--	--	3.00		Saved
<input type="checkbox"/>	Cori Marie Amell	Admissions Phone Team		--	--	--	--		No Hours
<input type="checkbox"/>	Cori Marie Amell	Federal Work Study-Fitness Center		24.00	--	--	24.00		Saved
<input type="checkbox"/>	Mytchel Jon Aumann	Federal Workstudy - Dexter Library		6.00	--	--	6.00		Saved
<input type="checkbox"/>	Xavier Felipe Baez-Ortiz	Federal Work Study-Fitness Center		6.00	--	--	6.00		Saved

- Review the accuracy of students' timecards by clicking on their names.
- Once you've confirmed students' timecards are correct, click the check box next to their names and choose "Submit Selected Timecards to Payroll."

<input checked="" type="checkbox"/>	Jazmin K. Solberg	Student Non-workstudy-Admissions Intern		35.25	--	--	35.25		Final
<input type="checkbox"/>	Katherine S Taylor	Federal Workstudy - Athletics		--	--	--	--		No Hours
<input type="checkbox"/>	Samuel Ray Tharpgeorge	Federal Workstudy - Admissions		--	--	--	--		No Hours
<input type="checkbox"/>	Kaitlyn Chelsea Thompson	Federal Workstudy - Athletics		--	--	--	--		No Hours
<input checked="" type="checkbox"/>	Grace J. Vosen	Academic Tutor		1.00	--	--	1.00		Final
<input checked="" type="checkbox"/>	Grace J. Vosen	Federal Workstudy - Admissions		6.00	--	--	6.00		Final
<input type="checkbox"/>	Emily A Wagner	Federal Workstudy - Dexter Library		--	--	--	--		No Hours
<input checked="" type="checkbox"/>	Sarah D Webber	Federal Workstudy - Dexter Library		15.00	--	--	15.00		Final
<input checked="" type="checkbox"/>	Tanner Charles Whittington	Federal Work Study-Fitness Center		14.00	--	--	14.00		Final
<input type="checkbox"/>	Charles Paul Wiggins	Federal Workstudy - Environmental Science		--	--	--	--		No Hours
<input type="checkbox"/>	Jamison David Willis	Federal Workstudy - Athletics		--	--	--	--		No Hours
<input type="checkbox"/>	Kaitlyn M. Windschitl	Federal Workstudy - Natural Resources		--	--	--	--		No Hours
<input type="checkbox"/>	Keith R. Zelinske	Federal Workstudy - Athletics		--	--	--	--		No Hours

Contact Selected Employees

Time Entry for this pay period closes: 2/17/2016 - Please submit all timecards before: 2/19/2016