



## Frequently Asked Questions

- What happens if I forget my User Name or Password?
  - *If you forget your User Name or Password, contact the Payroll Office at x2052*
- How can I see my remaining balance of vacation and sick time?
  - This can be seen on the Accruals tab (to the right of the Totals & Schedules tab (see white arrow in screen shot) **Accrual Code** – tells you the time off bucket – Vacation Current is the vacation you have accrued in the current calendar year, Vacation Previous is the amount of vacation accrued in the previous year that must be used by December 31<sup>st</sup> of the current year.
- How do I request vacation time?
  - *You will continue to use the current procedure of your department for requesting time off. If you are unsure of the procedure please speak with your supervisor.*
- How do I look at previous pay periods to see when I used vacation or sick time?
  - *To view previous pay periods on the main page where it says 'Time Period' click on the drop-down arrow and choose as appropriate.*
- What happens if I notice an error but have already approved my electronic time sheet?
  - *In the current pay period, if you have approved your time but forgot to enter something, contact your supervisor to unlock it for you so you can go in and make changes and re-approve your time.*
- What if I made a mistake on entering my time last pay period?
  - *If you notice an error in a previous pay period please contact the Payroll Office at x2052*
- I was out the last day of a pay period because I was sick, what happens?
  - *If you are out unexpectedly on the last day of a pay period your supervisor can make a change for you.*
- What if I work over time, how do I record that?
  - *Enter all time worked as normal, the system will automatically calculate how much OT has been worked.*
  - *Reminder – all Over Time must be pre-approved by your supervisor in accordance with NU policy.*
- How do I print out a time card?
  - *Click on the 'My Information' tab, click 'My Reports', highlight 'Time Detail', in the 'As Of' drop-down select 'Current Time Period' or whichever selection you would like, click 'View Report' then go to 'File' and 'Print'*