

STUDENT USER GUIDE – TIME SHEETS

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Direct Deposit

- Direct Deposit is mandatory for all students.
- If you are not enrolled in Direct Deposit, please come to the Student Employment Office in 354 Richards Hall or go to the Payroll Office located at 716 Columbus Place Rm. 250 to complete a direct deposit form.
- If you do not have a bank account, you must open an account; Bank of America ATM's are on campus and Citizens Bank and Sovereign Bank are in the proximity of Northeastern University.
- To Download the Direct Deposit form you must go through your myNEU account, then the "Self Service" Tab, then on to the "Student Employment" link. Continue on to the "Information for Students" and finally proceed to click on the "student forms" link.

⚡ Please make note of the appropriate documentation necessary to hand in the Direct Deposit form and bring it with you upon submission.

⚡⚡ You must complete and submit all documents in person.

How to Fill Out a Time sheet

Time sheet Information

- In order to complete your time sheets you must:
 - 1. Log on to myNEU**

Secure Access Login

myNEU Username:

myNEU Password:

[myNEU Privacy Policy](#)
[Forgot your password?](#)
[Having problems logging in?](#)

Welcome to myNEU.

This site provides the Northeastern University student, faculty and staff communities with access to a growing number of on-line services.

U.S. News rankings
 Learn more

Are you using a pop-up window blocker? If you are, you won't be able to access all of the services available on myNEU. Please disable your pop-up blocker while you are using myNEU so that you can use our online services.

! Campus Alerts

[From NU IT Security: SpamCop Blacklist Alert - Attention is Required](#)

- 2. Click on “Self Service”**

myNEU

Northeastern UNIVERSITY

Welcome Lawrencia C Bannis
 You are currently logged in.

myNEU Central **Self-Service** **InfoChannels** **Co-op / Career Services** **Library**

- 3. Under “Work-Resources”, click on “Student Employment”**

Work Resources

My Paycheck

Student Employment
 Search and apply for part-time student employment opportunities including Federal Work-Study positions.

HuskyCareerLink
 Information on job listings, seminars, and other recruiting events.

4. Click on “Information for Students”

The screenshot shows the 'student employment' website header with the Northeastern University logo. A search bar is located at the top right. On the left is a navigation menu with options: Student Employment Home, Find a job, Signup for JobMail, Information For Students, Information for Employers, Contact Us, and Job Planner. The main content area is divided into two columns:

- Welcome**:
 - Good Morning!
 - Welcome, Lawrence C Bannis to the new Student Employment web site!
 - New Student Information!
 - Direct Deposit Information** is now available online! Click on "Information For Students" on the left for links and forms.
 - Use the "Information For Students" link on the left to access the following features:
 - Find a Job
 - Fill Out Timesheets
 - Sign Up For JobMail
- Featured on the site**:
 - Find a job**: Search and browse through available jobs, even apply online!
 - Sign up for JobMail**: Be the first to know when jobs you are interested in become available.

5. Click on “My Jobs”

The screenshot shows the 'student employment' website header with the Northeastern University logo. A search bar is located at the top right. On the left is a navigation menu with options: Student Employment Home, Information For Students, Find a job, Signup for JobMail, My Jobs, Student Forms, Contact Us, Job Planner, and Log Out. The main content area is divided into two sections:

- Information For Students**:
 - Welcome to the student employment system at Northeastern University!
 - New!** - All students are now required to use **Direct Deposit**. Download the form from the "Student Forms" menu to sign up.
 - From here you can perform the following functions:
 - Find A Job - Search for jobs both on- and off-campus.
 - My Jobs - Fill in your timesheets.
 - Signup for JobMail - Create a search agent to inform you of new job postings.
 - Contact Us - Send us your questions and feedback about this site.
- Student Financial Services**:
 - Expert Advice. Friendly Service. Personalized Support.*

6. Click on your job

student employment

Search Employment Site Search

Student Employment Home
Information For Students
My Jobs
Log Out

My Jobs
Welcome, Lawrencia C Bannis. Below you will find your jobs.

Current Jobs
Click on a job name to see the time sheets for that job.

Job Title	Wage	Hire Date	Hire End	Status
Co-op Administrative Assistant	\$15.00/hour	Jun 27, 2005	Sep 03, 2005	Active
Co-op Administrative Assistant	\$15.00/hour	Jun 27, 2005	Sep 03, 2005	Active

Future Jobs

Co-op Administrative Assistant	\$15.00/hour	Sep 05, 2005	Dec 31, 2005	Active
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7. Click “Start time sheet” for the week you are submitting hours.

student employment

Search Employment Site Search

Student Employment Home
Information For Students
My Jobs
Log Out

Hire Time Sheets
For Your Job: Co-op Administrative Assistant

Time Sheets for Job: Co-op Administrative Assistant

Status	Pay Period	Start Date	End Date	Time Sheet
	July 24 - July 30, 2005	Sunday, July 24, 2005	Saturday, July 30, 2005	Start time sheet
	July 17 - July 23, 2005	Sunday, July 17, 2005	Saturday, July 23, 2005	Go to time sheet
	July 10 - July 16, 2005	Sunday, July 10, 2005	Saturday, July 16, 2005	Go to time sheet
	July 3 - July 9, 2005	Sunday, July 03, 2005	Saturday, July 09, 2005	Go to time sheet
	June 26 - July 2, 2005	Sunday, June 26, 2005	Saturday, July 02, 2005	Go to time sheet

Details About This Job

Job Title:	Co-op Administrative Assistant
Primary Supervisor:	Debra Thompson
Wage	\$15.00
Hire Start	June 27, 2005
Hire End	September 03, 2005
Status	Active

8. Click on “Add a New Entry”

student employment

Search Employment Site Search

Student Employment Home
Information For Students
My Jobs
Log Out

Manage Time Sheet

Time Sheet Status	Pay Period Info (July 24 - July 30, 2005)			
Incomplete	Start	End	Deadline	Pay Date
	Sunday, July 24	Saturday, July 30	4 days and 31 minutes from now	Friday, August 05

Time Sheet Entries

Date	Start	End	Hours	Edit	Delete
There are no entries to display.					
» Click to dismiss time sheet if no hours will be worked for this pay period.					
» Add New Entry					
Total:					

9. Select the appropriate date from the drop down menu, then select the start and end time and Click on “Add”.

student employment

Search Employment Site

Student Employment Home
Information For Students
My Jobs
Log Out

Manage Time Sheet

Time Sheet Status	Pay Period Info (July 24 - July 30, 2005)			
Incomplete	Start	End	Deadline	Pay Date
	Sunday, July 24	Saturday, July 30	4 days and 29 minutes from now	Friday, August 05

Time Sheet Entries

Date	Start	End	Hours	Edit	Delete
There are no entries to display.					
» Click to dismiss time sheet if no hours will be worked for this pay period.					
Monday, July 25, 2005	8:00AM	8:15AM		<input type="button" value="Add"/>	<input type="button" value="Cancel"/>
Total:					

10. Once you have added all your time sequences then click “hand in this time sheet”.

student employment

Search Employment Site

Student Employment Home
Information For Students
My Jobs
Log Out

Manage Time Sheet

Time Sheet Status	Pay Period Info (July 24 - July 30, 2005)			
Incomplete	Start	End	Deadline	Pay Date
	Sunday, July 24	Saturday, July 30	4 days and 27 minutes from now	Friday, August 05

Time Sheet Entries

Date	Start	End	Hours	Edit	Delete
Monday, July 25	8:00 AM	5:00 PM	9 hrs	Edit	Delete
Tuesday, July 26	10:30 AM	5:00 PM	6 hrs 30 mins	Edit	Delete
» Add New Entry					
Total:			15 hours 30 minutes		


The information above has been saved.
What would you like to do next?

Return to time sheet list

Log out

Hand in this time sheet to your supervisor

11. The system will verify that you desire to submit the time sheet, prior to final submittal.

student employment 

Search Employment Site

Student Employment Home
Information For Students
My Jobs
Log Out

Review Time Sheet

Please review the time sheet you are about to submit for accuracy. If the time sheet is correct click "Submit", otherwise click "Cancel" to make changes.

Time Sheet Entries (July 24 - July 30, 2005)			
Date	Start	End	Hours
Monday, July 25	8:00 AM	5:00 PM	9 hrs
Tuesday, July 26	10:30 AM	5:00 PM	6 hrs 30 mins
Total:			15 hours 30 minutes

► Time sheet Regulations

- Time sheets are to be submitted no later than 12:00 p.m. on the Monday following the week worked.
- Time sheets received after the deadline will be considered late and will result in delayed payment.
- Hours worked should be recorded to the nearest quarter hour.
- It is your responsibility to submit all necessary documents, including time sheets, unless otherwise advised by your supervisor.
- The workweek begins on Sunday and ends on Saturday.
- Your time sheet must be approved by your supervisor no later than 12:00 p.m. Tuesday.
- If your time sheet is submitted and approved on time, you will receive a paycheck the following Friday after the week-ending date you have worked. *(Example: For a week ending Saturday, March 11, your time sheet is due to the Student Employment site by Monday, March 13, by 12:00pm; your supervisor must approve your time sheet by Tuesday, March 14, by 12:00pm; you will receive your paycheck on Friday, March 17)*
- You are paid only for actual hours worked.
- You are **NOT** paid for lunch, time off, sick time, vacation days, jury duty or holidays.
- You will not be paid for weekly hours worked above twenty.
- The money you earn through your job is not part of your payment of tuition.
- If you wish to deposit your paycheck towards your tuition student account, you may do so at the Cashier's office located at 248 Richards Hall.

❗ DO NOT SUBMIT YOUR TIME SHEET UNTIL ALL THE TIME SEGMENTS THAT YOU HAVE WORKED FOR ANY SET WEEK HAVE BEEN ADDED TO THE TIME SHEET. Once a time sheet is submitted you will no longer be able to edit the time sheet.

▶ **Dismissing your time sheet**

- If you **do not** work any given week you **need** to dismiss your time sheet
- Dismissing your time sheet concludes your responsibility for the specified week.
- In order to dismiss your time sheet you must:
 1. **Access the Student Employment Site through your myNEU account.**
 2. **Access your time sheet through the previous steps 1 – 7**
 3. **Then “Click to dismiss time sheet if no hours will be worked for this pay period”**

The screenshot shows the 'Manage Time Sheet' interface. On the left is a navigation menu with options: Student Employment Home, Information For Students, My Jobs, and Log Out. The main content area has a search bar and a 'Manage Time Sheet' title. Below the title is a table with 'Time Sheet Status' set to 'Incomplete' and 'Pay Period Info (July 24 - July 30, 2005)'. A sub-table shows the start and end dates, deadline, and pay date. Below this is a 'Time Sheet Entries' table with columns for Date, Start, End, Hours, Edit, and Delete. The message states 'There are no entries to display.' and includes a link to 'Click to dismiss time sheet if no hours will be worked for this pay period.' and an 'Add New Entry' link. A 'Total:' label is at the bottom of the entries table.

Time Sheet Status	Pay Period Info (July 24 - July 30, 2005)			
Incomplete	Start	End	Deadline	Pay Date
	Sunday, July 24	Saturday, July 30	4 days and 31 minutes from now	Friday, August 05

Date	Start	End	Hours	Edit	Delete
There are no entries to display.					
» Click to dismiss time sheet if no hours will be worked for this pay period.					
» Add New Entry					
Total:					

4. Then “return” to time sheet list or “Log Out”

The screenshot shows the 'Manage Time Sheet' interface after dismissal. The 'Time Sheet Status' is now 'Dismissed'. The 'Pay Period Info' table remains the same. The 'Time Sheet Entries' table now contains the message 'This time sheet has been dismissed.' and a link to 'Click here to re-enable it: Enable time sheet'. Below this is a confirmation box with the text 'The information above has been saved. What would you like to do next?' and two buttons: 'Return' and 'Log Out'.

Time Sheet Status	Pay Period Info (July 24 - July 30, 2005)			
Dismissed	Start	End	Deadline	Pay Date
	Sunday, July 24	Saturday, July 30	3 days and 3 hours from now	Friday, August 05

Date	Start	End	Hours	Edit	Delete
This time sheet has been dismissed.					
Click here to re-enable it: » Enable time sheet					

The information above has been saved.
What would you like to do next?

Return to time sheet list	<input type="button" value="Return"/>
Log out	<input type="button" value="Log Out"/>