


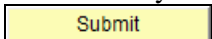


***Part-Time or Work-Study
Timesheet Entry Instructions
PeopleSoft HR System***

1.	Visit NRCC web site: http://www.nr.edu/
2.	Click on the My Accounts link.
3.	Click on the Access all four with one login! link.
4.	Enter your Username and Password . <i>If you do not know your username and password, click on the “Look up your username and set your password” link.</i>
5.	Once logged in, click the HR: Human Resource System link.
6.	If your computer is not already on the Self Service menu, click the Self Service link.
7.	Click the Time Reporting link. 
8.	Click the Report Time link. 
9.	Click the Timesheet link. 
10.	The View By field allows you to view your timesheet by Time Period, Week, or Day . Click on Day.
11.	You can enter the date of the Week, Time Period, or Day you want to view or enter. Enter the date that you began work, 07/03/15, and hit refresh.
12.	Enter the desired In time into the In field for Friday – 07/03/15. Enter a valid value, for example: 08:00am
13.	Enter the time you left for lunch into the Lunch field. Enter a valid value, for example: 12:00pm
14.	Enter the time you came back into the In field. For example, 1:00pm
15.	Enter the time you left for the day in the Out field. For example, 5:00pm
16.	Select the correct Time Reporting Code from the drop down menu. Always click the REG - Regular Time list item.
17.	Repeat these steps for each day you worked in the time period.
18.	Once all hours are entered, click the Submit button. Note: Once you submit your time, all hours will register and populate. 
19.	Click the OK button.
20.	The timesheet will reflect updated hours once it is Submitted . As you will see, hours will calculate.