New Time Entry System for Student Employees

The following will provide you with information regarding the new time entry system for on-campus student employees and step-by-step instructions on how to navigate the basics of this new system.

Please Note: there could be some additional features added to this system as it continues to be fine-tuned. But, to my understanding, the basics of this new system will be as follows and should not be impacted by any modifications made.

Step 1: Accessing the New Timecard Approval System

Your supervisor will decide how they want you to log your hours --- via the MyNWC portal or via the use of a clocking station or both.

If logging hours via the MyNWC Portal:

1. Log into your MyNWC portal using your NWC ID and password.
2. Click on the **"Workstudy"** tab.
3. Click on **"My Clocked Hours"** or **"Timecard Entry"** on the left hand side of the screen.
4. Once on the **"My Clocked Hours/Timecard Entry"** screen, your "home" screen will look like this:

5. To log hours, first *ensure you are in the correct department*. (See below for how to toggle through departments if you have more than one job).
6. Choose the day you need to log hours for and then put in your Clock In Time and your Clock Out Time. Hit **"Save Hours and Comments"** to save those hours for the day.
    a. Different supervisors/departments will have different expectations but you should have between 5-7 days at least to log your hours.

If logging hours via the use of a clocking station:

1. You will enter your ID number and hit **"Login."**
2. **You then will hit "Clock In."** *(Please note this is an additional step that was not necessary with the old time entry system).*

3. In order to clock out --- you will use the same process.
4. Enter your ID and hit **"Login."** **And then, hit "Clock Out."** *(Again, please note this additional step).*

Step 2: Utilizing Timecard Entry System

1. Once on the **"My Clocked Hours"** or **"Time Entry"** screen, your "home" screen will look like the snapshot below.
    a. You will be able to toggle through departments (if you have more than one job on campus) and see how many hours you have logged for the month so far in each of those jobs.
    b. You will be able to edit hours if an error has been made (but will only be able to go back a select number of days to do this – determined by your supervisor).
        i. Click on the day that the hours are incorrect. Correct the hours and leave a comment noting an edit was made. Click on **"Save Hours and Comments."**

2. If you have multiple jobs on campus, you will be able to toggle through your jobs using the different tabs at the top of the screen. As shown below, the tab in white is the tab you are currently viewing. *It is very important that you log hours under the correct department.*

Step 3: Finalizing Your Timecard

1. At the end of the month, you will need to finalize your hours so your supervisor is able to submit your hours to Human Resources so you can get paid for the hours you worked.
    a. Your hours need to be finalized before midnight on the last day of the month.
    b. As an FYI --- student employees are paid on or around the 10th of the month for hours worked the month prior. For example, you would be paid on October 10th for hours worked in September. Student employees are paid via direct deposit.
2. By finalizing your hours, you are indicating the following:
    a. I am done logging hours for the month, and
    b. All of the hours I have logged are accurate.
3. To finalize your hours, just simply click on **"Click here to finalize."**

4. Once your timecard is finalized, it will lock. You can still view your timecard but will be unable to add or edit any hours. If you have finalized your hours and need to go back and add hours or edit something (or finalized them in error), your timecard can be reopened by your supervisor or Mindy Stichka the student employment & payroll coordinator.
    a. **Please Note:** quite often when a student employee is unable to log hours, it is because they accidentally finalized their timecard. It is really easy to reopen a timecard, so please do not hesitate to reach out to ask for it to be reopened for you.

Please remember that you can view your paystub any time by logging in to the MyNWC portal, clicking on the **"Workstudy"** tab and then clicking on **"View my paystub"** on the left had side of the screen.