Employee Instructions

Follow these steps to complete the online Time Exception Report Form:

1. Login to your **myNEU** account

2. Click on **Services and Links**

3. Click on **Time Exception Report Form** under the HRM **Benefits & Service** box

4. Your **NUID**, **Last Name**, and **First Name** will automatically populate. **Submit Date** is also populated with today's date.

5. Enter the week's **Begin Date (Sunday)** and **End Date (Saturday)** for the work week for which you are entering Overtime or Salary Reduction hours

6. Make sure **Department Name** is accurate for the job the form is filled for

7. Leave **Index #** blank if you do not know it

8. If filling out the *OST Overtime Report* section, enter the **From** and **To** fields, with what was worked each day, and enter **Overtime Hours** as appropriate

9. If filling out the *Salary Reduction* section, enter the **Unpaid Hours** for each appropriate day, and select the **Type** (Sick or Vacation Time)

10. Enter any **Comments or Additional Information**, as you deem appropriate

11. Search for your Supervisor by Last Name (**Search by Last Name**) and select him/her from the **Supervisor** list

12. Select the **Employee Signature** button in the lower left corner to provide your electronic signature*

13. Select the **Go** button in the lower right corner, with **Submit** as the default position of the drop-down next to it

14. You will receive an email with a PDF of the submitted form for your records.

***NOTE:** If you have made an error BEFORE submitting the form, click on the signature button again to unlock the form. If you have made an error AFTER submitting a form, please contact your approving Supervisor.

If you have any questions, please contact the HRM Customer Service Center (CSC) at **617.373.2230**.

Supervisor Instructions

Follow these steps to complete approval for a Time Exception Report Form:

1. Click on **the link** in the automated email you receive requesting your approval

2. Login using your MyNEU credentials

3. Review all details of the **employee's Time Exception Report Form**

4. Enter the appropriate **Index #**, to make sure the overtime/salary reduction is charged to the right Index #. If you leave it blank, it will charge to the employee's primary job Index #.

5. Enter any **Comments or Additional Information**, based on if you will be approving, rejecting, or deleting the submitted Time Exception Report Form

6. Select the **Supervisor Signature** button in the lower left corner to provide your electronic signature

7. To approve the form, select the **Go** button in the lower right corner, with **Submit*** as the default position of the drop-down next to it

8. You will receive an email with a PDF of the submitted form for your records.

***NOTE:** To reject the form, select **Reject** in the drop-down. The submitting employee will receive the form and be able to make the appropriate corrections before resubmitting the form.

To delete the form, select **Cancel** in the drop-down, if the form is not valid. The form will be deleted and the employee will have to resubmit their form.

If you have made an error submitting a form that should be been rejected or cancelled, please contact Barbara Finney for help: **617.373.4771**.

If you have any questions, please contact the HRM Customer Service Center (CSC) at **617.373.2230**.