

## Instructions

Follow these steps to complete the online Temporary Non Student (TNS) time Sheet Summary Form:

1. Login to your **myNEU** account
2. Click on **Services and Links**
3. Click on **Temporary Non Student Time Sheet Summary Form** under the HRM **Benefits & Service** box
4. For each employee, enter the employer's **NUID** and hit tab; this will automatically populate **Last Name** and **First Name**
5. Please make sure you select the correct **Position Number** for each Temporary Non Student. Position Number determines the rate of pay as well as the Index # to charge.
6. Select the **Earnings Begin Date (Saturday)** and **Earnings End Date (Sunday)**
7. Enter the **Regular Hours**
8. Enter the **Overtime Hours**, if appropriate
9. Enter your **Phone Number**
10. Select the **Signature** button in the lower left corner to provide your electronic signature
11. Select the **Go** button in the lower left corner, with **Submit\*** as the default position of the drop-down next to it
  - a. You may receive a notification: "Please wait for processing to complete." It will not take long to process your form for submission.
12. You will receive an email with a PDF of the submitted form for your records.

**\*NOTE:** Please do not use **Cancel** listed in the drop-down. If you realize you have made an error after submitting a form, please contact Joan Evans for assistance at **617.373.4770**.

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