

INSTRUCTIONS: ONLINE TEMPORARY NON STUDENT (TNS) TIME SHEET SUMMARY FORM

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**
4. For each employee, enter the employee's **NUID**; this will automatically populate **Last Name**, **First Name**, and **Position Number**
5. Please make sure you select the correct **Position Number** for each Temporary Non Student.
6. Select the **Earnings Begin Date & Earnings End Date**
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 right corner, with **Submit*** as the default position of the dropdown 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 dropdown. 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**.