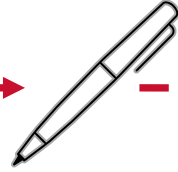


# Updates to Hourly Time Sheet Processing

Effective April 16, 2021



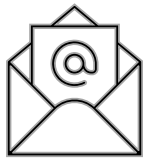
The **Employee** downloads the Salaried Non-Exempt/Hourly Time Sheet and Benefit Usage Report from the HRS website.



Next, the **Employee** completes their time sheet and ink signs and scans the document. If they are unable to ink sign, they should type their name in the associated field.



Then, the **Employee** emails their signed time sheet from their NIU email account to their **Supervisor** for approval.



The **Timekeeper** sends one email with all the hourly timesheets for their department attached to payroll@niu.edu by 4:30 p.m. on the date the hourly summaries are due.



The **Supervisor** either ink signs and scans or types their name as approver and forwards to the **Timekeeper** for processing.

## What's New?

Beginning April 16, 2021, Payroll will start collecting hourly time sheets.

The current time entry and benefit usage summary process on OneDrive will NOT be changing.

Departments should document and maintain for audit purposes any processes that diverge from this workflow.

Find more information and FAQs, see [go.niu.edu/payroll](https://go.niu.edu/payroll).



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**Human Resource Services**