

Understanding Payroll Dates

1. Period Start Date → Always a Monday

- Your time entry will begin this day. So as your work week starts, you can begin entering hours on this day.

2. Period End Date → Always a Sunday

- This is the last day that you should work for this payroll period. After you have worked your last hours, you can submit them.

3. Self-Service Time Entry Deadline → Always a Monday

- Your electronic time entry is important to get in on time otherwise, after 12pm, you will not have access to the past payroll period hours.
- If you miss this deadline, you will need to fill out a time card with your hours and bring it to your supervisor so they may submit it to the HR Office.
 - With a time card, we cannot guarantee your pay to be ontime.

4. Self-Service Supervisor Approval Due by 4:00 PM → Always a Tuesday

- When you submit your hours, your supervisor needs to approve them by 4:00 PM Tuesday.
- When your supervisor approves or rejects your time, you should receive an email.
 - If your time is rejected, you will need to communicate with your supervisor in order to fill out and submit a time card with the correct hours.
- If you do not receive an email with this confirmation, contact your supervisor, otherwise you might not be paid.

5. Payroll Date → Always a Friday

- If your hours are signed and submitted on time with approval from your supervisor, you will be paid on payday.
- Depending on what you have set up, it will be distributed to you through direct deposit or a paper check.

Self-Service Time Entry Instructions

1. Go to www.northpark.edu/selfservice and log in with your NPU user ID and password.
2. Click on Employee, and then click on "Time Entry."
 - For each pay period there will be two separate timecards you need to submit (one for each week of the pay period).
3. Click on the week you want to enter time for. Double check that you are entering the time into the right position, department, and date.

PLEASE NOTE: If you only worked during 1 week of the pay period you will still need to submit a timecard for the other week with 0 hours listed. If you don't submit both timecards you will not be paid.

4. The time you enter during the week automatically saves throughout the pay period. When you have entered all of your time for the pay period, click the "Submit for Approval" button. You may also enter in a comment for your supervisor before submitting.
5. If you submit your time for approval and need to make a change before the time entry deadline (Monday at 12pm), click the "Return Timecard for Edit" button. This button will only show up once you have submitted your timecard for supervisor approval. Once you make the necessary changes click the submit button again.

ENTERING LEAVE TIME: If you are entering in vacation, personal, or sick time for the current pay period, click the "additional time" button. Select the type of leave hours you are entering and then enter the number of hours. **Do NOT enter anything under the "Time In" and "Time Out" columns.**

You will be able to review your current leave time balances by clicking the "leave balance" button on the employee menu.

Still Having Trouble?

If you are still having trouble with Self-Service or need help entering your hours, please feel free to stop by the Human Resources Office located on the 3rd floor of Old Main. You can also contact [Kiersten Bixby](#), Human Resources Coordinator.

Kiersten Bixby

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