1. Sign in with NU email address and password at: htps://nwuni.wta-us8.wfs.cloud/workforce/SSO.do

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2. Select 'My Timesheet'

3. (If Applicable. you must an employment record (Rcd 0x).

Note: Your employment record will also contain your o cial job the and work center as an ment recorn Any nto easier iden y the correct ittenselect if you have mulple jobs.



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5. Use the drop-

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6. In the cell under the 'Hours/In-

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8. you have

ing your hours

pay period must