

Go to: www.nwsu.edu, choose RESOURCES<SELF-SERVICE<SIGN IN<EMPLOYEE<TIME ENTRY

Make sure you are on the correct time sheet for the department/supervisor you are currently working/recording time for. And that you are on the correct day/week!

If you are a student, please make sure to use the STU-FWS if you are a federal work study student or STU-STU if not a FWS student.

ATTENTION E&G/WORK STUDY/PART-TIME STAFF (“PTS”) WORKERS:

Student and PTS workers should report hours worked through their self-service time entry. Time should be recorded on a daily basis and submitted at the end of each week to your supervisor for approval. Any student/part-timer or supervisor that needs help with the self-service module is welcome to come to Human Resources in Herod Hall for a demonstration.

NOTE: Never put your Social Security number on a flash drive or hard drive where it can be seen by others.

Student/Part-time workers should print out the following time schedule to post in their work area in order to avoid missing payroll deadlines. Time entry should be completed and submitted according to this schedule because of Payroll and Financial Aid processes. To ensure payment, time entry must not be late! **If you miss a due date, turn in a paper copy of your time sheet as soon as possible so it can be included on the following month’s payroll.**

Current Student/Part-timer Payday Time Schedule

	Work Period	Time Entry submitted by Noon on ...	Anticipated Payday
X	Jul 1 – Jul 31, 2024	Aug 1, 2024	Aug 12, 2024
Y	Aug 1 – Aug 31, 2024	Sept 3, 2024	Sept 12, 2024
Z	Sept 1 – Sept 30, 2024	Oct 1, 2024	Oct 11, 2024
A	Oct 1 – Oct 31, 2024	Nov 1, 2024	Nov 12, 2024
B	Nov 1 – Nov 30, 2024	Dec 2, 2024	Dec 12, 2024
C	Dec 1 – Dec 31, 2024	Jan 2, 2025	Jan 10, 2025
D	Jan 1 – Jan 31, 2025	Feb 3, 2025	Feb 12, 2025
E	Feb 1 – Feb 28, 2025	Mar 3, 2025	Mar 12, 2025
F	Mar 1 – Mar 31, 2025	Apr 1, 2025	Apr 11, 2025
G	Apr 1 – Apr 30, 2025	May 1, 2025	May 12, 2025
H	May 1 – May 31, 2025	Jun 2, 2025	Jun 12, 2025
I	June 1 – June 30, 2025	July 1, 2025	July 11, 2025

It is ultimately the student’s responsibility to make sure the submitted time sheet is submitted on time each week to their supervisor and that the supervisor approves it for the Payroll Office. All student and part-time workers are now required to participate in the State’s free Direct Deposit program.

To access your Paystub, go to <https://selfservice.nwsu.edu/Student> – type username and password –> choose Employee –> Earnings Statements –> select pay period.