

***Part-Time or Work-Study
Timesheet Entry Instructions
PeopleSoft HCM System***

1.	Visit NRCC web site: http://www.nr.edu/
2.	Click on My Accounts.
3.	Enter your Username and Password. If you do not know your username and password, click on the Forgot My Password or Forgot My Username links.
4.	Once logged in, click the HR box (HCM - PeopleSoft Human Capital Management).
5.	Click My Time link.
6.	Enter hours worked for each date listed. REMINDER: You must have a 30 minute break for every 6 hours worked.
7.	Select the Time Reporting Code from the drop down menu. Always click the REG - Regular Time list item.
8.	Repeat these steps for each day you worked in the time period.
9.	Once all hours are entered, click the Submit button.