

### ELECTRONIC TIME TRACKING SYSTEM

The university-wide time tracking system, located on [myNEU](#). The system is designed to simplify and update the way we report and track time off. In addition, the system:

- Provides you and your manager with self-service and access to real-time family sick balances
- Eliminates the need for independent time tracking solutions and manual processes
- Generates comprehensive reports that can be used to support planning
- Remains compliant with federal, state and local regulations

Please note: the [Policy on Paid Time Off](#) is not changing; what is changing is the way time is tracked.

As a temp non-student, you will use the system to report the hours you worked as well as any paid time off taken (i.e., sick time). *You only need to take action during a week when you work and/or take family sick time.*

Please Note: *If you have not already claimed your [myNEU](#) account, you must activate your account by [clicking here](#).* You will need the home zip code you provided in your new hire paperwork. MyNEU, located at the bottom of Northeastern's homepage, is Northeastern's electronic gateway that connects you to a wide-range of university information systems, including Employee Self-Service where you may view your pay statements online.

To get started, [click here](#).

### HOW CAN I LEARN MORE ABOUT THE NEW SYSTEM?

Visit the [Time Tracking website](#), which contains an overview, instructional videos, step-by-step guides, an FAQ and more.

If you have questions about your paid time off balances in the time tracking system, please contact your [Time Administrator](#). For questions related to time tracking and payroll, please contact the HRM Customer Service Center, 617.373.2230.

Thank you.

**Northeastern University**  
*Human Resources Management*