NYC HEALTH+ HOSPITALS
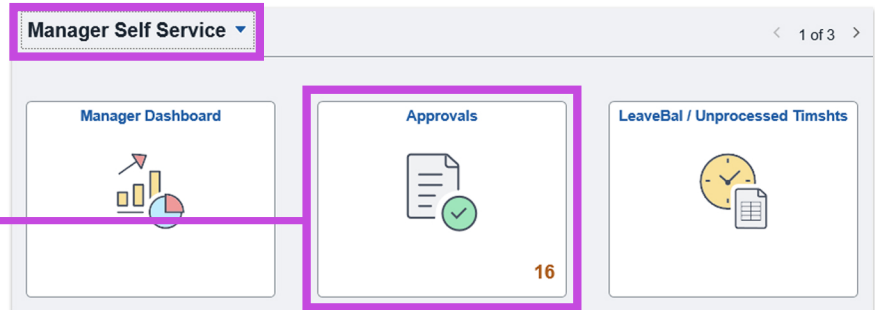
"How do I approve or deny a Direct Report's time as a Delegate/Proxy on behalf of a Manager?"

1 Access PeopleSoft HR (**http://hrms.nychhc.org**) login page and log on using your NYC H+H Username and Password

Manager Self Service ▼ < 1 of 3 >

Manager Dashboard	Approvals	LeaveBal / Unprocessed Timshts
	16	

2 Change role to **Manager Self Service**

3 CLICK **Approvals**

4 SELECT the Direct Report who's time you are managing as a delegate/proxy. These Direct Reports can be identified by 👥 under **Quantity for Approval Hours**.

Reported Time
JOHN DOE

Quantity for Approval 41.00 Hours
11/15/2021 - 11/20/2021
👥 Delegated by Nancy Nunez

Routed
11/12/2021 ❯

Approve

A CHECK-OFF the box at the top of the table to approve all dates or CHECK-OFF each date individually to approve specific dates.

B CLICK **Approve**

C Optional: Add **Approver Comments** in the pop-up /or CLICK **Submit** *(comments will be displayed on Timesheet page)*.

Once Submitted, a green banner will pop-up at the top of the page stating **You have approved the request**. The employee will also be notified of their approved time via email and Timesheet page.

JOHN DOE
Clerical Associate - L III

[**Approve**] [Deny]

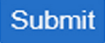☰ 5 line (s) are pending your approval

▼ Reported Time Details

[**Pending**] [All]

5 rows

Select	Report Date	Time Reporting Code	Quanity for Approval	Reported for Date / Scheduled for Date	
☑	11/15/2021		8.00 Hours	8.00 Hours / 0.0 Hours	❯
☑	11/16/2021		9.00 Hours	9.00 Hours / 0.0 Hours	❯
☑	11/17/2021		8.00 Hours	8.00 Hours / 0.0 Hours	❯
☑	11/18/2021		8.00 Hours	8.00 Hours / 0.0 Hours	❯
☑	11/19/2021		8.00 Hours	8.00 Hours / 0.0 Hours	❯

"How do I approve or deny a Direct Report's time as a Delegate/Proxy on behalf of a Manager?"

Deny

A CHECK-OFF the date(s) that will be denied.

B CLICK [Deny]

C Add reason for denial in the comments pop-up and CLICK [Submit] *(comments will be displayed on Timesheet page)*.

Once submitted, a green banner will pop-up at the top of the page stating **You have denied the request.** The employee will also be notified of their denied time via email and Timesheet page.

JOHN DOE
Clerical Associate - L III   [Approve] [Deny]

☰ 5 line (s) are pending your approval

▼ Reported Time Details

[**Pending**] [All]

5 rows

☐

Select	Report Date	Time Reporting Code	Quanity for Approval	Reported for Date / Scheduled for Date	
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☐	11/19/2021		8.00 Hours	8.00 Hours / 0.0 Hours	›

Visit **Payroll & Timekeeping** in the Employee Resources Center for additional information.