

# Time Submission Management

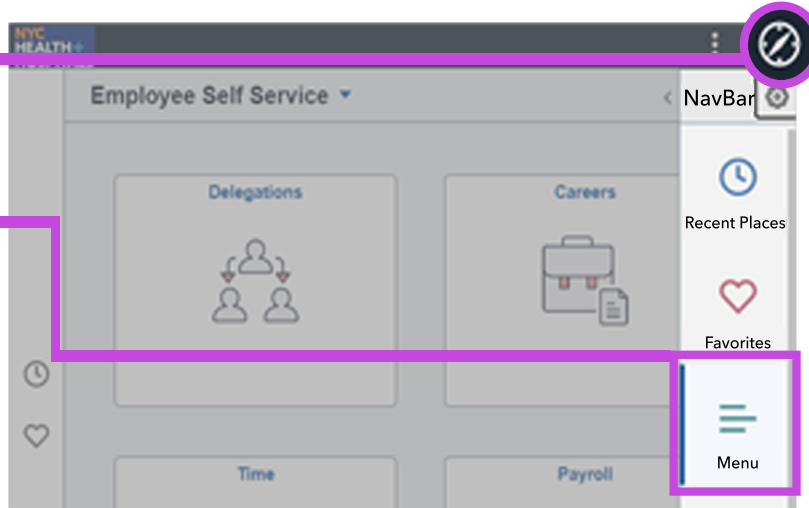
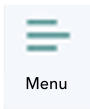
"How do I Mass Approve a Direct Report's time as a Delegate/Proxy on behalf of a Manager?"

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

**2** CLICK **NavBar icon**



**3** SELECT **Menu**



**4** CLICK **Manager Self Service** > **Time Management** > **Approve Time and Expectations** > **Reported Time**

**5** SELECT the Reports-to Manager you are proxying for and CLICK **Continue**

## Select Role

MUHAMMAD MAXWELL

You have been delegated authority to process transactions for another employee(s). If you would like to process transactions for an employee other than yourself, select that employee, otherwise select 'Process my own transaction'.

### Choose Delegate

Name	Job Title	Department	Supervisor Name
<input type="radio"/> Process my own transaction			
<input checked="" type="radio"/> NANCY NUNEZ	Chief of Service (AS)	COMMUNITY HEALTH PROJECT	PATRICK PRESLEY

Continue

**6** Use the **Employee Selection** table and SELECT [Get Employees](#) to filter through your Direct Reports and/or scroll down to view the current work week along with the employees that have submitted time for the week.

Employee Selection	
Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
<input type="button" value="Get Employees"/> <input type="button" value="Clear Criteria"/> <input type="button" value="Save Criteria"/>	


Web Time Entry




## Time Submission Management

**"How do I Mass Approve a Direct Report's time as a Delegate/Proxy on behalf of a Manager?"**

### Change View Navigation:


View your Direct Reports' time by Day, Week, and a specific time range by using the **View By** dropdown box and **Date Calendar**. CLICK  to submit the new search criteria. Time submitted in past and forward weeks can be viewed by clicking **Previous Week** and **Next Week**.

**Change View**


\*View By: Week  ☐ Include Absence ☒ Show Schedule Information

Date: 11/14/2021 **Previous Week** **Next Week**

**Employees For ADRIAN BROWN, Time Needing Approval From 11/14/2021 - 11/20/2021**

Time Summary Demographics 

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved	Reported Hours
<input checked="" type="checkbox"/>	COCHRAN	CODY	123456789	0	Clm Lab Technologist 2-Bld Bank	40.00	40.00
<input checked="" type="checkbox"/>	DESILVA	DAPHNE	101112131	0	Clm Lab Technologist 3-Bld Bank	40.00	40.00

**Approval** 

**7** CLICK  to mass approve all listed time submitted by the Delegator's employees or individually CHECK-OFF each Direct Report's total time submitted.

**8** CLICK

**9** CLICK **Yes** to confirm and complete the status change. Once Approved the status cannot be reverted back.

Once submitted, a confirmation page will appear. CLICK **OK**.

### Timesheet

#### Approve Confirmation



Selected transactions were successfully approved.

Each employee will be notified of their approved time via email and Timesheet page.

Visit [Payroll & Timekeeping](#) in the Employee Resources Center for additional information.

**Web Time Entry**

