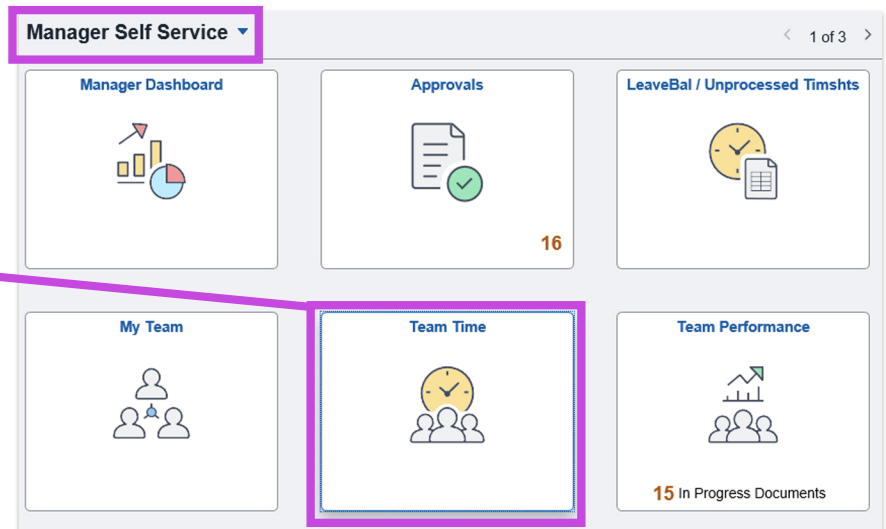**PeopleSoft Web Time Entry: Delegate (Editor)**
Time Submission Management
"How do I modify a Direct Report's time as a Delegate or Proxy on behalf of a Manager?"

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

2 Change role to **Manager Self Service**

Manager Self Service ▾   1 of 3

Manager Dashboard	Approvals	LeaveBal / Unprocessed Timshts
	16	
My Team	Team Time	Team Performance
		15 In Progress Documents

3 CLICK **Team Time**

4 From the **Acting As** dropdown menu, SELECT the Reports-to Manager you are proxying for

Enter Time

MUHAMMAD MAXWELL   acting as   Process my own Employees / Proxy for NANCY NUNEZ

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees   Filter

5 CLICK [Get Employees]

6 SELECT a Direct Report

Modify

A Make edits to time

B Save edits:
CLICK [Save for Later] if you'd like to save and not submit the edit. A 💾 icon will appear on the date as confirmation.
CLICK [Submit] to submit

View Legend   Clear Apply Rules Save for Later Submit

Approve Deny

Day Summary	In	Out	Time Reporting Code	Comments	Reported Status	Additional Time Reporting Code	Reimbursement Code	
07 Sunday Nov Reported 0.00					New			+ −
08 Monday Nov Reported 8.00	9:00:00AM	4:00:00PM			Needs Approval			+ −
	4:01:00PM	5:00:00PM	SCK-03. SICK		Needs Approval			+ −
09 Tuesday Nov Reported 8.00	9:00:00AM	5:00:00PM			Needs Approval			+ −

the edits made. ⚙️ icon will appear on the date as confirmation. Approving the time submitted is the next step. If **Save for Later** and **Submit** are clicked, e-mails will be sent to the manager confiming the change and the employee notitfying them of a change.