

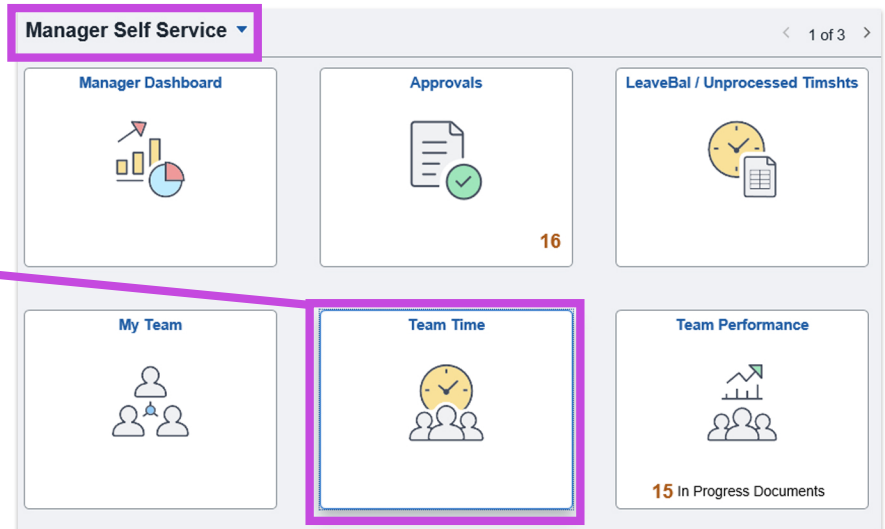
# Time Submission Management

"How do I approve, deny and/or 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**

**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.

**5** CLICK **Get Employees**

**6** SELECT a Direct Report

## 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** When instructed, CLICK **"Yes"** to confirm approval of the time selected. Once approved the status cannot be reverted back. Along with icon on the dates approved, confirmation will be sent via email notification to you and the employee, ensuring the time submission has been approved.





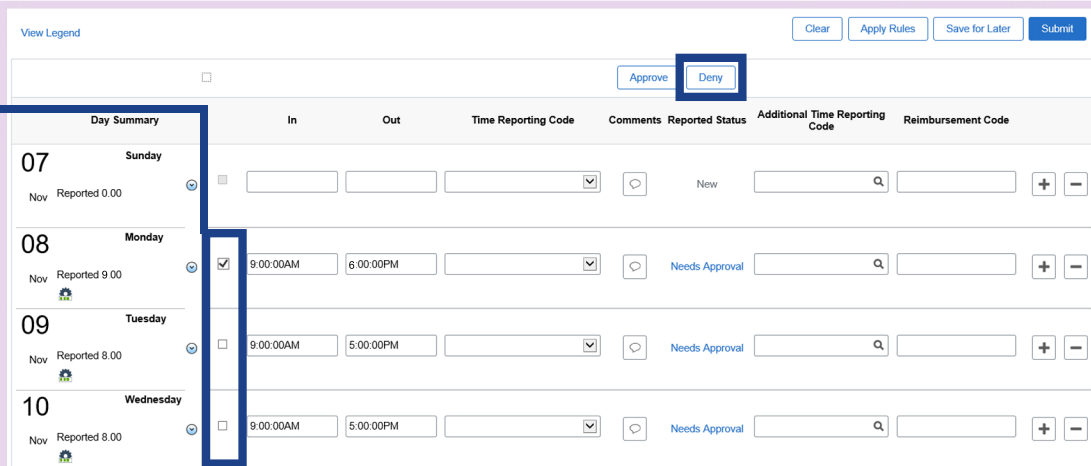
# Time Submission Management

**“How do I approve, deny and/or modify a Direct Report’s time as a Delegate or Proxy on behalf of a Manager?”**

If modifications are needed, you have the option to deny and let the Direct Report fix their time submission or modify the time submission from Manager Self Service.

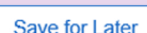



## Deny

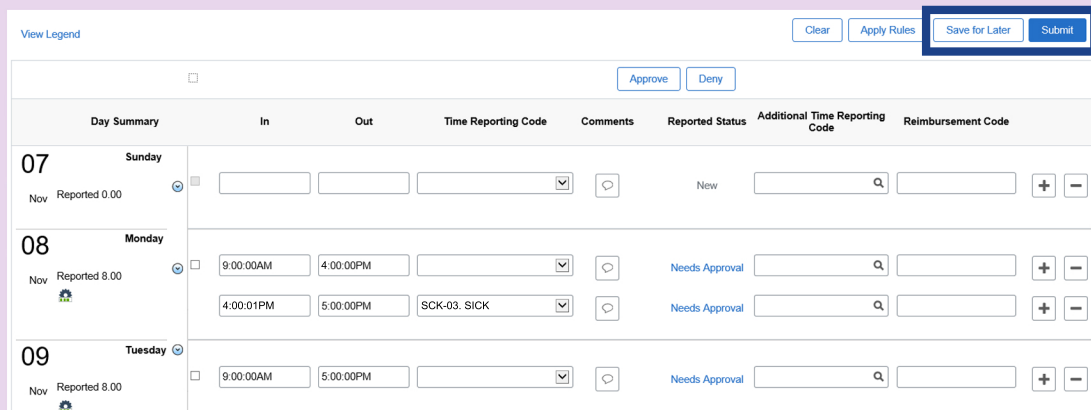
- A** CHECK-OFF the date(s) that will be denied.
- B** CLICK 
- C** When instructed, CLICK **“Yes”** to confirm the denied time. Once denied, the employee will be notified via email, along with  icon on the dates denied. **Comments are mandatory when denying time. In addition, please have a discussion with the employee before or after the time submission is denied.**



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 9.00	9:00:00AM	6:00:00PM			Needs Approval		
09 Tuesday Nov Reported 8.00	9:00:00AM	5:00:00PM			Needs Approval		
10 Wednesday Nov Reported 8.00	9:00:00AM	5:00:00PM			Needs Approval		

## Modify

- A** Make edits to time
- B** Save edits: CLICK  if you'd like to save and not submit the edit. A  icon will appear on the date as confirmation. CLICK  to submit the edits made.  icon will appear on the date as confirmation. Approving the time submitted is the next step (*Please view the Approve section of this job aid*). If **Save for Later** and **Submit** are clicked, e-mails will be sent to the manager confirming the change and the employee notifying them of a change.



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		
	4:00:01PM	5:00:00PM	SCK-03. SICK		Needs Approval		
09 Tuesday Nov Reported 8.00	9:00:00AM	5:00:00PM			Needs Approval		

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

Web Time Entry

