

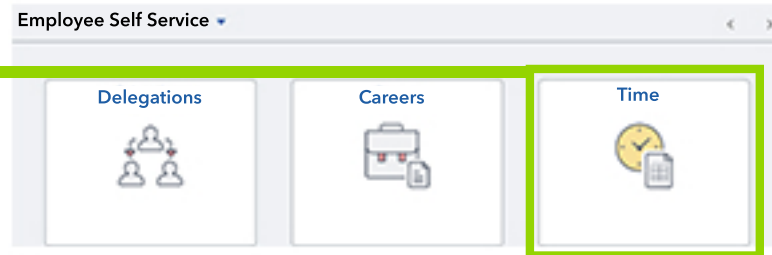
"What do I do if my timesheet was denied?"



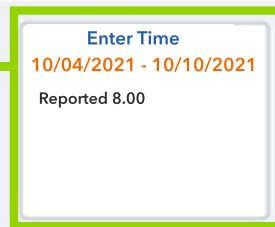
If you receive an email stating your timesheet has been denied, you must resubmit your time by following the steps below:


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

**2** CLICK **Time**



**3** A new screen will appear, CLICK **Enter Time**



**4** Find the date your time was denied and replace the **In**, **out**, and/or **Time Reporting Code** with the correct information. Denied time is identified with a  icon.





[View Legend](#)


Clear

Save for Later

Submit

Day Summary		In	Out	Time Reporting Code	Comments
<b>04</b>	Sunday Oct Reported: 0.00				
<b>05</b>	Monday Oct Reported: 8.00 	9:00:00 AM	5:00:00 PM		

Comments regarding denied time can be found here if  icon is shown.

**5** CLICK **Submit** to submit the edits made. Once you click this field, an Attestation Statement will pop-up, SELECT **OK** to attest/agree. A confirmation email is sent to ensure the Time Submission is with your manager along with a pending approval  icon on the dates submitted.

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

Web Time Entry

