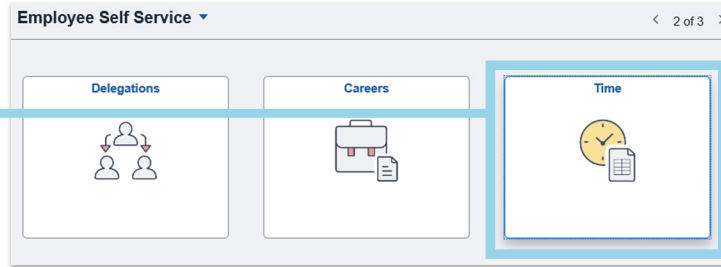


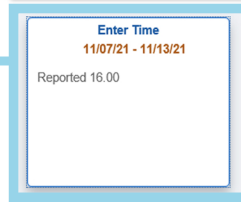
“How do I submit my time in Web Time Entry?”

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 Fill out required fields (shown in orange). Descriptions of required fields are listed on page 2.


Select the arrows to go backward and forward through weeks

◀ **14 November - 20 November 2021** ▶
Weekly Period - PS Delivered
Start Time 09:00 | End Time 17:00 | Meal Code 4
Reported 8.00 Hours | Unapproved Time 0.00


[View Legend](#)

[Clear](#) [Save for Later](#) [Submit](#)

Day Summary	In	Out	Time Reporting Code	Comments	Additional Time Reporting Code	Reimbursement Code
14 Sunday Nov Reported 0.00						
15 Monday Nov Reported 8.00	9:00:00AM	5:00:00PM	00. REGULAR - RE			
16 Tuesday Nov Reported 0.00						
17 Wednesday Nov Reported 0.00						

5 While you are entering your time throughout the week, SELECT [Save for Later](#) to save your time. Selecting save for later will NOT submit your time for approval. A saved  icon will appear on the saved date to confirm your time was saved.

Look for status icons next to each day identifying the status of the time record.

Review your record for accuracy and click [Submit](#) when you are ready to submit your time. Once you click this field, an Attestation Statement will pop-up. Select **OK** to attest/agree. Your time record has been submitted for approval as identified with a pending approval  icon. Your manager will also receive a confirmation email advising a record has been submitted for approval.

You are required to submit your time on the last day of the work week.



Required Fields

A	In	Enter the time you started working. If you are using leave balances (i.e. annual, sick or comp) enter the time your shift begins as the In time. Military time will be converted to standard time.
B	Out	Enter the time you stopped working. If you are using leave balances (i.e. annual, sick or comp) enter the time your shift ends as the Out time. Military time will be converted to standard time.
C	Time Reporting Code (TRC)	TRCs advise payroll of how to pay the time. You can use up to 2 compatible TRCs per line.
D	Additional Time Reporting Code	SELECT an Additional Time Reporting Code here, if applicable.
E	Reimbursement Code	Enter a Reimbursement Code here, if applicable.
F	Add & Minus Rows	<p>The first line reflects the time actually worked. In the example shown below, the regular work hours are 9:00 AM to 5:00 PM.</p> <p>If you had only worked from 9:00 AM to 4:00 PM, the workday represents a one-hour difference from the regularly scheduled workday of 9:00 AM to 5:00 PM. As a result, you must account for the missing hour down to the minute, 4:01 PM - 5:00 PM.</p> <p>SELECT + to add another row. This new row, the second line, accounts for the rest of the scheduled hours or the missing time. Add the timeframe you are accounting for and the TRC that fits the situation.</p> <p>You can SELECT - to delete a row.</p>

15
Nov
Monday
Reported 8.00

9:00:00AM
4:00:00PM

▼

🗨

🔍

+

-

4:01:00PM
5:00:00PM
02-ANNUAL LEAVE▼

🗨

🔍

+

-

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

Web Time Entry

