"How do I approve or deny my Direct Report's time?"

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 |

3 CLICK **Approvals**

Approvals **2**

4 SELECT the Direct Report. On this page, the quantity of time for approval is shown at a glance.
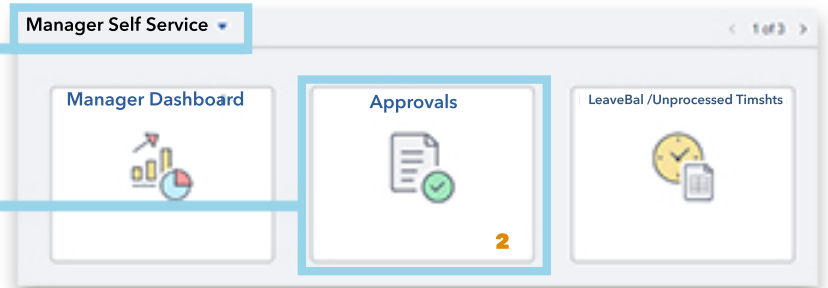
| Reported Time JOHN DOE | Quantity for Approval 41.00 Hours 09/14/2021 - 09/18/2021 | Routed 09/10/2021 |

Approve

A CHECK-OFF the box at the top of the table to approve **all** dates or select each date individually to approve specific dates.

B CLICK   Approve

C Optional: Add **Additional Comments** *(comments will be displayed on Timesheet page for time reporter view)* in the pop-up /or CLICK   Submit

Once Submitted, a green banner will pop-up at the top of the page stating **You have approved the request**. The employee will also be notified of their approved time via email and Timesheet page.

JOHN DOE
Clerical Associate - L III   Approve   Deny

5 line (s) are pending your approval

▾ Reported Time Details

Pending All

5 rows

☑

Select	Report Date	Time Reporting Code	Quanity for Approval	Reported for Date / Scheduled for Date
☑	09/14/2021		8.00 Hours	8.00 Hours / 0.0 Hours
☑	09/15/2021		9.00 Hours	9.00 Hours / 0.0 Hours
☑	09/16/2021		8.00 Hours	8.00 Hours / 0.0 Hours
☑	09/17/2021		8.00 Hours	8.00 Hours / 0.0 Hours
☑	09/18/2021		8.00 Hours	8.00 Hours / 0.0 Hours

NYC HEALTH+ HOSPITALS

Deny

A CHECK-OFF the date(s) that will be denied.

B CLICK [Deny]

C Optional: Add **Additional Comments** *(comments will be displayed on Timesheet page for time reporter view)* in the pop-up /or CLICK [Submit]

Once submitted, a green banner will pop-up at the top of the page stating **You have denied the request.** The employee will also be notified of their denied time via email and Timesheet page.

JOHN DOE
Clerical Associate - L III   [Approve] [Deny]

≡ 5 line (s) are pending your approval

▼ Reported Time Details

[Pending] [All]

5 rows

☐

Select	Report Date	Time Reporting Code	Quanity for Approval	Reported for Date / Scheduled for Date	
☐	09/14/2021		8.00 Hours	8.00 Hours / 0.0 Hours	›
☑	09/15/2021		9.00 Hours	9.00 Hours / 0.0 Hours	›
☐	09/16/2021		8.00 Hours	8.00 Hours / 0.0 Hours	›
☐	09/17/2021		8.00 Hours	8.00 Hours / 0.0 Hours	›
☐	09/18/2021		8.00 Hours	8.00 Hours / 0.0 Hours	›

Visit **Payroll & Timekeeping** in the Employee Resources Center for additional information.