NYC HEALTH+ HOSPITALS

PeopleSoft Web Time Entry: Manager
Time Submission Management
"How do I Mass Approve my Direct Reports' time?"

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

2 CLICK **NavBar icon**.

Menu

3 SELECT **Menu**.

Menu

NavBar

Recently Visited

Time

Menu
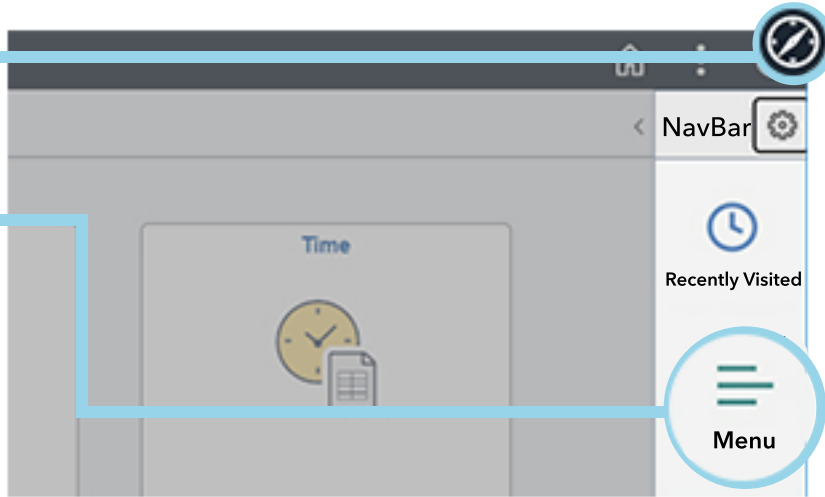
4 CLICK **Manager Self Service** > **Time Management** > **Approve Time and Expectations** > **Reported Time**

5 Use the **Employee Selection** table and SELECT [Get Employees] to filter through Direct Reports and/or scroll down to view the current work week along with the employees that have submitted time for the week.

▼ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	

Get Employees

Clear Criteria

Save Criteria

Approve

Change View Navigation:
View your Direct Reports' time by Day, Week, and a specific time range by using the **View By** dropdown box and **Date Calendar**. CLICK ⟳ to submit the new search criteria. Time submitted in past and forward weeks can be viewed by clicking **Previous Week** and **Next Week**.

Change View

*View By [Week ▼]   ☐ Include Absence   ☑ Show Schedule Information
Date 10/11/2020 ⟳   Previous Week   Next Week

Employees For ADRIAN BROWN, Time Needing Approval From 10/11/2021 - 10/17/2021

[Time Summary] [Demographics]

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved	Reported Hours
☑	COCHRAN	CODY	123456789	0	Clm Lab Technologist 2-Bld Bank	40.00	40.00
☑	DESILVA	DAPHNE	101112131	0	Clm Lab Technologist 3-Bld Bank	40.00	40.00

Approval ⓘ

Select All	Deselect All	Approve	Deny

6 CLICK [Select All] to mass approve all listed time submitted by your Direct Reports or individually CHECK-OFF each Direct Report's total time submitted.

Web Time Entry

7   CLICK   [Approve]

8   CLICK **Yes** to confirm and complete the status change.
Once Approved the status cannot be reverted back.

Once submitted, a confirmation page will appear. CLICK **OK**. Also, a green bar appears that says Saving Page.

Timesheet

Approve Confirmation

✔   Selected transactions were successfully approved.

[OK]

Each employee will be notified of their approved time via email and Timesheet page.

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

Web Time Entry

Payroll Shared Services
646-694-7777 | payrollinquiries@nychhc.org

PeopleSoft Web Time Entry at
NYC Health + Hospitals Learning Academy