

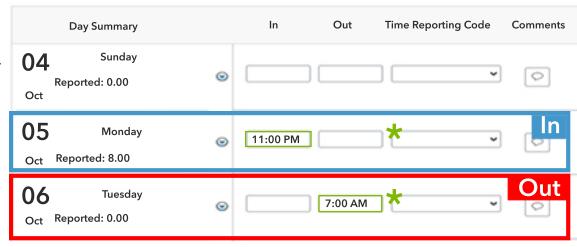
PeopleSoft Web Time Entry: Employee Submit Time - Day Breaker

"How do I submit my time if I work to or through midnight?"

- Access PeopleSoft HR (http://hrms.nychhc.org) login page > log on using your NYC H+H Username and Password > CLICK Time tile > Enter Time tile
- If you work to or through midnight, you must enter your time In on one day and time Out on the following day.

Example shown:

Employee works 11:00 PM - 7:00 AM

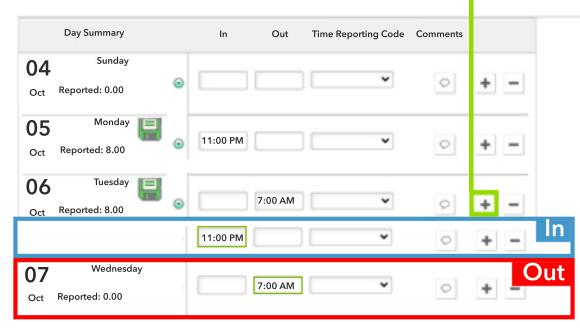


- Enter the applicable Time Reporting Code (TRC) for the recorded In and Out time.

 * When using a TRC, you MUST add the same code to each In and Out line for the recorded shift.
- While you are entering your time throughout the week, SELECT Save for Later to save your time. A saved look icon will appear on the saved date to confirm your time was saved. Selecting this button will not submit your time.

Entering your time for the following shift

- 1 CLICK icon to add a row.
- Enter your time In on the added row and time
 Out on the following day.
- Time Reporting Code
 for In and Out time >
 SELECT Save for Later or
 Submit if you are ready
 to submit your time for
 the week.







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"How do I submit my time if I work to or through midnight?"

Save for Later vs. Submit Time

While you are entering your time throughout the week, SELECT Save for Later to save your time. A saved look icon will appear on the saved date to confirm your time was saved. Selecting this button will not submit your time.

<u>Best Practice</u>: Submit your timesheet on the last day worked for that week, but no later than the following Monday.

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. Along with a pending approval to dates submitted, a confirmation email is sent to ensure the Time Submission is with your manager.

*For a detailed description on how to access PeopleSoft Web Time Entry and navigating the Time Submission page please review the **Submit Time job aid**.

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

