

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

1 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

2 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


Day Summary	In	Out	Time Reporting Code	Comments
04 Sunday Oct Reported: 0.00				
05 Monday Oct Reported: 8.00	11:00 PM	*		In
06 Tuesday Oct Reported: 0.00		7:00 AM *		Out

3 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.

4 While you are entering your time throughout the week, SELECT **Save for Later** to save your time. A saved  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.

2 Enter your time **In** on the added row and time **Out** on the following day.



3 Enter the applicable **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.

Day Summary	In	Out	Time Reporting Code	Comments
04 Sunday Oct Reported: 0.00				
05 Monday Oct Reported: 8.00	11:00 PM			
06 Tuesday Oct Reported: 8.00		7:00 AM		
	11:00 PM			In
07 Wednesday Oct Reported: 0.00		7:00 AM		Out





"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  to save your time. A saved  icon will appear on the saved date to confirm your time was saved. Selecting this button will not submit your time.

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

CLICK  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  icon next 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.

