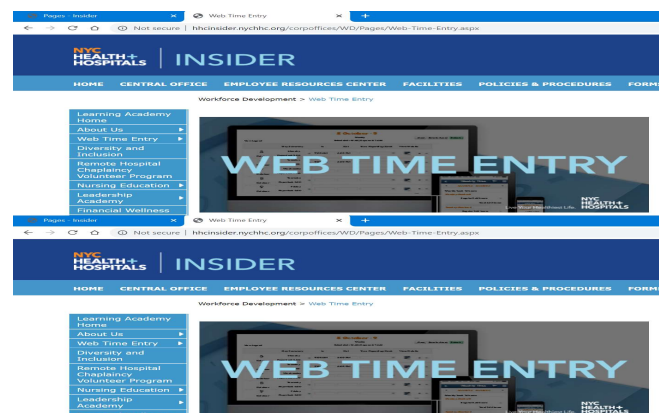




How to Access Web Time Entry (WTE) Resources and Information Page

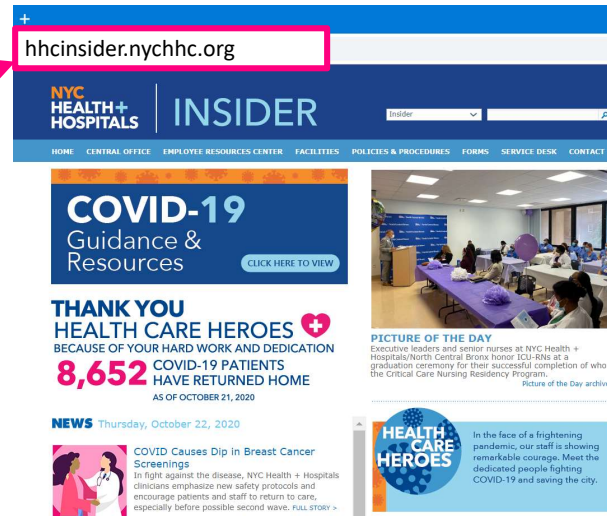
- It's official, **Web Time Entry** is here!
- Did you know that there are **tools and resources** created to assist as we transition from paper to **electronic timesheets**?
- Tools which include **job aids** and **video tutorials** for **managers, delegates** and **employees**
- Well there is, and here is how you can gain access!



NYC HEALTH+ HOSPITALS

How to Access Web Time Entry Resources and Information Page

- First, go to the **Insider**, which is the NYC Health + Hospitals official intranet site at hhcinsider.nychhc.org

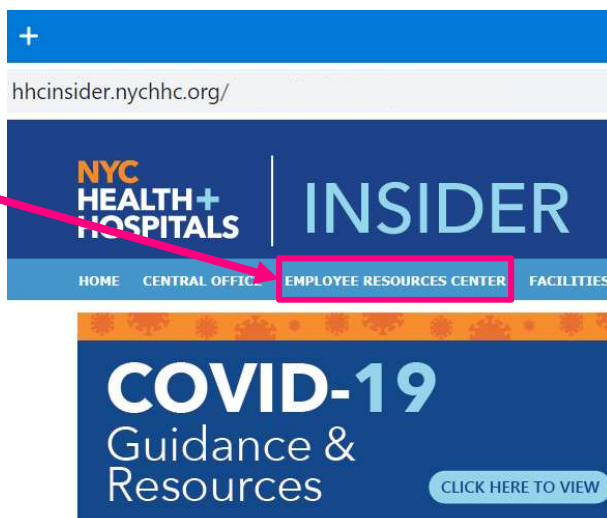


Please Note: You can only access this site on an NYC Health + Hospitals computer

NYC HEALTH+ HOSPITALS

How to Access Web Time Entry Resources and Information Page

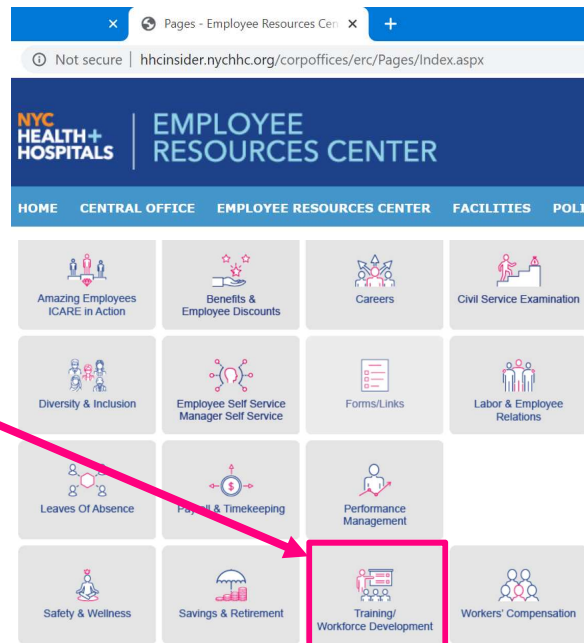
- Click **Employee Resources Center** which can be found directly under the word **INSIDER**





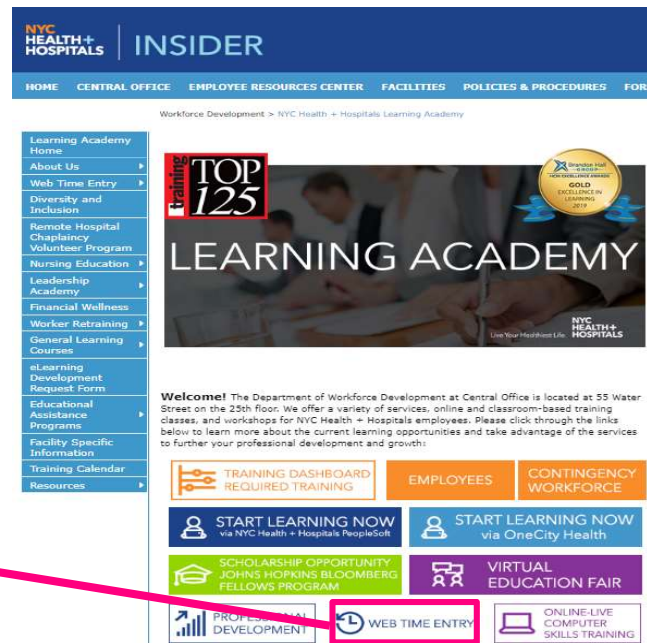
How to Access Web Time Entry Resources and Information Page

- Scroll down to the large gray area until you locate the **Training/Workforce Development** icon
- **Double click** this button, which will take you to the **Learning Academy**



The Learning Academy Your One Stop Shop for Learning

- Upon entry, scroll down to locate the **Web Time Entry** button
- **Click once** to enter





Web Time Entry

Welcome to Web Time Entry **Resources** page where you will get information on the following

- **Computer Literacy**
- **Course Offerings**
- **Web Time Entry Managers**
- **Web Time Entry Employees**
- **Web Time Entry Delegates**

For more information, let's take a closer look at each section



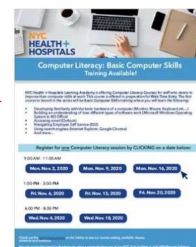
Computer Literacy

- Created to prepare employees for **Web Time Entry** training
- This page provides the Computer Literacy training **schedule**
- **PDF Job Aids** and **Video** tutorials



COMPUTER LITERACY COURSES

NYC Health + Hospitals Learning Academy is offering **Computer Literacy Courses** for staff who desire to improve their computer skills at work.



Job Aids: PDF

- [How to Access Employee Self Service_ESS B.pdf](#)
- [How to Access MS Outlook Handout B.pdf](#)
- [Computer Literacy_Basic Computer Skills Handout.pdf](#)

Job Aids: Video

- [How to Access Employee Self Service_ESS B.mp4](#)
- [How to Access MS Outlook B.mp4](#)

NYC HEALTH+ HOSPITALS

Course Offerings

- This page provides Web Time Entry list of **training titles** and **details**
- Enrollment links



NYC HEALTH+ HOSPITALS

Web Time Entry

Training Available!

Web Time Entry (WTE), which is accessed through PeopleSoft, will soon be launched as the online time reporting system used by all NYC Health + Hospitals employees. WTE allows employees to record their work and leave time. Managers and Delegates/Proxies will be able to monitor the progress of online timesheets as well as review timesheet history.

In preparation for Web Time Entry, we are offering WTE Systems Training and Supplemental Training. Please see below:

Training	Details	CLICK below to Enroll in training
Systems Training		
Web Time Entry	Employees: Web Time Entry training is role based to provide a detailed overview on how to use WTE to record time worked. Reports-to Manager & Delegates: Provides a detailed overview and instructions on how to navigate and approve timesheets, as well as how to set up Proxies.	Enroll
Supplemental Training		
Overview of Time and Leave and Web Time Entry Impacts and Expectations	Prepare employees and managers for the transition to Web Time Entry via the following objectives: Overview of Time & Leave Processes, Policy and Procedures, and frequently asked questions.	Enroll
Computer Literacy	This course aims to provide you with the understanding of basic computers skills, hardware and software components, navigating your desktop, accessing Employee Self Service (ESS) and more in preparation for Web Time Entry	Enroll

Stay informed! All trainings are available in preparation for Web Time Entry.

Website: <https://nyc.hhs.org/psft/employees/ess>
Contact: WTEtraining@nyc.hhs.org

NYC HEALTH+ HOSPITALS

Web Time Entry Job Aids and Video Tutorials

- The next 3 sections provides PDF **Job Aids** and **Video** tutorials for

Managers



Employees



Delegates



WEB TIME ENTRY MANAGERS

Job Aids

- Submit Time: How Do I Submit My Time Online?
- Modify Denied Time: What Do I Do if My Timesheet Was Denied?
- Time Submission Management: How Do I Approve or Deny a Direct Report's Time?
- Time Submission Management: How Do I Approve or Deny a Direct Report's Time as a Delegate/Proxy on Behalf of a Manager?
- Time Submission Management: How Do I Mass Approve or Deny a Direct Report's Time as a Delegate/Proxy on Behalf of a Manager?
- Create Delegation Request: How Do I Delegate a Coworker's Time in My Absence?
- Revoke Delegation Request: How Do I Revoke a Delegation Request?

Videos

- Employees & Approvers: Submit Time
- Employees & Approvers: Approve Time
- Reports-to Manager/C: Approve Time
- Reports-to Manager/C: Deny Time
- Reports-to Manager/C: Delegate Time
- Reports-to Manager/C: Revoke Delegation Request



WEB TIME ENTRY DELEGATES

Job Aids

- Accept Delegation Request: How Do I Accept My Delegation?
- Time Submission Management: How Do I Approve or Deny a Direct Report's Time as a Delegate/Proxy on Behalf of a Manager?
- Time Submission Management: How Do I Approve, Deny and/or Modify a Direct Report's Time as a Delegate/Proxy on Behalf of a Manager? (Multiple Transaction)
- Time Submission Management: How Do I Mass Approve a Direct Report's Time as a Delegate/Proxy on Behalf of a Manager?
- Time Submission Management: How Do I Modify a Direct Report's Time as a Delegate/Proxy on Behalf of a Manager?

Videos

- Reports-to Manager/Delegates: Approve Time
- Reports-to Manager/Delegates: Modify Direct Report's Time
- Delegate: Accept Delegation
- Delegate Editor: Review & Modify Employee's Time
- Delegate Approver: Review & Approve Employee's Time

NYC HEALTH+ HOSPITALS

Payroll and Time Keeping

- For more on Web Time Entry, visit the **Payroll and Time Keeping - WTE Go Live Resources** page
- There you will find up-to-date **announcements, Go Live guides** and **super user resources**
- You can enter this site by **accessing** the following link
- <http://hhcinsider.nychhc.org/corpoftices/erc/PayrollTimekeeping/Pages/GoLiveResources.aspx>

Please Note: eLearning training will be made available for wave 2, 3 and 4



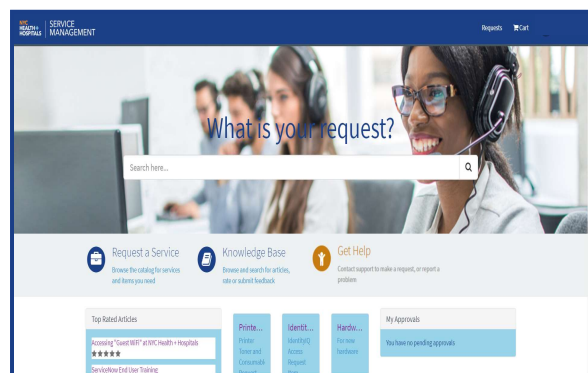
To access the Payroll and Time Keeping - WTE Go Live Resources page, use the following link *(Located outside of the firewall)*
<http://hhcinsider.nychhc.org/corpoftices/erc/PayrollTimekeeping/Pages/default.aspx>

NYC HEALTH+ HOSPITALS

Enterprise Service Desk (EITS)

If you need further assistance contact EITS

- Service Now**
<https://nychh.service-now.com>
 is the portal that handles all EITS request through their intranet site
- Email**
EnterpriseServiceDesk@nychhc.org
- Phone**
 877.934.8442





Congratulations!
You Have Completed
The Tour

For more information, visit
NYC Health + Hospitals

LEARNING ACADEMY
Your One Stop Shop for Learning!

Or email us at
MyLearning@nychhc.org

- Learning Academy Home
- About Us
- Diversity and Inclusion
- Remote Hospital Chaplaincy Volunteer Program
- Nursing Education
- Leadership Academy
- Financial Wellness
- Worker Retraining
- General Learning Courses
- eLearning Development Request Form
- Educational Assistance Programs
- Facility Specific Information
- Resources



Welcome! The Department of Workforce Development at Central Office is located at 55 Water Street on the 25th floor. We offer a variety of services, online and classroom-based training classes, and workshops for NYC Health + Hospitals employees. Please click through the links below to learn more about the current learning opportunities and take advantage of the services to further your professional development and growth:



To access the Learning Academy, use the following link
<http://hhcinsider.nychhc.org/corpofoffices/WD/Pages/HHC-Learning-Portal.aspx>