Introducing NYC Health + Hospitals Electronic Timesheet

Corporate Payroll introduced a new, Electronic Timesheet to facilitate the submission and approval of time for all employees. The timesheet is accessible online via the Employee Resource Center. Please see the instructions below on how to fill out and submit the new timesheet, as well as instructions on how Approvers will review, approve and submit the timesheets to facility Payroll for processing. Please note, you will need to have Adobe Acrobat Reader DC installed on your device to use this timesheet. If you require further assistance in obtaining the Adobe software please call EITS at 1-877-934-8442.

Table of Contents:

REQUIRED FIELDS APPEAR IN RED

FACILITY NAME: **A**

LAST, FIRST NAME: **B**   TKID#: **C**

WEEK#: **D**   DIST. CODE: **E**   DEPT.: **F**

FROM: **G** TO: **H** | WEEKLY HOURS: **I**   GROUP CODE: **J**

START TIME   END TIME

DATE **K** | **L** | **M** | **N** | REIM CODE **O**

SUN. / MON. / TUE. / WED. / THU. / FRI. / SAT.

CODE LIST:

01. DAY OFF/EXCUSED TIME	35. MILITARY LEAVE
02. ANNUAL LEAVE	36. TERMINAL LEAVE/SEPARATION
03. SICK LEAVE	37. UNEXCUSED LATENESS
04. COMP TIME USED (GROUP 12)	38. FFCRA (MetroPlus Only)
05. JURY DUTY	40. HOLIDAY ALL PAY (GROUP 12)
06. ABSENT WITHOUT PAY	41. HOLIDAY ALL COMP (GROUP 12)
07. EDUCATION	42. HOLIDAY PREMIUM PAY (GROUP 12)
08. DEATH IN FAMILY	43. ADDITIONAL TOUR (GROUP 12)
09. ADMIN LEAVE (GROUP 11)	44. INCLUDES MEAL TIME
10. AWS TIME (GROUP 11)	45. ADVANCED ANNUAL LEAVE
11. SUMMER/HEAT HRS USED (GROUP 12)	46. ON CALL
12. SUMMER SHORTENED WORK	47. SUSPENSION WITH PAY
SCHEDULE (GROUP 12)	48. MEAL TIME 60 MIN (GROUP 12)
13. SHIFT CHANGE	49. UNSCHEDULED ANNUAL LEAVE
14. MEAL TIME NO LUNCH (GROUP 12)	50. UNSCHEDULED SICK LEAVE
15. MEAL TIME 30 MIN (GROUP 12)	51. WTC INITIAL MEDICAL EVALUATION
16. OFF-SITE WORK	52. TELECOMMUTING
17. INFECTION CONTROL	53. CANCER SCREENINGS
18. SUSPENSION W/O PAY (GROUP 12)	54. TOUR 1
19. HOLIDAY PAY FOR PASS DAY (PREV RATE)	55. FMLA LEAVE
20. 3.4 ADV SICK LEAVE	56. INTERMITTENT FMLA
21. 3.5 EXT SICK LEAVE	57. FAMILY SICK LEAVE
22. WORK COMP W/PAY 7.1	58. PRECEPTOR (RN)
23. WORK COMP OPTION 2	59. NURSE IN CHARGE
24. WORK COMP OPTION 1	60. FLOATING HOLIDAY PAY (MCMEA)
25. WORK COMP 7.2A	61. MD HAZARD PAY
26. WORK COMP 7.2B	62. MILITARY - EXTENDED BENEFIT
27. HOLIDAY	63. FLOATING HOLIDAY USED
28. COMP TIME EARNED (GROUP 12)	64. PERSONAL LEAVE (NURSES)
29. OVERTIME (GROUP 12)	65. REASONABLE ACCOMMODATION
30. MVA (MOTOR VEH OPER)	66. PARENTAL LEAVE (GROUP 11)
31. MVO (MOTOR VEH OPER)	67. CONTINUOUS PFL
32. RESPONSIBILITY PAY	68. INTERMITTENT PFL
33. STAND-B Y (GROUP 12)	73. PFL USING ACCRUED LEAVE TIME
34. RECALL/CALL-IN (GROUP 12)	77. VOTING TIME

P   **Q**

Employee's Signature   *Date*

R   **S**

Approver's Signature   *Date*

Rev. 05/29/20

Field Descriptions

A	**Facility Name**	Enter the name of the facility where you work.
B	**Last Name, First Name**	Employee name (Last, First)
C	**TKID#**	Enter the TKID# located on the back of your employee identification card. Include all leading zeroes, if applicable.
D	**Week #**	The timekeeping week number auto-populates once you enter a date in the Sunday date field (labeled K on the sample timesheet).
E	**Dist. Code**	Also known as Pay Station. Enter the four digit code that designates where you work. Refer to an old timesheet or ask your supervisor for help.
F	**Dept.**	Refer to department listing. Refer to an old timesheet or ask your supervisor for help.
G	**From**	Enter your normal shift start time, enter hour and minutes using military time. E.g. 0900
H	**To**	Enter your normal shift end time, enter hour and minutes using military time. E.g. 1700
I	**Weekly Hours**	Enter the total weekly hours you are expected to work (ex. 35, 37.5).
J	**Group Code**	Select Group11 or Group 12 from the drop-down menu.
K	**Date**	Type the Sunday date of the work week in **MM/DD/YY** format.
L	**In**	Enter the time when you started working. Do this also on days you are taking leave time – annual, sick, and comp. Use military time.
M	**Out**	Enter the time you stopped working. Do this also on days you are taking leave time – annual, sick, and comp. Use military time.
N	**Code**	Enter timekeeping code (taken from Code List included on the timesheet), if applicable.
O	**Reimb. Code**	Enter the reimbursement code in UPPER case, if applicable. Click **here** for a list of COVID reimbursement codes and guidance on how to apply the codes to your timesheet.
P	**Employee's Signature**	Employee's digital signature. Once you click in this field, the system displays a pop-up window with your default digital signature.

		Click Continue and then click Sign to apply the digital signature to your timesheet.
Q	**Date**	Employee selects the date on which they are submitting their time from the Calendar drop-down. (See below for instructions on how to submit for approval.)
R	**Approver's Signature**	Approver's digital signature.
S	**Date**	Once the manager approves, they select the date from the Calendar drop-down. They can then save and email the timesheet to Payroll for processing. Click here for a list of the corresponding payroll email addresses.

	Employee: How to Fill Out Your Timesheet and Submit for Approval
1	Fill out all required fields on the timesheet.
2	On the last day of your work week, enter your Signature by clicking the Employee Signature field. Once you click this field, the system should display the following pop-up window with your default digital signature so that you can sign with a Digital ID. (In this example, the Employee is Lisa Ku.) However, if once you click this field, you see a pop up box with the title, 'Digital ID Configuration Required', then please follow the directions in the How to Configure Your Digital ID section below.
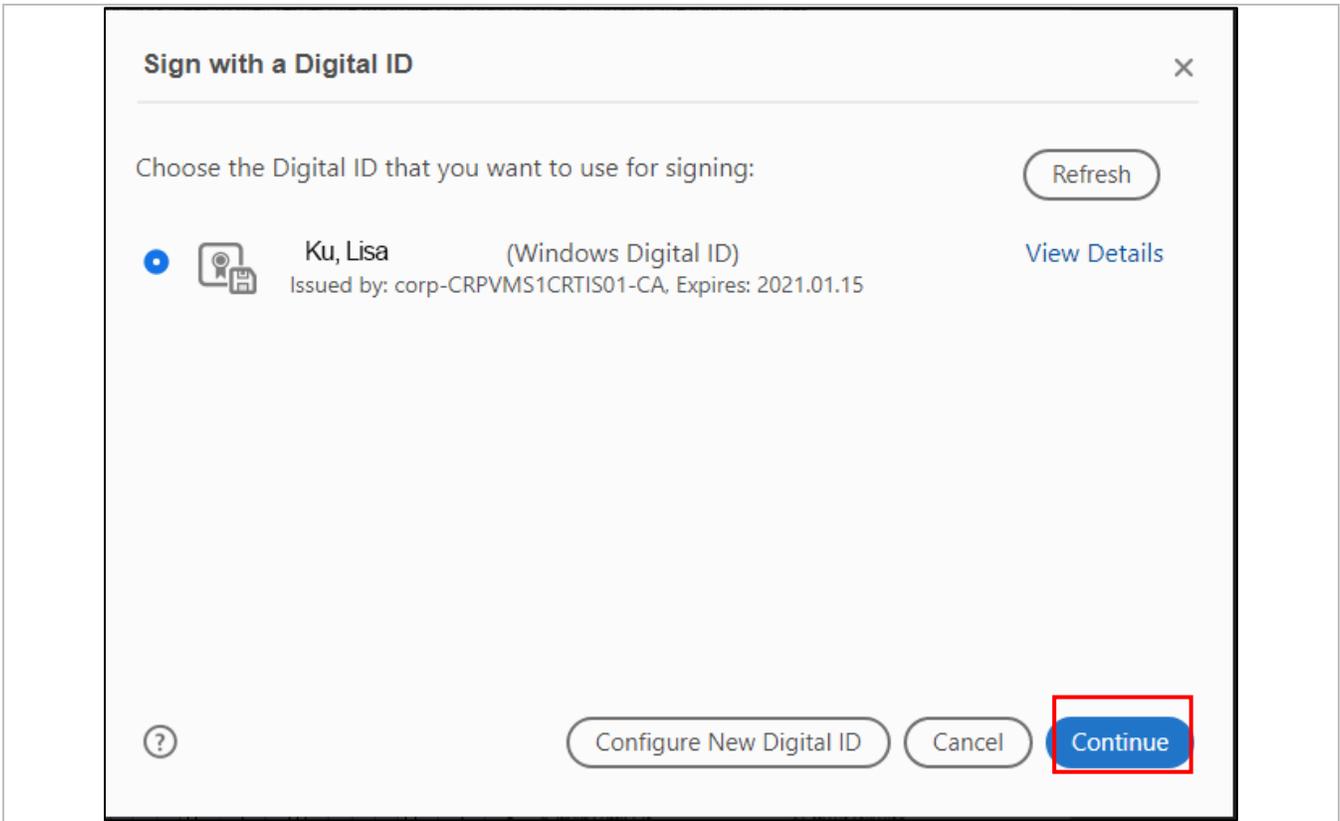
3	Click **Continue** The system displays a message to confirm that you digitally signed the timesheet.

Sign as ' "Lisa Ku"   ✕

Appearance   Standard Text   ⌄   Create

KU, LISA

Digitally signed by
KU, LISA

Date: 2020.06.05
3:00 -04'00'

☐ Lock document after signing   View Certificate Details

Review document content that may affect signing   Review

                                                    Back   Sign

| 4 | Click **Sign**. Then save the file to your computer or Share drive. |
| 5 | Select the date from the Calendar pull-down in the Date field next to Employee's Signature. |

◄   June 2020   ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: 6/2/2020

REQUIRED FIELDS APPEAR IN RED

FACILITY NAME: Central Office

LAST, FIRST NAME: Ku, Lisa

TKID#: 0 0 0 0 1 7 4 5 4

WEEK#: 2006   **DIST. CODE:** A286001   **DEPT.:** Finance Administration

FROM: 09:00 (START TIME) **TO:** 17:00 (END TIME) | **WEEKLY HOURS:** 35   **GROUP CODE:** 11

DATE	IN	OUT	CODE	REIMB.CODE
SUN. 05/31/20				
MON. 06/01/20	0 9 0 0	1 7 0 0	5 2	
TUE. 06/02/20	0 9 0 0	1 7 0 0	5 2	
WED. 06/03/20	0 9 0 0	1 7 0 0	5 2	
THU. 06/04/20	0 9 0 0	1 7 0 0	5 2	
FRI. 06/05/20	0 9 0 0	1 7 0 0	5 2	
SAT. 06/06/20				

Rev. 05/27/20

CODE LIST:

01. DAY OFF/EXCUSED TIME
02. ANNUAL LEAVE
03. SICK LEAVE
04. COMP TIME USED (GROUP 12)
05. JURY DUTY
06. ABSENT WITHOUT PAY
07. EDUCATION
08. DEATH IN FAMILY
09. ADMIN LEAVE (GROUP 11)
10. AWS TIME (GROUP 11)
11. SUMMER/HEAT HRS USED (GROUP 12)
12. SUMMER SHORTENED WORK SCHEDULE (GROUP 12)
13. SHIFT CHANGE
14. MEAL TIME NO LUNCH (GROUP 12)
15. MEAL TIME 30 MIN (GROUP 12)
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17. INFECTION CONTROL
18. SUSPENSION W/O PAY (GROUP 12)
19. HOLIDAY PAY FOR PASS DAY (PREV RATE)
20. 3.4 ADV SICK LEAVE
21. 3.5 EXT SICK LEAVE
22. WORK COMP W/PAY 7.1
23. WORK COMP OPTION 2
24. WORK COMP OPTION 1
25. WORK COMP 7.2A
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67. CONTINUOUS PFL
68. INTERMITTENT PFL
73. PFL USING ACCRUED LEAVE TIME
77. VOTING TIME

KULI — Digitally signed by KULI Date: 2020.06.05 3:00 -04'00'   06/05/20

Employee's Signature   *Date*

Approver's Signature   *Date*

| 6 | NOTE: The system may display a message indicating that a signature requires validation. Disregard the message and save the file to your computer or Share drive. Then send to your Manager for approval. |

File	Edit	View	Sign	Window	Help

Home   Tools   Emergency-Timesh... ✕

1 / 1   75% ▾

At least one signature requires validating. Please fill out the following form.

NYC HEALTH+ HOSPITALS

ELECTRONIC TIMESHEET

1. All Group 11, Group 12, part-time and hourly employees must complete and submit their Timesheets on threir last work day of the week.

2. All employees must follow the usual timesheet rules, codes, and procedures when recording all of the information to be submitted for approval.

3. Approvers must finalize and submit all timesheets to Payroll by end of day Monday.

REQUIRED FIELDS APPEAR IN RED

FACILITY NAME: Central Office
LAST, FIRST NAME: Ku, Lisa   **TKID#:** 0 0 0 0 1 7 4 5 4
WEEK#: 2006   **DIST. CODE:** A286001   **DEPT.:** Finance Administration
FROM: 09:00 START TIME **TO:** 17:00 END TIME   **WEEKLY HOURS:** 35   **GROUP CODE:** 11

DATE	IN	OUT	CODE	REIMB.CODE
SUN. 05/31/20				
MON. 06/01/20	0 9 0 0	1 7 0 0	5 2	
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56. INTERMITTENT FMLA
57. FAMILY SICK LEAVE
58. PRECEPTOR (RN)
59. NURSE IN CHARGE
60. FLOATING HOLIDAY PAY (MCMEA)

Manager: How to Review, Approve & Submit to Payroll for Processing
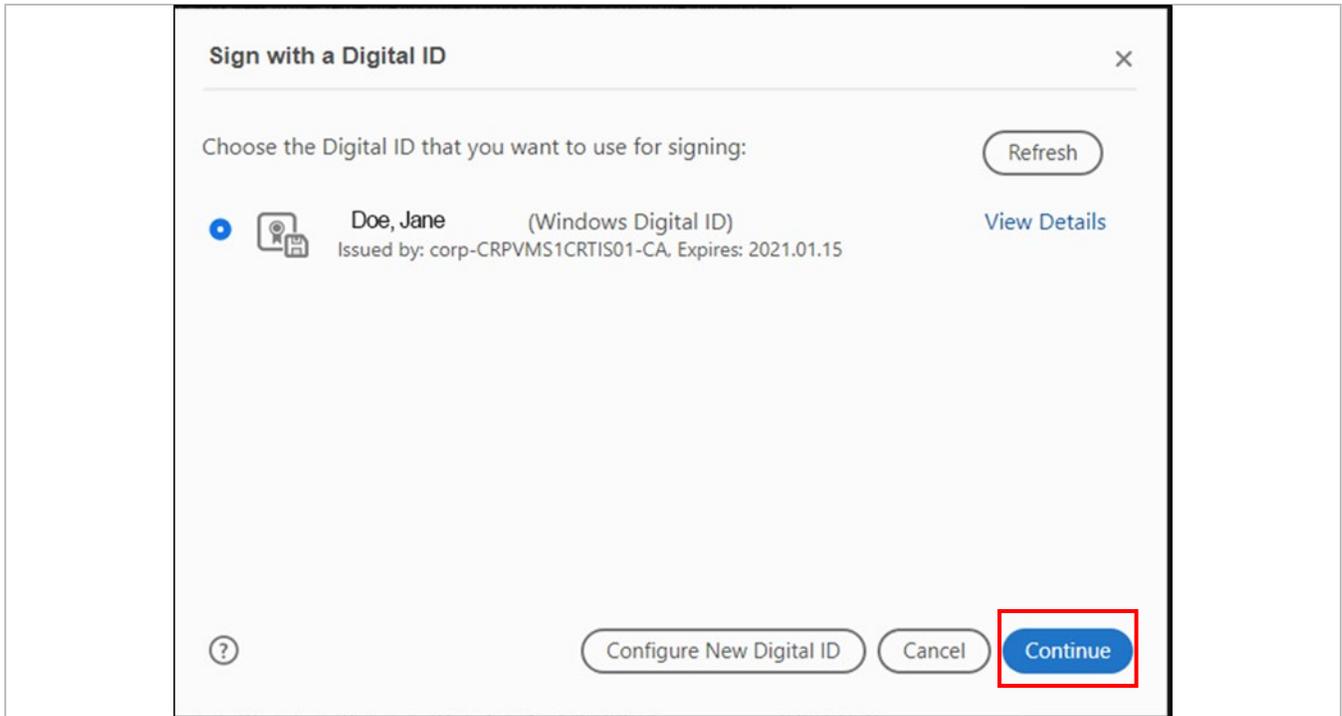
1	Retrieve the employee's electronic timesheet from your email Inbox or shared drive.
2	Review and follow up with the employee if any corrections are required.
3	When ready to approve, enter your Signature by clicking the Approver Signature field with your mouse. Once you click this field, the system should display the following pop-up window with your default digital signature so that you can sign with a Digital ID. (In this example, the Approver is Jane Doe.) However, if once you click this field, you see a pop up box with the title, 'Digital ID Configuration Required', then please follow the directions in the How to Configure Your Digital ID section below.

| 4 | Click **Continue**
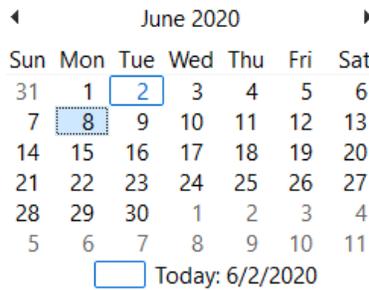The system displays a message to confirm that you digitally signed the timesheet. |

| 5 | Click **Sign**. |

6	Click the **Date** field next to Approver's Signature and select today's date from the Calendar.

7	NOTE: The system may display a message indicating that a signature requires validation. Disregard the message and save the file to your desktop or share drive.

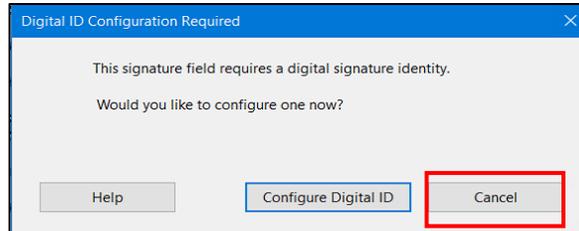| 8	Manager or departmental timekeeping liaison organizes/batches/sorts the electronic timesheets as follows: - B2 Employees - Timesheets w/ OT - Timesheets which impact pay (without pays, shift differential, responsibility pay, nurse in charge etc.) - All other timesheets

9	NOTE: The manager or departmental timekeeping liaison should email the batched timesheets to the appropriate facility payroll email addresses listed here. The subject line must include your facility name and Paystation ID (For example "JACOBI – QBA1).

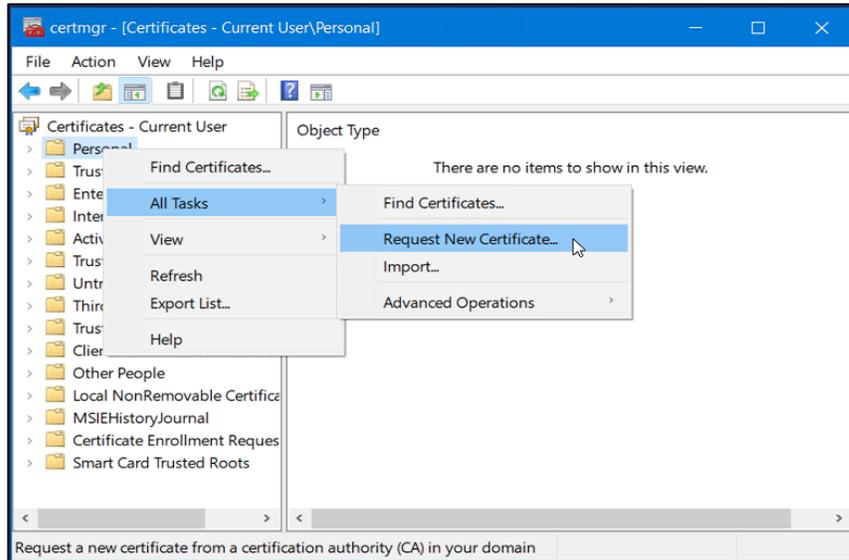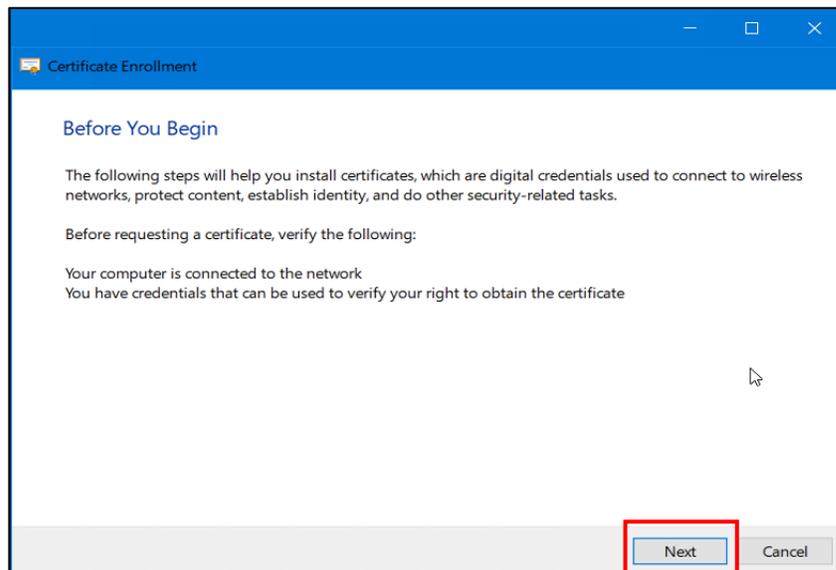|	**Employee or Manager: How to Configure your Digital ID**
1	If after clicking the Employee or Approver Signature field, the following screen is displayed, then select the 'Cancel' button. The directions that follow should help to address this issue. If you require further assistance please call EITS at 1-877-934-8442.
2	Before beginning this process, make sure that your computer is connected to the NYC Health + Hospitals' network. Click on the magnifying glass in the lower left hand corner of the taskbar and type 'Cert'. Then select the 'Manage user certificates' option.
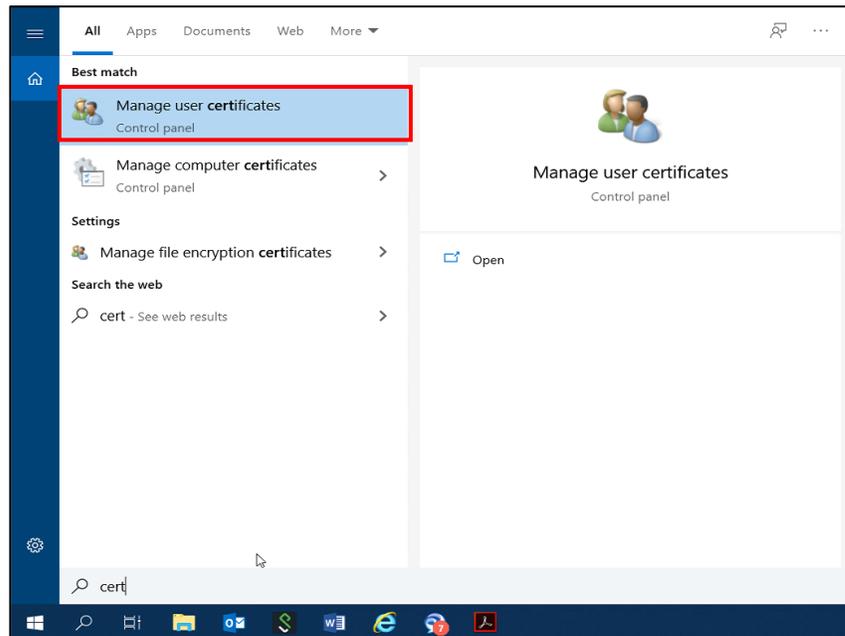
| 3	The following screen will appear. Use your mouse to right-click on the 'Personal' folder listed and the following path: Certificates-Current USER → All Tasks → Request New Certificate.
4	The certificate enrollment process will begin and the following screen appears. From this screen, select the 'Next' button.
5	The 'Select Certificate Enrollment Policy' screen will appear. Click the 'Next' button.

Electronic Timesheet Instructions
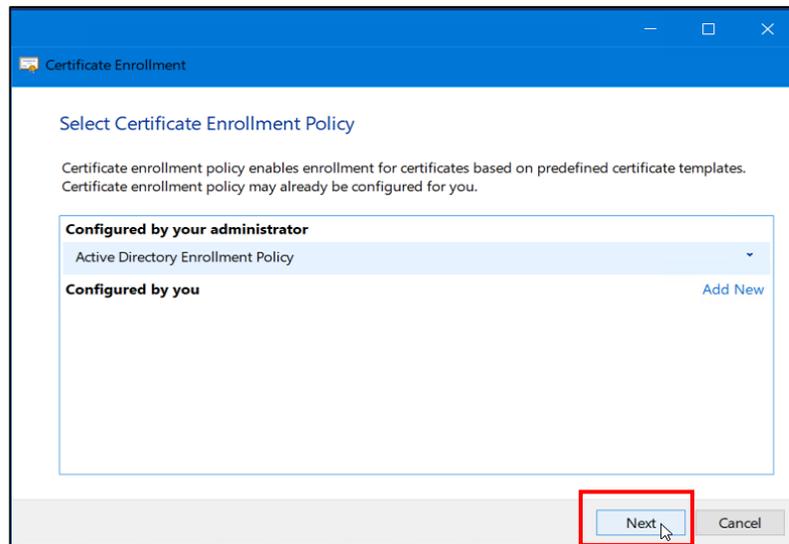
| 6 | The 'Request Certificates' screen will appear.

Select the 'NYCHHC-User-User' option and then click the 'Enroll' button.
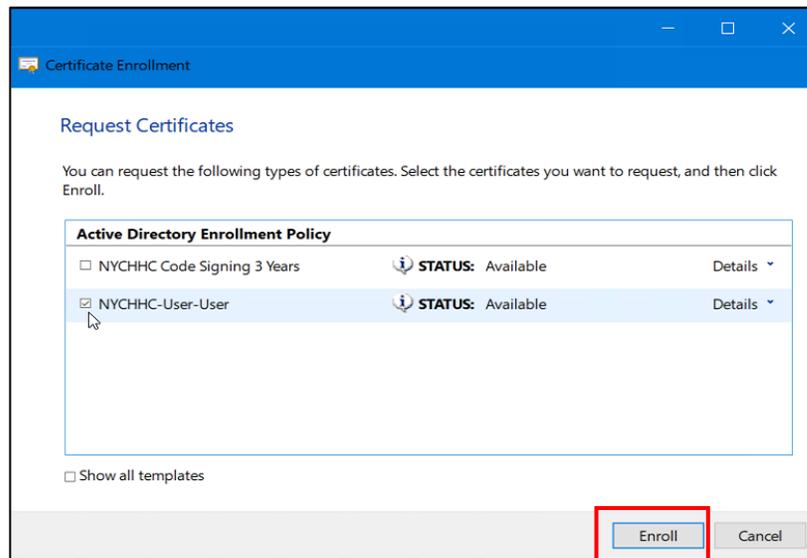
 |

| 7 | To confirm that the certificate has been successfully enrolled, return to the 'Manage User Certificates' screen below.

Click on the 'Personal' folder and then the 'Certificates' folder. The certificate will be listed in the box to the right. You can now return to signing the timesheet electronically with your digital ID. |

If you require further assistance please call EITS at 1-877-934-8442.