

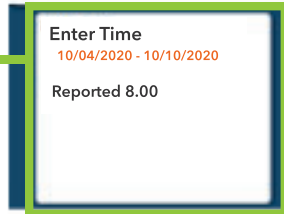
“How do I submit my time online?”

**1** Access <http://hrms.nychhc.org> login page and log on using your NYC H+H Username and Password

**2** CLICK **Time**



**3** A new screen will appear, CLICK **Enter Time**



**4** Fill out required fields (shown in orange). Descriptions of required fields are listed on back of page.

Select the arrows to go backward and forward through weeks



Day Summary	In	Out	Time Reporting Code	Time Details	Comments
<b>04</b> Sunday Oct Reported: 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>		+ -
<b>05</b> Monday Oct Reported: 8.00	<input type="text" value="9:00 AM"/> <b>A</b>	<input type="text" value="5:00 PM"/> <b>B</b>	<input type="text"/> <b>C</b>	<b>D</b>	<b>E</b> + -
<b>06</b> Tuesday Oct Reported: 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>		+ -
<b>07</b> Wednesday Oct Reported: 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>		+ -
<b>08</b> Thursday Oct Reported: 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>		+ -


**5** 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.

**You are required to submit your time on the last day of the work week.**

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 icon next to dates submitted, a confirmation email is sent to ensure the Time Submission is with your manager.





**Required Fields**

<b>A</b>	<b>In</b>	Enter the time when you started work. You should enter this on days you are taking leave time as well - annual, sick and comp. Military time will be converted to standard time.
<b>B</b>	<b>Out</b>	Enter the time you stopped working. You should enter this on days you are taking leave time as well - annual, sick and comp. Military time will be converted to standard time.
<b>C</b>	<b>Time Reporting Code (TRC)</b>	Enter timekeeping code <a href="#">(taken from the TRC List)</a> if applicable.
<b>D</b>	<b>Time Details</b>	SELECT  to find the window shown below. Enter Additional Time Reporting Codes and Reimbursement Codes here, if applicable.






Cancel **Time Details** Done

Additional Time Reporting Code:   Reimbursement Code:

<b>E</b>	<b>Add &amp; Minus Rows</b>	<p>The first line reflects the time actually worked. In the example shown below, the regular work hours are 9:00 AM to 5:00 PM.</p> <p>If you had only worked from 9:00 AM to 4:00 PM, the workday represents a one-hour difference from the regularly scheduled workday of 9:00 AM to 5:00 PM. As a result, you must account for the missing hour down to the minute, 4:<u>01</u> PM - 5:00 PM.</p> <p>SELECT  to add another row. This new row, the second line, accounts for the rest of the scheduled hours or the missing time. Add the timeframe you are accounting for and the <a href="#">TRC</a> that fits the situation.</p> <p>You can SELECT  to delete a row.</p>
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**05** Monday

Oct Reported: 8.00

9:00 AM	4:00 PM	<input type="text"/>				
4:01 PM	5:00 PM	02-ANNUAL LEAVE				

For additional information regarding Timesheet Submission, please review [Getting Timesheets Right](#). Visit [Payroll & Timekeeping](#) in the Employee Resources Center for additional information.

Web Time Entry

