NYC HEALTH+ HOSPITALS

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

2 CLICK **Time**

ORACLE — Employee Self Service

Careers	Time	Payroll
		Last Pay Day: 09/25/2020
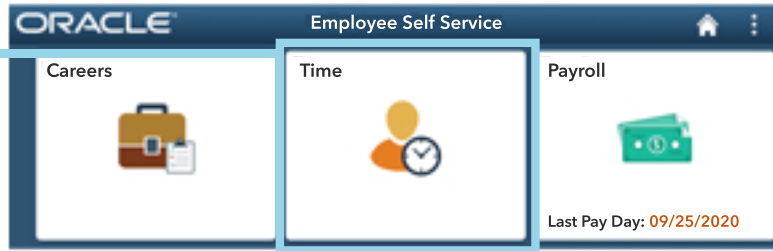
3 A new screen will appear, CLICK **Enter Time**

Enter Time
10/04/2020 - 10/10/2020
Reported 8.00
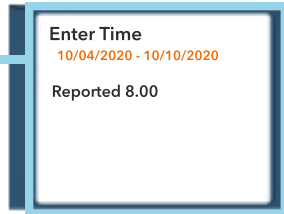
4 Fill out required fields **(shown in orange). Descriptions of required fields are listed on back of page.**

Select the arrows to go backward and forward through weeks

◄ **4 October - 10 October 2020** ►
Weekly Period - PS Delivered
Reported: 8.00

Clear | Save for Later | Submit

Day Summary	In	Out	Time Reporting Code	Time Details	Comments		
04 Oct Sunday Reported: 0.00						+	−
05 Oct Monday Reported: 8.00	9:00 AM **A**	5:00 PM **B**	**C**	**D**		+ **E**	−
06 Oct Tuesday Reported: 0.00						+	−
07 Oct Wednesday Reported: 0.00						+	−
08 Oct Thursday Reported: 0.00						+	−

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

A	**In**	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	**Out**	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.
C	**Time Reporting Code (TRC)**	Enter timekeeping code **(taken from the TRC List)** if applicable.
D	**Time Details**	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: [🔍]

E	**Add & Minus Rows**	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.

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, 4:01 PM - 5:00 PM.

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 **TRC** that fits the situation.

You can SELECT ➖ to delete a row. |

05 Oct	Monday Reported: 8.00	9:00 AM 4:00 PM [▼] 🗄 ◇ ➕ ➖
		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.