NYC HEALTH+ HOSPITALS

"How do I approve, deny and/or modify my Direct Report's time?"

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

2 Change role to **Manager Self Service**

ORACLE ▾ Manager Self Service

Approvals	My Team	Team TIme

3 CLICK **Team Time**

4 CLICK 🔲 **Enter Time**

5 CLICK **Get Employees**

6 Find and CLICK your Direct Report

Approve

A CHECK-OFF the box at the top of the table to approve all dates or CHECK-OFF each date individually to approve specific dates

B CLICK **Approve**

C When instructed, CLICK "**Yes**" to confirm approval of the time selected. Once approved the status cannot be reverted back.
Along with ✓ icon on the dates approved, confirmation will be shown via email notification to you and the employee, ensuring the time submission has been approved.

View Legend							Clear	Save for Later	Submit

☑   Approve Deny

	Day Summary		In	Out	Time Reporting Code	Time Details	Comments	Reported Status	
4 Oct	Sunday Reported: 0.00	☑						New	+ −
5 Oct	Monday Reported: 8.00	☑	9:00 AM	5:00 PM				Needs Approval	+ −
6 Oct	Tuesday Reported: 8.00	☑	9:00 AM	5:00 PM				Needs Approval	+ −
7 Oct	Wednesday Reported: 8.00	☑	9:00 AM	5:00 PM				Needs Approval	+ −

For additional information regarding Timesheet Submission, please review Getting Timesheets Right.
Visit Payroll & Timekeeping in the Employee Resources Center for additional information.
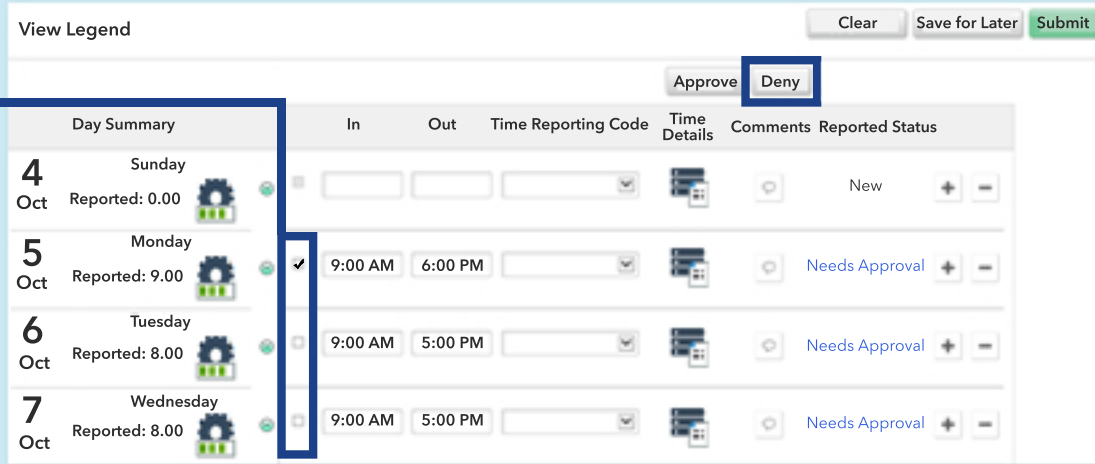
Web Time Entry

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PeopleSoft Web Time Entry: Manager
Time Submission Management
"How do I approve, deny and/or modify my Direct Report's time?"

If modifications are needed, you have the option to deny and let the employee fix their time submission <u>or</u> modify the time submission from Manager Self Service.
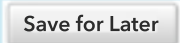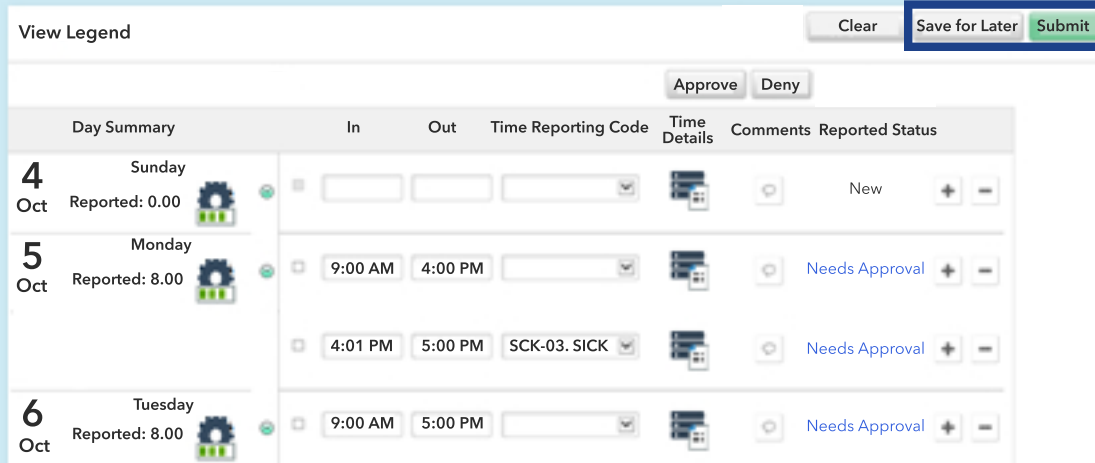
Deny

A CHECK-OFF the date(s) that will be denied

B CLICK [Deny]

C When instructed, CLICK "**Yes**" to confirm the denied time. Once denied, the employee will be notifed via email, along with 🚫 icon on the dates denied. Please have a discussion with the employee before or after the time submission is denied.

Modify

A Make edits to time

B Save edits:
CLICK [Save for Later] if you'd like to save and not submit the edit. 💾 icon will appear on the date as confirmation.
CLICK [Submit] to submit the edits made. ⚙ icon will appear on the date as confirmation. Approving the time submitted is the next step *(Please view the Approve section of this job aid)*. If **Save for Later** and **Submit** are clicked, e-mails will be sent to the manager confiming the change and the employee notitfying them of a change.

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Web Time Entry