NYC HEALTH+ HOSPITALS



OFFICE OF HR WORKFORCE DEVELOPMENT

Enterprise Resource Planning: Web Time Entry at NYC Health + Hospitals Learning Academy



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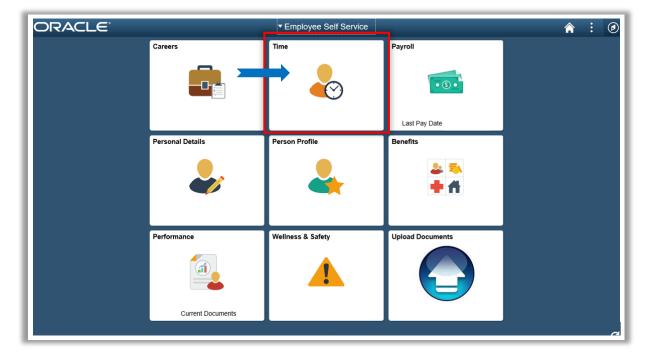


1. Employee Reporting Time

1.1. Click on ESS desktop icon or visit ess.nychhc.org to access login screen. Enter NYC Health + Hospitals username and password.

HEALTH+ HOSPITALS PEOPLESOFT HR	
User ID	
Password	
Sign In	
If you are having difficulties logging in to PeopleSoft please contact the Enterprise Service Desk at 877-934-8442 or email EnterpriseServiceDesk@nychhc.org	

1.2. Click on Time







1.3. Click on Enter Time Tile

K Employee Self Service		Time	â	:	۲
	*Select a Job	Behavioral Health Assoc			
Enter Time 08/30/20 - 09/05/20 Reported 39.00					

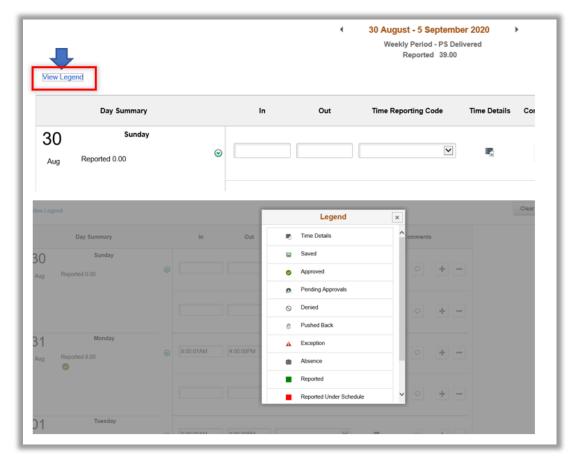
1.4. Page for Entering Time. Enter military time. Will convert to standard time.

 Time 					Enter Time					â	:	Ø
					August - 5 Septembe Weekly Period - PS Deli Reported 39.00		•					
View Le	egend							Clear	Save for Later	Sut	omit	
	Day Summary		In	Out	Time Reporting Code	Time Details	Comments					
30 Aug	Sunday Reported 0.00	۲			Y		Q	+ -				
31 _{Aug}	Monday Reported 8.00		8:00:01AM	4:00:00PM			Q	+ -				
01 _{Sep}	Tuesday Reported 8.00	\odot	8:00:00AM	4:00:00PM	Y		Q	+ -				
02 _{Sep}	Wednesday Reported 8.00	0	8:00:00AM	4:00:00PM			Q	+ -				
03 Sep	Thursday Reported 8.00		8:00:00AM	4:00:00PM			Q	+ -				
04	Friday	۲	8:00:00AM	3:00:00PM			Þ	+ -				





1.5. Click on View Legend to Get a List of Icons and Their Purpose



1.6. Click on date to bring up pay period; Use arrows to toggle between pay periods.

Enter Time			C	alend	ar		×
	Sept	ember		~ 2	2020		~
30 August - 5 September 2020	s	м	т	w	т	F	s
Weekly Period - PS Delivered			1	2	3	4	5
Reported 39.00	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
Out Time Reporting Code Time Details	27	28	29	30			
			Cu	rrent D	ate		۲





1.7. Click on "+" icon to add rows to time record. When adding a row, you must account for each minute within the sequence. Add 1 minute to the second line.

31 ^{Aug}	Monday Reported 8.00	0	8:00:01AM	4:00:00PM	Y	₹3	• +-
	_		1		Y	5	• + -

1.8. To add a second TRC code and/or a Reimbursement code, select the Time Details icon

	Day Summary		In	Out	Time Reporting Code	Time Details	Comments
09 Aug	Sunday Reported 8.50	⊘	8:00:00AM	4:30:00PM	~		
10 Aug	Monday Reported 9.00	\odot	9:00:00AM	5:00:00PM	52. TELECOMMUTING V		
			5:01:00PM	6:00:00PM	28. COMP TIME EARN V		▷ + -

1.9. On this page you will add a second TRC code and/or Reimbursement code

1	Cancel	Time Details	Clear L Save for Late
Daj	Additional Time Reporting	Reimbursement Code	
Reported			
Reported			





1.10. After entering time for intended pay period click on **Submit** button

				4	6 September - 12 Septem Weekly Period - PS Del Reported 44.00	livered	,		
View Leg									Clear Save for Later Submit
	Day Summary		In	Out	Time Reporting Code	Time Details	Comments		
06 _{Sep}	Sunday Reported 0.00	۲				2	0	+ -	
07 _{Sep}	Monday Reported 12.00	0	8:00:00AM	4:00:00PM	00. REGULAR - REG	₹3	0	+ -	
			5:00:00PM	9:00:00PM	29. OVERTIME - OVT12 V	₽3	0	+ -	
08	Tuesday								

1.11. If total Time reported for that week is greater than scheduled hours; the following message will be displayed for **group 12 employees** <u>only</u>. Clicking Ok will advance to the next screen. Clicking cancel will allow you to make necessary changes.

Job Title	Dietary Alde		Weekly Pe	- 29 August 2020 Friod - PS Delivered		
View Leg	end		Rep	orted 43.33		Clear Save for Later Submit
	Day Summary	In	Out Time Reporti	ng Code Time Details	Comments	
23 ^{Aug} 24 ^{Aug}	Sunday Reported 0.00 Monda Reported 8.00	urs for the week may be mor	Warnin re than your weekly scheduled hours		to see if there is excess time an	id make corrections, if needed.
		5	00:00PM 00. REGULAR - 1	REG 🗸 层	◦ + -	
25 Aug	Tuesday Reported 11.33	S:40:00AM	00. REGULAR - I	REG 🗸 🖉	• + -	
		5	:00:00PM 00. REGULAR - 1	REG 🗸 🖷	◦ + -	

Web Time Entry



1.12. If total Time reported is less than Scheduled hours following warning will be displayed. Clicking Ok will advance to the next screen. Clicking cancel will allow you to make necessary changes.

Job Title A	ssociate Director Lv 1			4	30 August - 5 Septemt Weekly Period - PS De Reported 39.84	livered	,		Clear S	ave for Later	Submit
	Day Summary		In	Out	Time Reporting Code	Time Details	Comments				
30	Sunday										
Aug	Reported 0.00				Warning Timeshe						
31 Aug	Monday Reported 7.91	Your total reported h	ours for the week n	nay be less than your sch	OK Can		see if there is a shortage	e and make corrections	, if needed.		
01 _{Sep}	Tuesday Reported 7.98	۲	8:05:00AM	4:00:00PM	~	Π.	+	-			
02 _{Sep}	Wednesday Reported 7.98	•	8:01:00AM	4:00:00PM	~	₹	• +	-			
03 _{Sep}	Thursday Reported 7.98	۲	8:01:00AM	4:00:00PM	~	R .	•	-			

1.13. If you click on **"Cancel"**, Timesheet will not be submitted, if you click on **"OK"**, the timesheet will be submitted for approval and the following **Attestation message** will be displayed, for group 12 employees only.

Job Title Bet	havioral Health Assoc							,
				6 September - 12 Septem Weekly Period - PS Do Reported 44.00	livered	•		
								Clear Save for Later Submit
	Day Summary	In	Out	Time Reporting Code	Time Details	Comments		
06	Sunday			V	1		+ -	
compensation	under the Fair labor Standards Act and/or e. when I have logged in/out earlier/later that	a collective bargaining agr an my scheduled time, for v	eement, I also certify which I have not requ	y that I have requested compen	on each day reflect sation for any time ime worked and I u	that I worked in e inderstand that I v	excess of my sc will not be comp	employee represented by a union, and/or eligible to earn overtime heduled hours. I also certify and that anytime outside my scheduled pensated for this time. Therefore, I certify that I have requested ted meal break.
08	Tuesday	5:00:00PM	9:00:00PM	29. OVERTIME - OVT12 💟	2		+ -	





1.14. Click "**OK**" on Attestation message Dialog box, Timesheet will be successfully submitted for approval. Please note that *Group 11 employees have a different Attestation Statement*.

🔇 Time					Enter Time	2			Â	:	ø
Job Title	Sr Director										
				•	23 August - 29 August Weekly Period - PS De Reported 45.33	elivered	•				
View Leg	gend							Clear Save for Later	Sub	mit	
	Day Summary		In	Out	Time Reporting Code	Time Details	Comments				
23	Sunday		_	_					_		
	₩		,		ок			ek to account for my standard scheduled			
25 ^{Aug}	Tuesday Reported 10.00	۲	9:00:00AM	7:00:00PM	~	H.	• + -				
26 Aug	Wednesday Reported 8.00	۲	9:00:00AM	5:00:00PM	~	H.	• + -				
27 ^{Aug}	Thursday Reported 8.83	۲	9:00:00AM	5:50:00PM	~	H.	• + -				

1.15. A green bar will appear to confirm Timesheet Submission

Enter Time	
Timesheet is Submitted for the period 2020-09-27 - 2020-10-03	
A 27 September - 3 October 2020 Weekly Period - PS Delivered Reported 40.00	



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Additional Information: Click on **Comments** icon to review comments from Manager or Proxy. The comments icon changes once a comment has been added.

Click)2	on Comments icon bel	ow,	to view co	mments from Mana	ger regarding	your re	eported time.
Sep	Reported 8.00	۲	8:00:00AM	4:00:00PM	⊻		• + -
)3	Thursday		0.00.00044				
Sep	Reported 8.00	9	8:00:00AM	4:00:00PM	>	1	♀ + -
)4	Friday					_	
Зер	Reported 7.00	0	8:00:00AM	3:00:00PM	Y	2	⊘ + -
			Time I	Reporting Com	ments		×
Сог	nments related to Tim	e er	ntered for	09/04/2020			

2. Manager Modifying Time

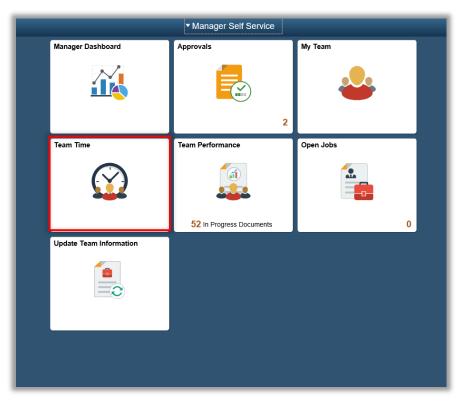
- 2.1. Click ESS desktop icon or visit <u>http://ess.nychhc.org/</u> to access the login screen. Enter login credentials (see 1.1)
- 2.2. Select Manager Self Service, on the drop down menu







2.3. Select Team Time tile



2.4. Enter Time page will be displayed, Click the Get Employees button

✓ Manager Self Service	Team Time	≙ : Ø
Enter Time		
Use filters to change the search criteria or Get Employees to apply the default Manager S Get Employees Filter	Search Options.	
1		





2.5. Selected Employee's Reported Time for the week will be Displayed

Manager Self Service		Team Time		â	:	Ø
Enter Time						
Select Employee						1 row
T						
Name/Title		Exceptions	Hours to be Approved			
Nanc	y Nunez		12.00			

2.6. Change: In and Out time or TRC Code or Time Details as needed, enter comment and click **Submit** button

< Manage	r Self Service					Team Time						Â	
						6 September - 12 September 2 Weekly Period - PS Delivered Reported 36.00 Unapproved Time							
View Leg	lend								Clear A	pply Rules	ave for Later	Subm	
]				Approve	e Deny	Push Back				
	Day Summary			In	Out	Time Reporting Code	Time Details	Comments	Reported Status				
06 _{Sep}	Sunday Reported 0.00	۲						Q	New	+ -			
07 _{Sep}	Monday Reported 4.00			5:00:00PM	9:00:00PM	29. OVERTIME - OVT12 💟		Q	Needs Approval	+ -			
08 _{Sep}	Tuesday Reported 8.00	۲		8:00:00AM	4:00:00PM	V	Nº.	\Diamond	Approved	+ -			
09 _{Sep}	Wednesday Reported 8.00	0		8:00:00AM	4:00:00PM			0	Approved	+ -			

Web Time Entry



2.7. If Time reported is greater than Scheduled hours, the following warning will be displayed for group 12 employees only. Click, OK to advance to the next screen. Click, Cancel to modify time record

Job Title	Dietary Aide		
View Leg	end		Clear Save for Later Submit
	Day Summary	In Out Time Reporting Code Time Details Comments	
23	Sunday		
Aug	Reported 0.00	Warning Timesheet	
24 ^{Aug}	Your total reported 8.00	hours for the week may be more than your weekly scheduled hours. Please review your time record to see if there is excess time and make corrections	, if needed.
		500:00PM 00. REGULAR - REG 🗸 🗲 –	
25 ^{Aug}	Tuesday Reported 11.33	S 540.00AM 00. REGULAR - REG ▼	
		500.00PM 00. REGULAR - REG V 🗮 🔿 🕂 -	

2.8. If Time reported is less than Scheduled hours following warning will be displayed

Job Title	Associate Director Lv 1										
					igust - 5 September 2 eekly Period - PS Deliver Reported 39.84						
View Leg	lend								Clear	Save for Later	Submit
	Day Summary		In	Out Time	Reporting Code	Time Details	Comments				
30	Sunday					_					
Aug	Reported 0.00				Warning Timesheet						
31 Aug	Monday Reported 7.91	Your total reported h	hours for the week ma	y be less than your scheduled h	OK Cancel	time record to s	ee if there is a	a shortage and m	nake corrections, if needed.		
01 _{Sep}	Tuesday Reported 7.98	۲	8:05:00AM	4:00:00PM	~	H.		+ -			
02 _{Sep}	Wednesday Reported 7.98		8:01:00AM	4:00:00PM	~	R.		+ -			
03 _{Sep}	Thursday Reported 7.98	۲	8:01:00AM	4:00:00PM	~	R.		+ -			
	Part days										

2.9. Click "**OK**" to submit changes. Employee will receive an automated email notification that their timesheet was modified

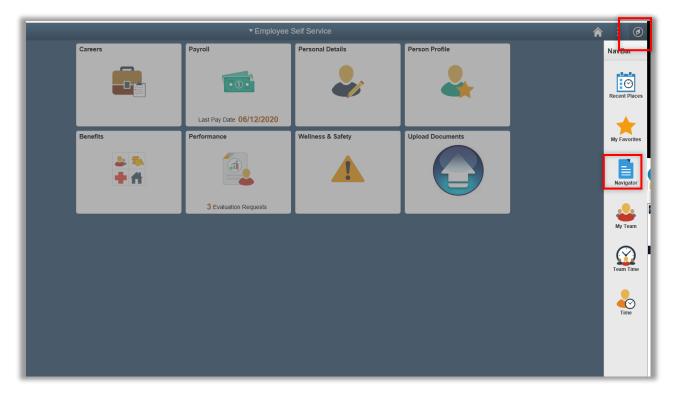






3. Mass Approvals

- 3.1. Click ESS desktop icon or visit <u>http://ess.nychhc.org/</u> to access the login screen. Enter login credentials (see 1.1)
- 3.2. Click on "Nav Bar", Select "Navigator"



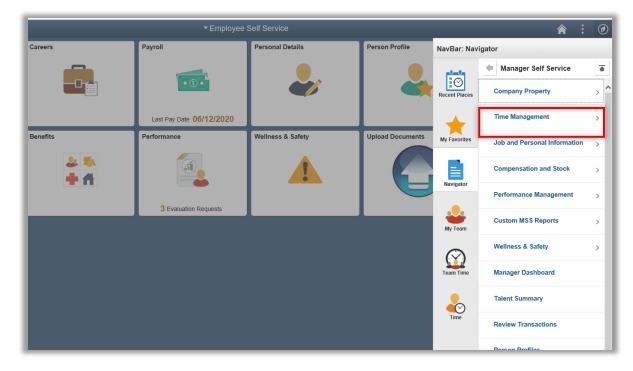
3.3. Select "Manager Self Service"

	▼ Employee :	Self Service			Â	: 🔊
Careers	Payroll	Personal Details	Person Profile	NavBar: Navi	gator	
	• 6 •			0	Self Service	>
				Recent Places	Manager Self Service	>
	Last Pay Date 06/12/2020			*	Payroll for North America	>
Benefits	Performance	Wellness & Safety	Upload Documents	My Favorites	Set Up HCM	>
2 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				Navigator	Enterprise Components	>
	3 Evaluation Requests				HHC Custom	>
				My Team	Reporting Tools	>
				Team Time	PeopleTools	>
				Time		





3.4. Select Time Management



3.5. Select "Approve Time and Exceptions"

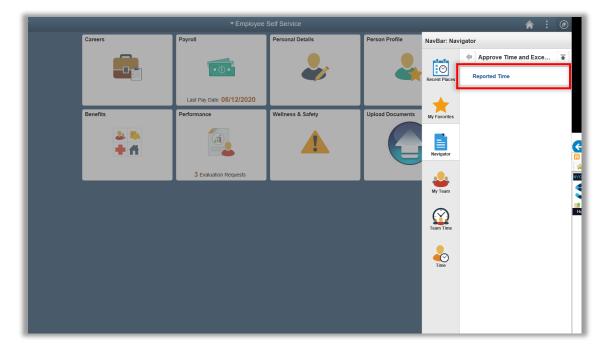
	▼Employee	Self Service			a : Ø
Careers	Payroll	Personal Details	Person Profile	NavBar: Nav	igator
					🗧 Time Management 🚡
	• (5) •			Recent Places	Approve Time and Exceptions
	Last Pay Date 06/12/2020			+	Report Time >
Benefits	Performance	Wellness & Safety	Upload Documents	My Favorites	
2 3 1				Navigator	
	3 Evaluation Requests				
				My Team	
				Team Time	
				Time	

Web Time Entry





3.6. Select "Reported Time"



3.7. Select Date in the Date Field at the bottom and Click on "Get Employees" Button

C Employee Self Service				F	Reporte	d Time			
Approve Reported Time									
Timesheet Summary									
Employee Selection									
Employee Selection Criteria			Get Empl	oyees					
Selection Criterion	Selection Criterion Value		Clear Cr	iteria					
Time Reporter Group		٩	Save Cri	iteria					
Employee ID		٩							
Empl Record		Q							
Last Name		Q							
First Name		٩							
Business Unit		Q							
Job Code		٩							
Job Description		Q							
Department		Q							
Reports To Position Number	00019125								
Location Code		٩							
Workgroup		Q							
Tongoup		4							
Change View	Include Abse								
Date 09/07/2020 1		nce 🗹 Show So Previous We	chedule Information	ext Week					
	_		iciv ivo	AL WEEK					
Employ Time Summary Demographics		m 09/06/2020 - 09/12/2020						Personalize	Find 📳 1 of 1
Time Summary Demographics									
Select Last Name First N	ime Employee ID	Empl Record Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Last Name		0	0.000000	0.000000	0.000000			0.000000	0.000000
Approval (2)									
Select All Desele	zt All	Approve	Deny						

Web Time Entry



3.8. Click on Select All button then click the Approve button to Mass Approve

v By Week		✓ ☐ Include Abse	ence	Show Schedu	le Information						
Date 09/27/2020	H ¢			Previous Week	Nex	t Week					
		ne Needing Approv	al From 0	9/27/2020 - 10/03/2020)					Personalize Fin	nd 🛛 1-3 of 3
nary <u>D</u> emogra	aphics										
Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
ELI	ERNESTO	100081960	C	Clin Lab Technolgst 3- Bld Bank	40.00	40.00	0.00			0.00	0.00
FORD	FRANK	100043246	C	Clin Lab Technolgst 2- Bld Bank	40.00	40.00	0.00			0.00	0.00
GOMEZ	GEORGE	100065980	C	Clin Lab Technolgst 2- Bld Bank	40.00	40.00	0.00			0.00	0.00
?											
ct All	Deselect All		Approve	Deny							
	Date 09/27/2020 For MUHAMM hary Demogri Last Name ELI FORD GOMEZ ? t All	Date 09/27/2020 For MUHAMMAD MAXWELL, Tinnary Demographics FTTP Last Name First Name ELI ERNESTO FORD FRANK GOMEZ GEORGE ? Deselect All	Goute Og/27/2020 If the second secon	Date 09/27/2020 If the second se	For MUHAMMAD MAXWELL, Time Needing Approval From 09/27/2020 - 10/03/2020 Iast Name First Name Employee ID Employee ID	For WUHAMMAD MAXWELL, Time Needing Approved Freevious Week New For MUHAMMAD MAXWELL, Time Needing Approved From 000000000000000000000000000000000000	Nate Option Freevous Week Next Week Last Name First Name Employee ID Renot Indot Renot Reported Reported	Bate Derivative Previous Week Next Week For WUHAMMAD WEELL, TIME NEEDING Approved For US27/2020 - 10/03/	Date Display Light Previous Week Next Week Freevous Week Next Week For WUHAMMAD WAXWELL, Time Wath Reported Approved Demographics Image:	Date Display bit For WUHAMMAD WELL, TIME HEAD Approved Approved D1003/2020 - 10003/20200 - 10003/20200 - 10003/2020 - 10003/2020 - 10003/2020 -	Date Display Previous Week Next Week For WUHAMMAD WEEL, TIME WEETING Approved IN003/2020 - 10003/202

3.9. Click Yes to confirm Mass Approval submission. Once Approved the status cannot be reverted back

ence	Show Schedule I	nformation						
	Message							
/al From 0 Empl Record	Are you sure you want to a Once Approved the status Select Yes to confirm and	cannot be reve	erted back.	. , ,	to the page without u	pdating the sta	ize F lours ed or nitted	ind 🗗 D
0	Clin Lab Technolgst 2- Bld Bank	40.00	40.00	0.00			0.00	
0	Clin Lab Technolgst 2-	40.00	40.00	0.00			0.00	





3.10. Click on " **OK**" button

Timesheet
Approve Confirmation
Selected transactions were successfully approved.

3.11. Employee will receive an automated email notification that their time record was approved







4. Manager - Approving Time

- 4.1. Click ESS desktop icon or visit <u>http://ess.nychhc.org/</u> to access the login screen. Enter login credentials (see 1.1)
- 4.2. Select Manager Self Service from the drop down menu



4.3. Click Approvals on the tile

🚖 🧮 Homepage 🗮 Approvals				
ORACLE		 Manager Self Service 		Â
	Manager Dashboard	Approvals	My Team	
			.	
		1		
	Team Time	Team Performance	Open Jobs	
	$\mathbf{\Omega}$			
		52 In Progress Documents	0	
	Update Team Information			

Web Time Entry



4.4. Select the Employee. On this page the quantity of time for approval is shown at a glance.

Manager Self Service			Pending Approvals	â : 👩
View By Type	~			
II AII	1	All		1 row
Reported Time	1	Reported Time Nancy Nunez	Quantity for Approval 16.00 Hours 09/28/2020 - 09/29/2020	Routed > 09/04/2020
		-		

4.5. Select Check box for applicable time being approved

Pending Approva	lls		Reported Time		â	: 👩
Nancy Nune Behavioral Health					Approve	Deny
1 line(s) are p	ending your approval					
Summary						
	Time Period	09/28/2020 - 09/29/2020				
Qu	antity for Approval	16.00 Hours		Quantity Reported 16.00 Hours		
Quantity Su	Ibmitted/ Approved	0.00 Hours				
	Quantity Denied	0.00 Hours				
View Legend						
 Reported Tim 	e Details					
Pending 🥖	>					
						1 row
Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date		
Select		time Reporting Code				
	09/29/2020		8.00 Hours	8.00 Hours / 0.00 Hours		>





4.6. Click on Approve button

Pending Approvals		Reported Time		💼 🔒 🎅
Nancy Nunez Behavioral Health Assoc				Approve Deny
1 line(s) are pending your appro	al			
Summary				
Time Peri	d 09/28/2020 - 09/29/2020			
Quantity for Approv	al 16.00 Hours		Quantity Reported 16.00 Hours	-
Quantity Submitted/ Approv	d 0.00 Hours			
Quantity Deni	d 0.00 Hours			
View Legend				
Pending All				
				1 row
Select Report D	te Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
09/29/202)	8.00 Hours	8.00 Hours / 0.00 Hours	>
Approver Comments				

4.7. Type in optional Approver Comments and click on Submit button

Cancel	Approve	Submit
You are about to Approver Com	o approve this request.	
1		< >

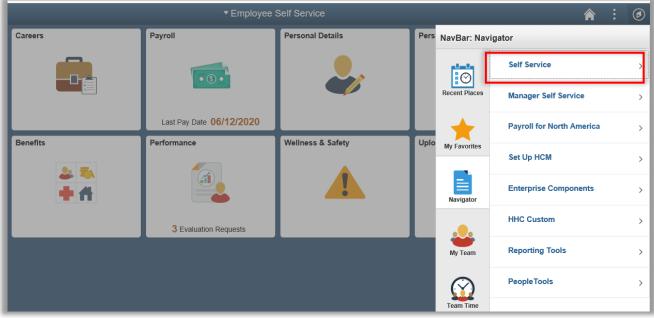
Web Time Entry



5. Manage Delegation: Assign Edit/Approve Role

- 5.1. Click ESS desktop icon or visit <u>http://ess.nychhc.org/</u> to access the login screen. Enter login credentials (see 1.1)
- 5.2. Navigate to Navigator > Self Service > Manage Delegations







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Navigation

	▼ Employee	Self Service			^	: Ø
Careers	Payroll	Personal Details	Pers	NavBar: Navigator		
			L		Self Service	•
	• • •	*	L	Recent Places	Payslips Prior to July 2019	>
	Last Pay Date 06/12/2020			+	Personal Information	>
Benefits	Performance	Wellness & Safety	Uplo	My Favorites	Payroll and Compensation	>
2 3 + A				Navigator	Benefits	>
	3 Evaluation Requests		L	Navigator	Learning and Development	>
	J Evaluation Requests			My Team	Performance Management	>
				\bigcirc	Recruiting	>
				Team Time	Wellness & Safety	>
				-	Manage Delegation	
				Time		

5.3. Click "Create Delegation Request" link.

C Employee Self Service	Manage Delegation
Manage Delegation	
Muhammad Maxwell	
Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.	
Learn More about Delegation	
Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf. Create Delegation Request	
Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.	
Review My Proxies	
Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.	
Review My Delegated Authorities	

Web Time Entry



5.4. Enter a "From Date" that will start delegation period (today or later). Enter a "To Date" that will end delegation period (is the same day or later than From Date). Click **Next.**

< Employee Self Service	Create Delegation Request
Create Delegation Request	
Enter Dates	
Muhammad Maxwell	
Ast Dir. Nursing	
Enter the dates for your delegation request. Enter a <i>From Date</i> that is today or later. Enter a <i>To Date</i> that is the same as or later than your <i>From Date</i> . For open-ended delegation requests, leave the <i>To Date</i> blank.	
Delegation Dates	
From Date 09/07/2020	
To Date	
Next Cancel	

5.5. Select the transaction(s) that you want to delegate to a proxy. For Edit Delegation only select **Manage Report Time Fluid** and **Manage Reported Time**. Click **Next** Button

Create Delegation Request
Select Transactions
Muhammad Maxwell
Ast Dir. Nursing
Select the transactions that you want to delegate to a proxy. You can select one or many transactions.
Delegate Transactions
Transaction
Approve Reported Time Fluid
Manage Approve Reported Time
Manage Report Time Fluid
Manage Reported Time
Select All Previous Next Cancel





5.6. For Approval Delegation only select **Approve Reported Time** and **Manage Approve Reported Time**. Click **Next** Button

Create Delegation Request
Select Transactions
Muhammad Maxwell
Ast Dir. Nursing
Select the transactions that you want to delegate to a proxy. You can select one or many transactions.
Delegate Transactions
Transaction
Approve Reported Time Fluid
Manage Approve Reported Time
Manage Report Time Fluid
Manage Reported Time
Select All Deselect All
Previous Next Cancel





5.7. For Multiple Transactions, select Approve Reported Time Fluid, Manage Approve Reported Time, Manager Report Time Fluid, Manage Reported Time. Click Next Button

Create Delegation Request
Select Transactions
Muhammad Maxwell
Select the transactions that you want to delegate to a proxy. You can select one or many transactions.
Delegate Transactions
Transaction
Approve Reported Time Fluid
Manage Approve Reported Time
Manage Report Time Fluid
Manage Reported Time
Select All Previous Next Cancel

Web Time Entry



5.8. From the list populated, choose the person you would like to request to be your delegate (also called a Proxy) Note: You can also select the Search by Name hyperlink to search for proxies outside your hierarchy. Once you select the delegate using "Push Button" then Click the Next Button

🔇 Em	ployee Self Service				Create Delega	tion Request	
Create	e Delegation Requ	uest					
Select	t Proxy by Hierard	hy					
Muh	ammad Maxwell						
st Dir.	Nursing						
Search b	or proxies outside your hiera y Name e Delegate ne	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name	
0	Barbara Burns	000065397	Employee	Nurses Aide	BH EMERGENCY SVCS	Frank Ford	~
~	Andy Allen	100036600	Employee	Psychiatric Social Health Tech	CPEP ADULT	Nancy Nunez	_
0	/ anay / alori						
0	Ophelia Oaks	100001262	Employee	Psychiatric Social Health Tech	BH EMERGENCY SVCS	George Gomez	
0	•	100001262	Employee Employee		BH EMERGENCY SVCS		

Create Delegation Request								
Select Proxy by Name								
Muhammad Maxwell								
Dir. Nursing								
ch for a proxy using their name. You can also select the Search By Hierarchy hyperlink to search for proxy.								
ch by Hismarchy Last Name Lane								
bose Delegate								
Name Empl ID Organizational Relationship Job Title Department Supervisor Name								
Lorraine Lane								
Previous Next Cancel								



NYC HEALTH+ HOSPITALS

Navigation

				Psychiatric Social Health			
0	Barbara Burns	100036600	Employee	Tech	CPEP ADULT	Muhammad Maxwell	
0	Frank Ford	100001262	Employee	Psychiatric Social Health Tech	BH EMERGENCY SVCS	Andy Allen	
0	Andy Allen	000013378	Employee	Dir of Nursing Lv 1	NURSING	Ophelia Oaks	
0	Ophelia Oaks	000012876	Employee	Staff Nurse	CPEP ADULT	Cathy Cochran	
0	Cathy Cochran	000061919	Employee	Assistant Coordinating Manager NURSING Frank Ford		Frank Ford	
0	Daphne DaSilva	100097503	Contingent Worker	Agency Staff Nurse	HAR01 4S LABOR & DELIVERY	Nancy Nunez	
0	Ernesto Eli	000061247	Employee	Staff Nurse	BH EMERGENCY SVCS	George Gomez	
0	Nancy Nunez	100036573	Contingent Worker	Agency Staff Nurse	IP MEDICINE ICU	Muhammad Maxwell	
0	George Gomez	100097494	Contingent Worker	Agency Nurse Aide	NURSING	Frank Ford	
0	Saul Stevenson	000055207	Employee	Staff Nurse	HAR01 10F ADULT BH	Nancy Nunez	
0	Tyler Thomas	100042201	Employee	Staff Nurse	BH EMERGENCY SVCS	Cathy Cochran	
•	Lorraine Lane	100077518	Employee	Ast Dir. Nursing	NURSING	Tyler Thomas	
0	Nick Nickels	100041561	Employee	Behavioral Health Assoc	BH EMERGENCY SVCS	Muhammad Maxwell	
0	Hannah Hooks	000010216	Employee	Clerical Associate - L II	NURSING	Andy Allen	~
	Previous	Next	Cancel				

5.9. Once you are on the "Delegation Detail" page, click Submit Button.

Create Delegation	Request	
Delegation Detail		
Muhammad Maxwell		
Ast Dir. Nursing		
Proxy	Lorraine Lane	
From Date	09/07/2020	
To Date	09/30/2020	
Transactions		
Manage Approve Reported	Time	
Manage Reported Time		
Submit Prev	ious Cancel	

Web Time Entry



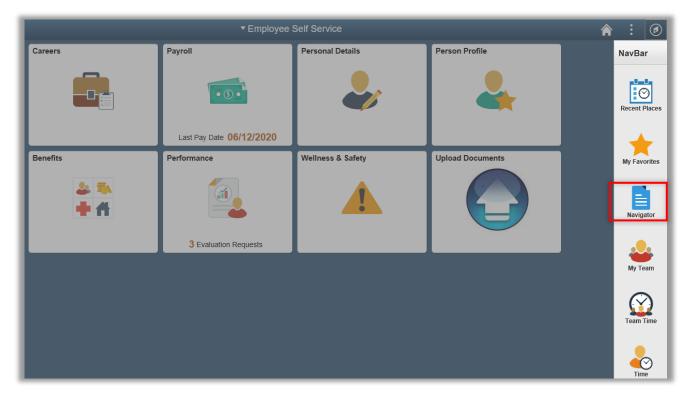


5.10. Click **OK** Button.

Create Delegation Request
Muhammad Maxwell
Ast Dir. Nursing
You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.
OK

6. Revoke Delegation Role

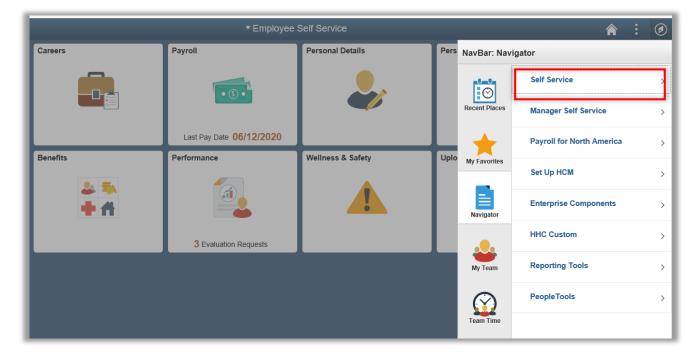
- 6.1. Click ESS desktop icon or visit <u>http://ess.nychhc.org/</u> to access the login screen. Enter login credentials (see 1.1)
- 6.2. Navigate to Navigator > Manager Self Service > Manage Delegations





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Navigation





Web Time Entry



6.3. Click "Review My Proxies" link

C Employee Self Service	Manage Delegation
Manage Delegation	
Muhammad Maxwell	
Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.	
CLearn More about Delegation	
Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.	
Create Delegation Request	
Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction. Review My Proxies	
Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.	
Review My Delegated Authorities	

6.4. Select the transaction(s) that you want to revoke and click on the Revoke button

Му	Proxies							
M	uhammad Maxwell							
Ast Dir. Nursing								
parti	page allows you to view your cular status and select <i>Refres</i> est details. To revoke request Show Requests by Sta	th to show the matching r ts, select the request, the	equests. Select the	information in				
Cho	oose Delegate							
	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
✓	Approve Reported Time Fluid	Hannah Hooks	Sr Aso Dir (Hosp) Lv 4	09/28/2021	09/30/2028	Accepted	Inactive	•
2	Manage Approve Reported Time	Hannah Hooks	Sr Aso Dir (Hosp) Lv 4	09/28/2021	09/30/2028	Accepted	Inactive	6
Sele Retu	t All Deselect All		Revoke	9				



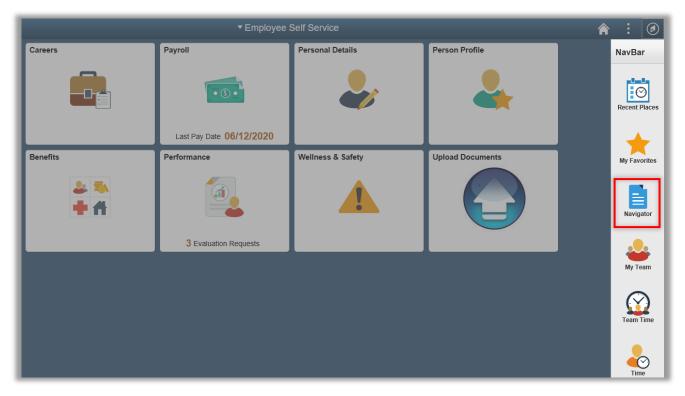


6.5. Click on Yes-Continue button

Revoke Delegatio	on Request						
Muhammad Maxwell							
Ast Dir. Nursing							
Are you sure you want to	revoke the delegation requests that you have selected ?						
Yes - Continue	No - Cancel						
res - Conunue	No - Cancer						

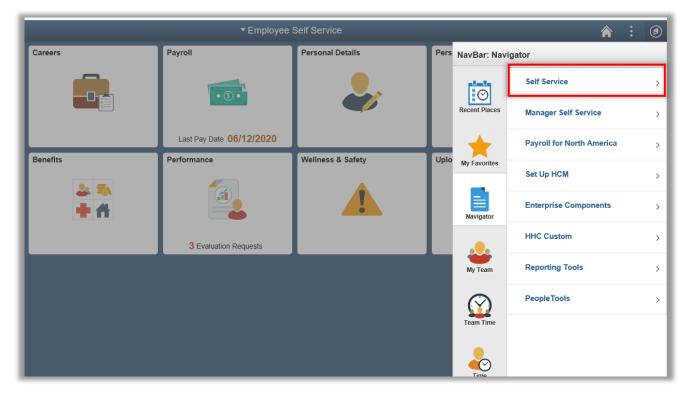
7. Accept Delegation

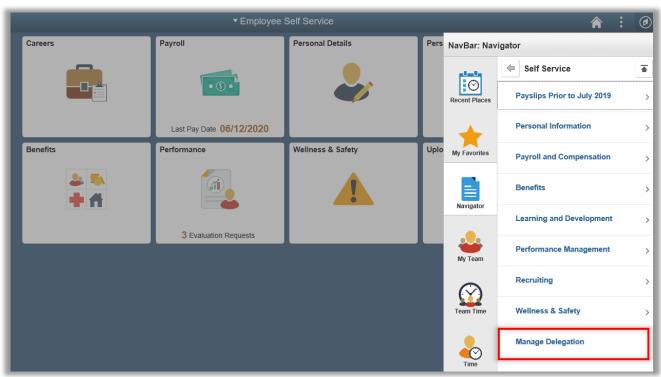
- 7.1. Click ESS desktop icon or visit <u>http://ess.nychhc.org/</u> to access the login screen. Enter login credentials (see 1.1)
- 7.2. Navigate to Navigator > Self Service > Manage Delegations











Web Time Entry



7.3. Click "Review My Delegated Authorities" link.

K Employee Self Service	Manage Delegation				
Manage Delegation Muhammad Maxwell Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated esponsibility for their transactions to you. Cearn More about Delegation Request to choose transactions to delegate and proxies to act on your behalf. Create Delegation Request Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each ransaction. Review My Proxies Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by					
Muhammad Maxwell					
Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.					
1 Learn More about Delegation					
Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.					
Create Delegation Request					
Muhammad Maxwell Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you. Image: Create Delegation Request to choose transactions to delegate and proxies to act on your behalf. Create Delegation Request to choose transactions to delegate and proxies to act on your behalf. Create Delegation Request Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction. Review My Proxies					
Review My Proxies					
Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.					
Review My Delegated Authorities					

7.4. Select the transaction(s) that you want to accept transactions from manager. Click on Accept Button

My	Delegated Authoritie	es						
Ha	annah Hooks							
Sr A	so Dir (Hosp) Lv 4							
	page allows you to view your de the matching requests. Select t			s and select R	efresh to			
	Show Requests by Statu	s Submitted V	Refresh					
Cho	ose Delegate							
	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
2	Multiple Transactions	Muhammad Maxwell	Ast Dir. Nursing	09/28/2021	09/30/2028	Submitted	Inactive	0
Select All Deselect All Accept Reject								
Retu	n to Manage Delegation							





7.5. Click "OK" Button

Accept Delegation Request	
Hannah Hooks	
Sr Aso Dir (Hosp) Lv 4	
You have successfully accepted a delegation request. Refer to the My Delegated Authorities page to view accepted delegation requests.	
OK	

8. Delegate Reviewing and Approving Time

- 8.1. Click ESS desktop icon or visit <u>http://ess.nychhc.org/</u> to access the login screen. Enter login credentials (see 1.1)
- 8.2. Select Manager Self Service drop down (see 3.2)
- 8.3. Click Approvals Tile (see 3.3)
- 8.4. Select the Employee who's time you are managing as a delegate/proxy. These Employees can be

identified by 🏝 under Quantity for Approval

	Pending Approvals	🏫 : 🍙
V		2
Reported Time		4 rows
Reported Time Nancy Nunez	Quantity for Approval 24.00 Hours 08/10/2020 - 08/14/2020 🏖 Delegated by Muhammad Maxwell	Routed 09/04/2020 >
Reported Time Nancy Nunez	Quantity for Approval 8.00 Hours 09/04/2020 - 09/04/2020 🎥 Delegated by Muhammad Maxwell	Routed 09/04/2020 >
Reported Time Nancy Nunez	Quantity for Approval 40.00 Hours 09/21/2020 - 09/25/2020 🎥 Delegated by Muhammad Maxwell	Routed 09/04/2020 >
Reported Time Nancy Nunez	Guantity for Approval 16.00 Hours 09/28/2020 - 09/28/2020 ▲ Delegated by Muhammad Maxwell	Routed 09/04/2020 >
	Reported Time Reported Time Nancy Nunez Reported Time Nancy Nunez Reported Time Nancy Nunez Reported Time Nancy Nunez Reported Time	Reported Time Reported Time Reported Time Nancy Nunez Beloated by Muhammad Maxwell Reported Time Quantity for Approval 24.00 Hours 08/10/2020 - 08/14/2020 Beloated by Muhammad Maxwell Reported Time Quantity for Approval 8.00 Hours 09/04/2020 - 09/04/2020 Beloated by Muhammad Maxwell Reported Time Nancy Nunez Delegated by Muhammad Maxwell Reported Time Quantity for Approval 8.00 Hours 09/21/2020 - 09/25/2020 Beloated by Muhammad Maxwell Reported Time Nancy Nunez Outuantity for Approval 16.00 Hours Outuantity for Approval 16.00 Hours





8.5. Select Check box/es for approving time then Click on Approve button

Pending App	provals		Reported Time		r 🖌
ANDY ALLE	N				
PCP (Comm	incare/Mngd Care)				Approve De
5 line(s) a	are pending your approval				
Lelegate	d by Muhammad Maxwell				
Summary					
	Time Period 09/	/14/2020 - 09/18/2020			
Q	uantity for Approval 40.	00 Hours		Quantity Reported 40.00 Hours	
Quantity S	ubmitted/ Approved 0.0	0 Hours			
	Quantity Denied 0.0	10 Hours			
View Legend					
-	I Time De tails				
Dending					
Pending					5 rows
Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
	09/14/2020	SCK - 03. SICK LEAVE	8.00 Hours	8.00 Hours / 0.00 Hours	>
	09/15/2020		8.00 Hours	8.00 Hours / 0.00 Hours	>

8.6. Type in Approver Comments and click on Submit button (see 4.8)

Pending Approvals
You have approved the request.

8.7. Employee will receive a system generated email that their time record was approved







9. Delegate – Reviewing and Modifying Time

- 9.1. Click ESS desktop icon or visit <u>http://ess.nychhc.org/</u> to access the login screen. Enter login credentials (see 1.1)
- 9.2. Select Manager Self Service drop down (see 3.2)
- 9.3. Click Team Time Tile (see 3.3)
- 9.4. Select Process As [Manager Name] then click Get Employees

Manager Self Service	Team Time	
Enter Time		
MUHAMMAD MAXWELL	acting as Proxy for NANCY NUNEZ 🗸	
Use filters to change the search criteria or Get Employees to apply the default Manager S	Search Options.	
Get Employees Filter		

9.5. Select Employee

Manager Self Service		Team Time		â	:	Ø
Enter Time						
MUHAMMAD MAXWELL		acting as Proxy for NANCY NUNEZ ~				
Select Employee					24	rows
T						
Name/Title		Exceptions	Hours to be Approved			
2	ANDY ALLEN PCP (Commncare/Mngd Care)		40.0]

9.6. Modify Employee's time. Write a comment regarding change and click, Save for Later or Submit

Manager Self Service	Team Time	♠ : (
Enter Time ANDY ALLEN © PCP (Commcare/Mngd Care) Return to Select Employee	Previous	Next 💄
View Legend	27 September - 3 October 2020 Weekly Period - PS Delivered Reported 40.00 Unapproved Time 40.00 Clear Apply Rules Save for Later	Submit
Day Summary	In Out Time Reporting Code Time Details Comments Reported Status	
27 Sunday Sep Reported 0.00	⊗ Image: I	
28 Monday Sep Reported 8.00	Image: Signature	
29 Tuesday Sep Reported 8.00		

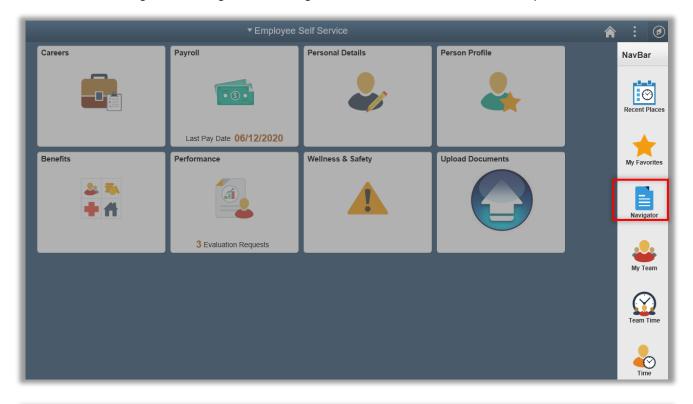
Web Time Entry





10. Manager/Delegate Running Timesheet Detail Report

- 10.1. Click ESS desktop icon or visit <u>http://ess.nychhc.org/</u> to access the login screen. Enter login credentials (see 1.1)
- 10.2. Navigate to Navigator > Manager Self Service > Custom MSS Report > Timesheet Detail Report



	▼ Employe	ee Self Service			A :	Ø
Careers	Payroll	Personal Details	Pers	NavBar: Navig	gator	
					Self Service	>
				Recent Places	Manager Self Service	>
	Last Pay Date 06/12/2020		_	*	Payroll for North America	>
Benefits	Performance	Wellness & Safety	Uplo	My Favorites	Set Up HCM	>
2 3) + A				Navigator	Enterprise Components	>
	3 Evaluation Requests				HHC Custom	>
				My Team	Reporting Tools	>
				\bigotimes	PeopleTools	>
				Team Time		

Web Time Entry



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10.3. Enter: Start Date, End Date and then Click on 'Generate' button

Employee Self Service	Timesheet Detail Report	☆ : Ø
*Start Date:قَرَا *End Date:قَرَا		New Window Personalize Page 📰
Personalize Find	First 🕢 1 of 1 🐱 Last	
Empl ID Empl Record Name		
1 Q 0 Q	Generate	

10.4. Prompt to save file will appear. Open or save the excel file

If the browser indicates your download h	has been blocked, permit the download by clicking on its Information Bar and selecting "Download File".
Please close this window after download	i has completed
De	o you want to open or save LLane MgrTLRpt_09_07_2020_20_05_57.xks from hsesdevap02.nychhc.org? Open Save 🔻 Cancel 🗙





10.5. Excel file will open

3) • !	$\times \checkmark f$	x								
	А	В	С	D	E	F	G	Н	Ι	J	K
L							port				
2	Employee Name	Employee ID	Date	Punch Begin		Punch Total	Time Reporting Code	Additional Time Reporting Code	Reimbursement code	Status	
3											
4	AVA ALLEN	000033906	8/17/2020	7:00 AM	3:00 PM	8	JRY			AP	
5			8/18/2020	7:00 AM	3:00 PM	8				AP	
6			8/19/2020	7:00 AM	3:00 PM	8	NOMEL	SHD	AC2	AP	
7			8/20/2020	7:00 AM	3:00 PM	8	ANL			AP	
8 9			8/21/2020	7:00 AM	3:00 PM	8				AP	
9 10	FERNANDO ELI	000080866	8/17/2020	11:00 PM	8:00 AM	9				SV	
10 11	FERINAINDO ELI	000080806	8/17/2020	11:00 PM	8:00 AM	9				SV	
11 12			6/16/2020	11:00 PW	6:00 AIVI	9				3V	
13	ROBERTOAKS	000838572	8/17/2020	8:00 AM	4:00 PM	8				NA	
14	ROBERTOARS	000030372	8/18/2020	8:00 AM	4:00 PM	8				NA	
15			8/19/2020	8:00 AM	4:00 PM	8				NA	
16			8/20/2020	8:00 AM	4:00 PM	8				NA	
17			8/21/2020	8:00 AM	4:00 PM	8				NA	
18											
19	DENISE NUNEZ	100041550	8/16/2020	11:00 PM	7:00 AM	8				NA	
20			8/17/2020	11:00 PM	7:00 AM	8				NA	
21			8/18/2020	11:00 PM	7:00 AM	8				NA	
22											
23											
24	JANINE FORD	100067965	8/17/2020	9:00 AM	5:00 PM	8				AP	
25			8/18/2020	9:00 AM	5:00 PM	8				AP	
26			8/19/2020	9:00 AM	5:00 PM	8				AP	
27			8/20/2020	9:00 AM	5:00 PM	8				AP	
28			8/21/2020	9:00 AM	5:00 PM	8				AP	
29											
30 31											





Web Time Entry



Payroll Shared Services 646-694-7777 | payrollinquiries@nychhc.org PeopleSoft Web Time Entry at NYC Health + Hospitals Learning Academy