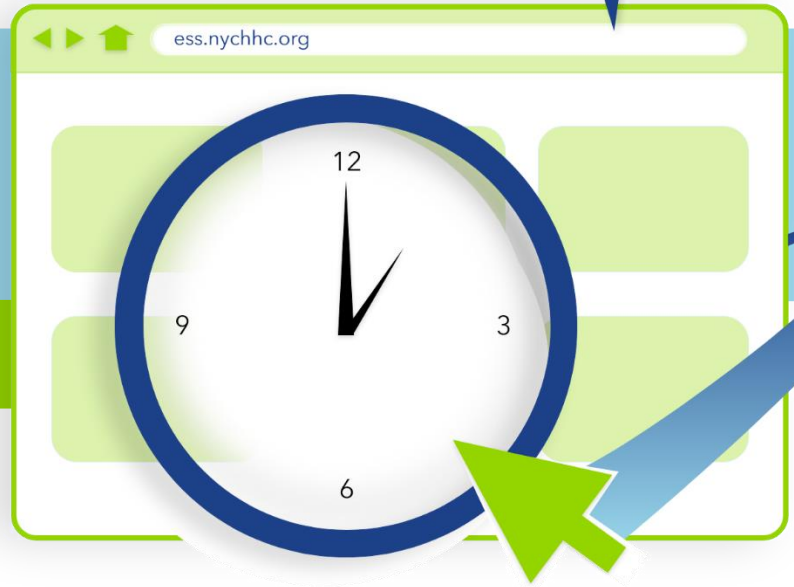


Web Time Entry

Super User

Navigation



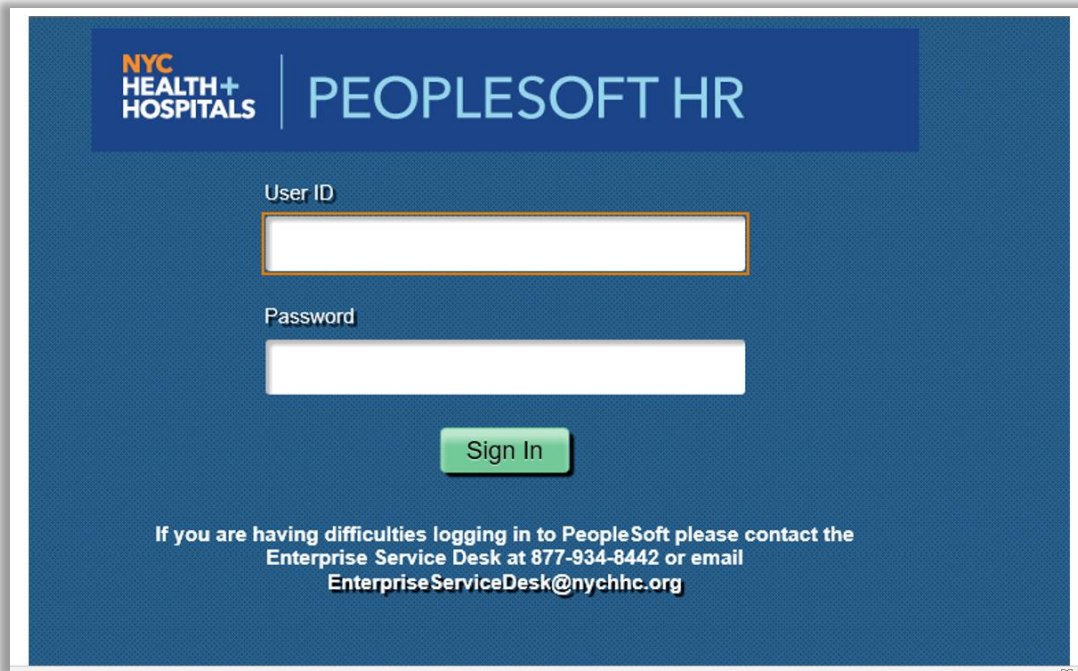
1. Employee Reporting Time	2
2. Manager Modifying Time	9
3. Manager - Mass Approvals	13
4. Manager - Approving Time	18
5. Manage Delegation: Assign Edit/Approve Role	21
6. Revoke Delegation Role	28
7. Accept Delegation	31
8. Delegate Reviewing and Approving Time	34
9. Delegate Reviewing and Modifying Time	36
10. Manager/Delegate Running E224 Report	37

Web Time Entry



1. Employee Reporting Time

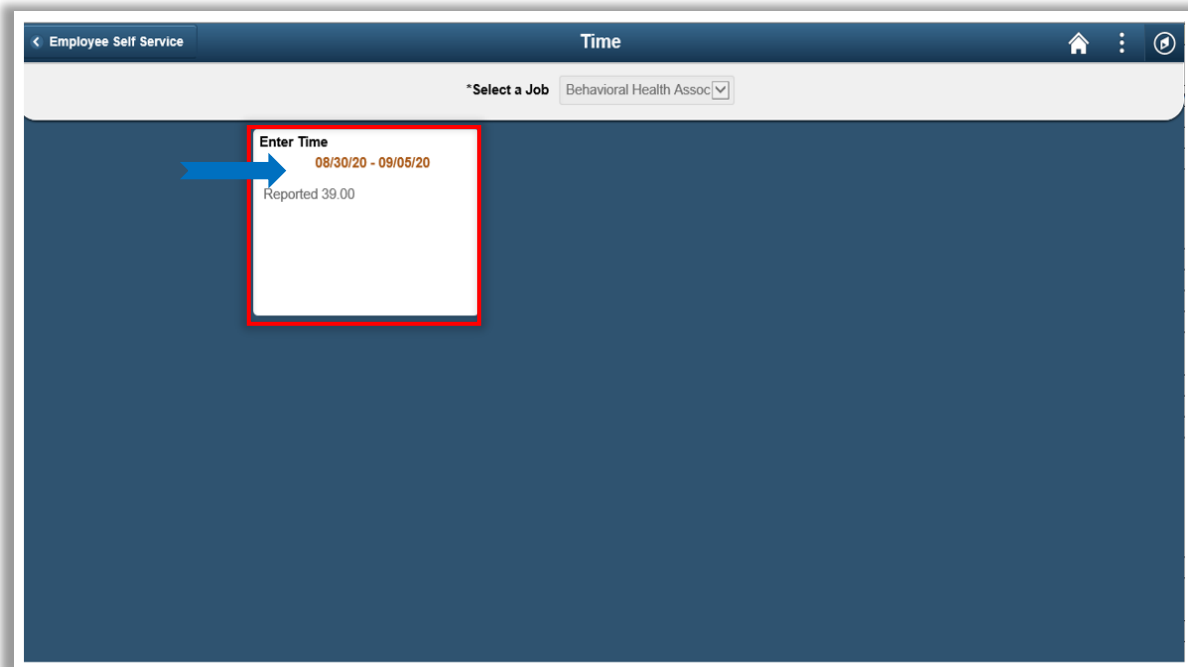
1.1. Click on ESS desktop icon or visit ess.nychhc.org to access login screen. Enter NYC Health + Hospitals username and password.



1.2. Click on Time



1.3. Click on Enter Time Tile

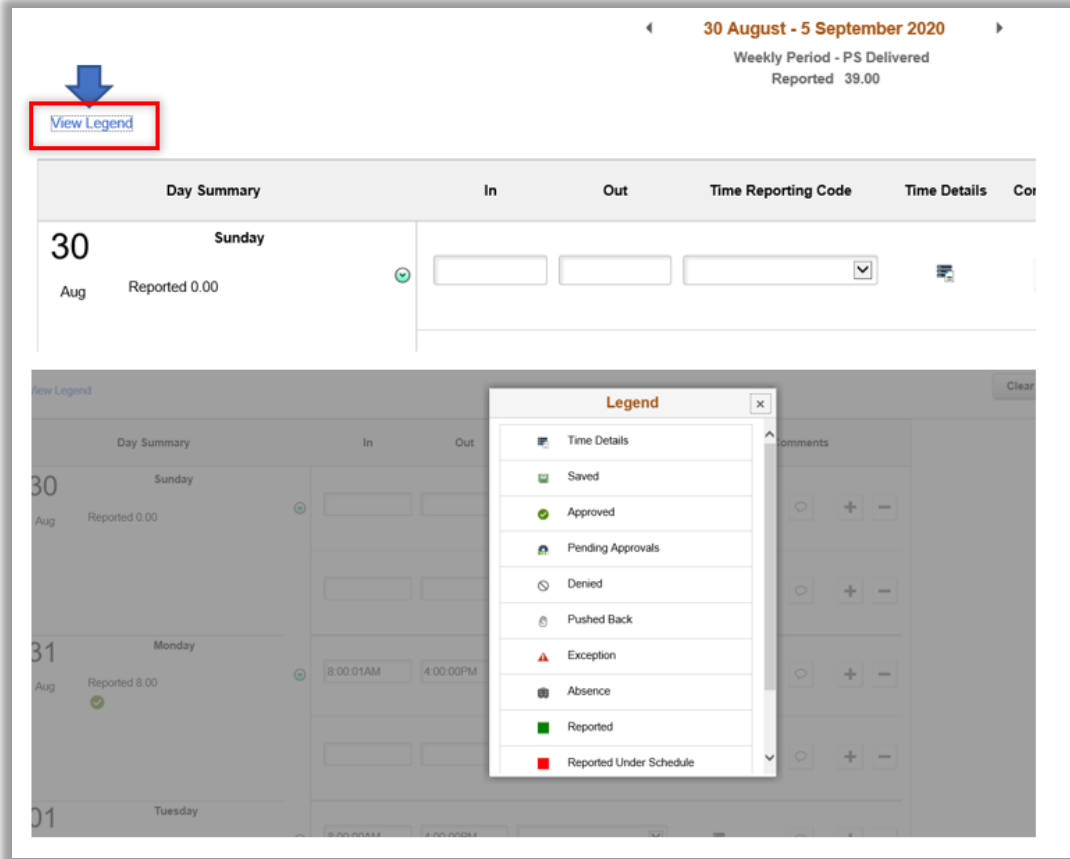


1.4. Page for Entering Time. Enter military time. Will convert to standard time.

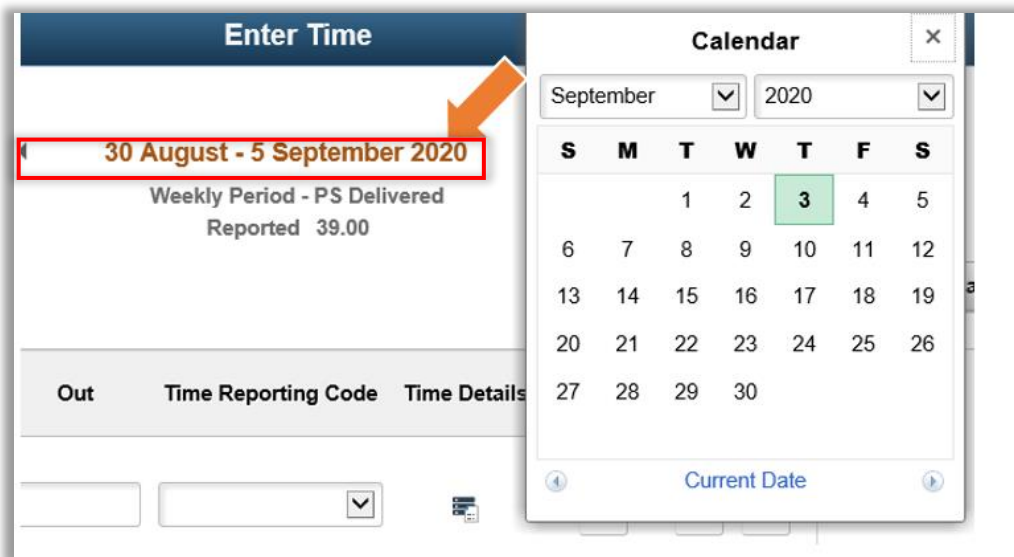
Day Summary	In	Out	Time Reporting Code	Time Details	Comments
30 Sunday Aug Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
31 Monday Aug Reported 8.00	8:00:01AM	4:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
01 Tuesday Sep Reported 8.00	8:00:00AM	4:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
02 Wednesday Sep Reported 8.00	8:00:00AM	4:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
03 Thursday Sep Reported 8.00	8:00:00AM	4:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
04 Friday Sep Reported 7.00	8:00:00AM	3:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>



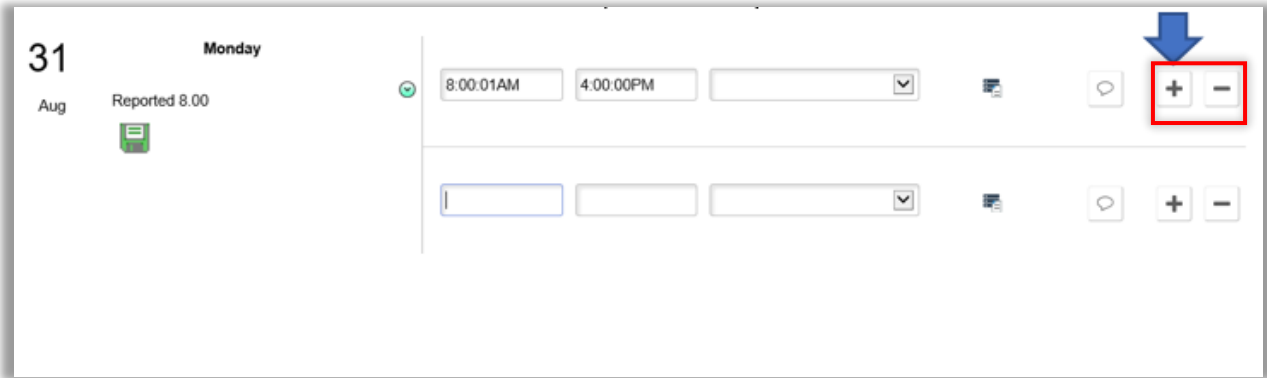
1.5. Click on View Legend to Get a List of Icons and Their Purpose



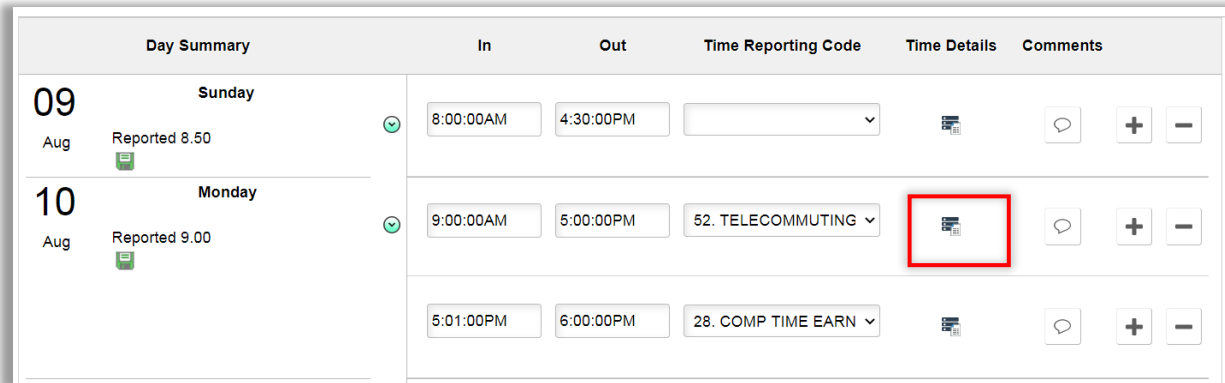
1.6. Click on date to bring up pay period; Use arrows to toggle between pay periods.



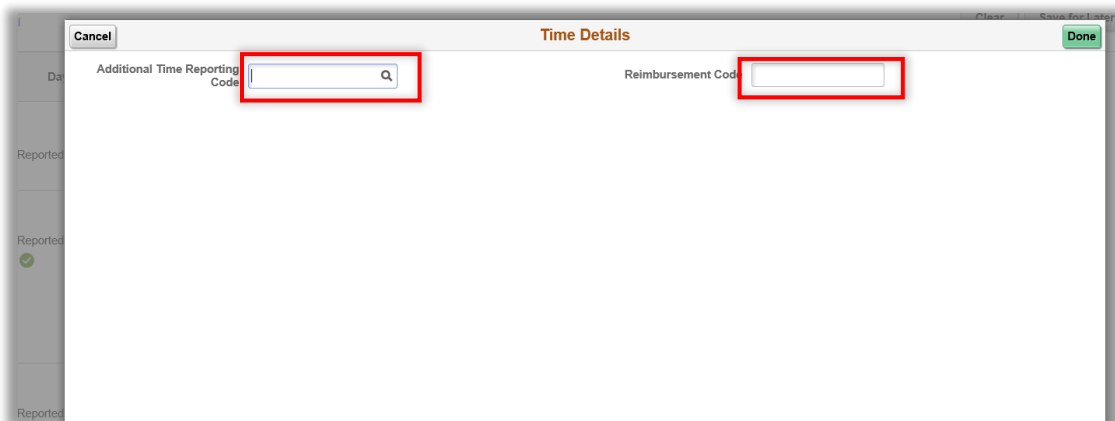
1.7. Click on “+” icon to add rows to time record. When adding a row, you must account for each minute within the sequence. Add 1 minute to the second line.



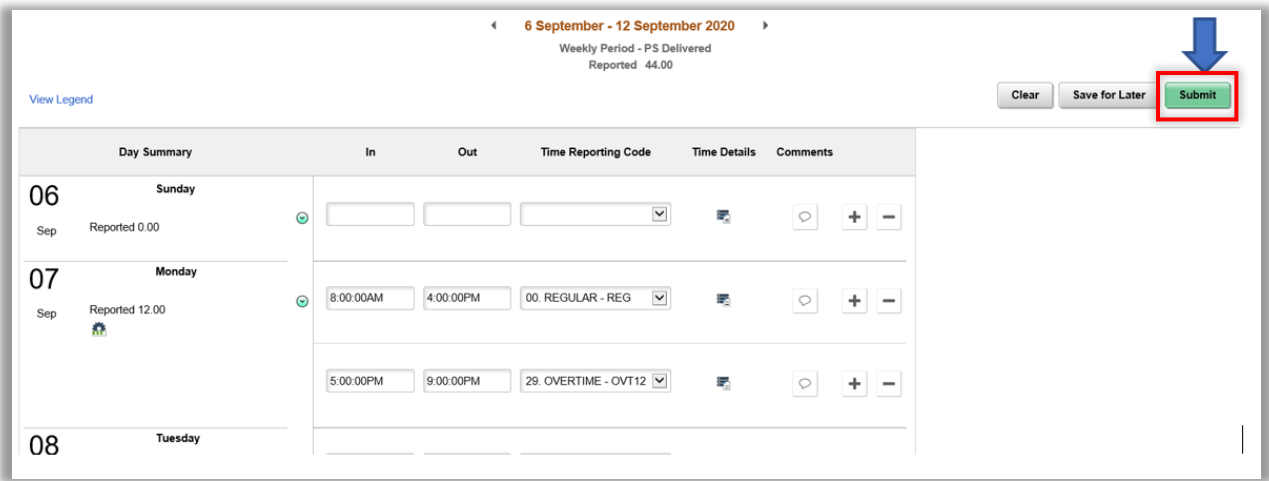
1.8. To add a second TRC code and/or a Reimbursement code, select the Time Details icon



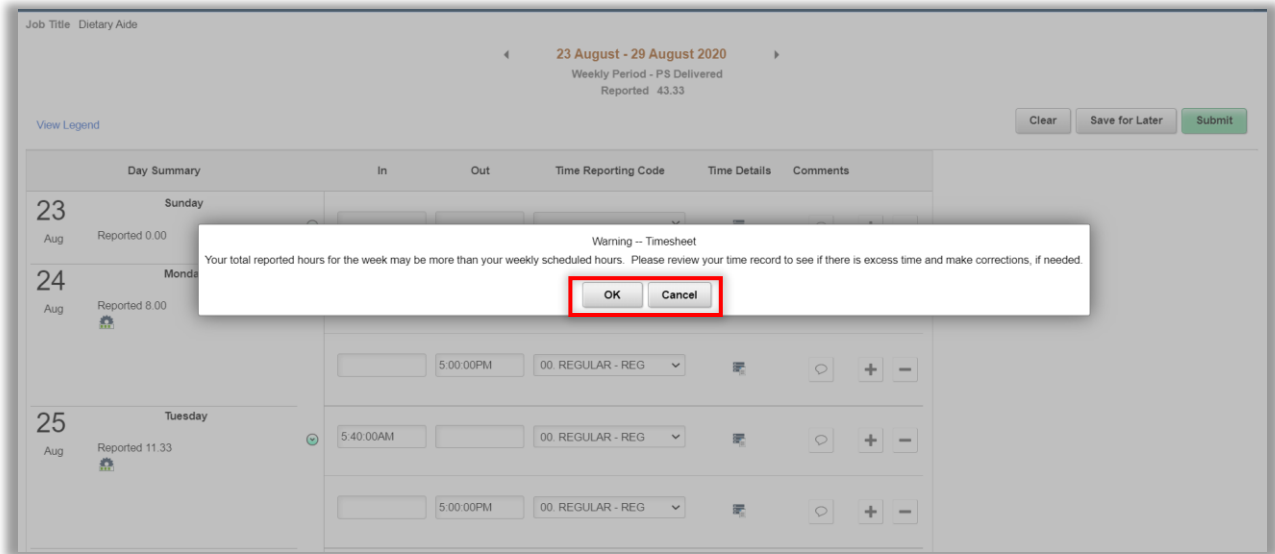
1.9. On this page you will add a second TRC code and/or Reimbursement code



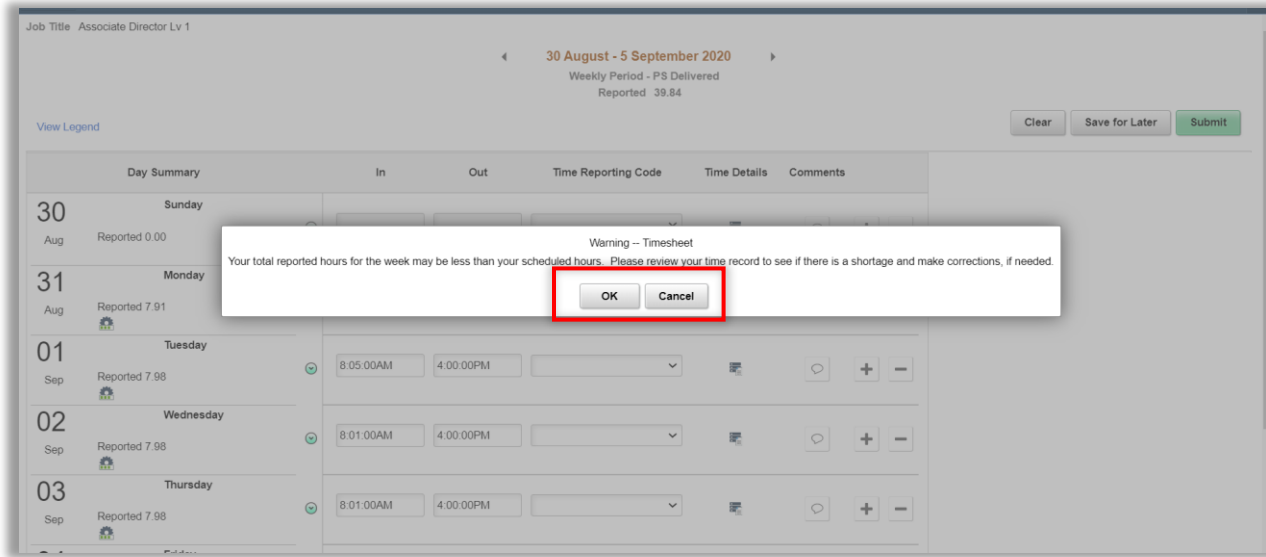
1.10. After entering time for intended pay period click on **Submit** button



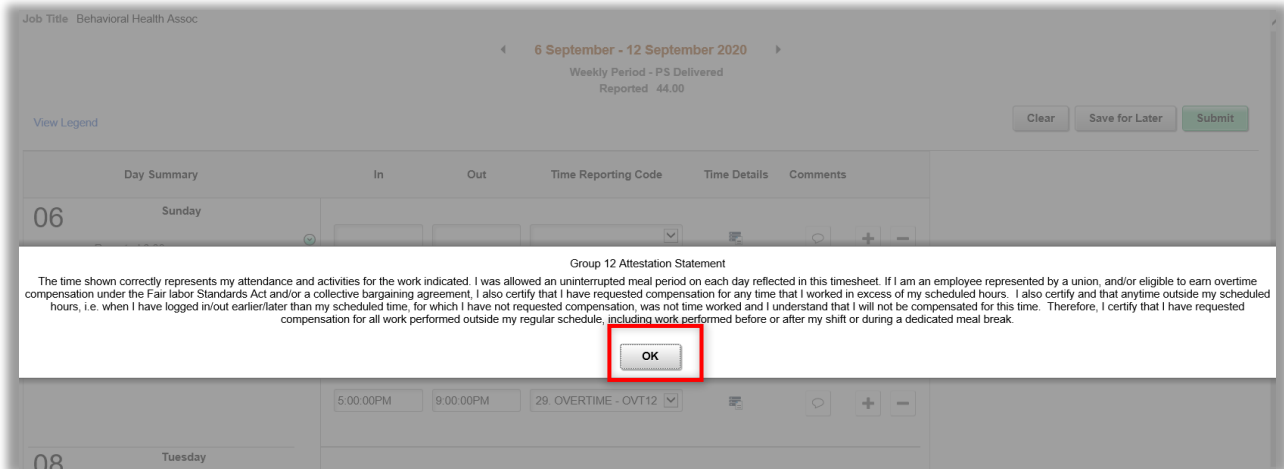
1.11. If total Time reported for that week is greater than scheduled hours; the following message will be displayed for **group 12 employees only**. Clicking Ok will advance to the next screen. Clicking cancel will allow you to make necessary changes.



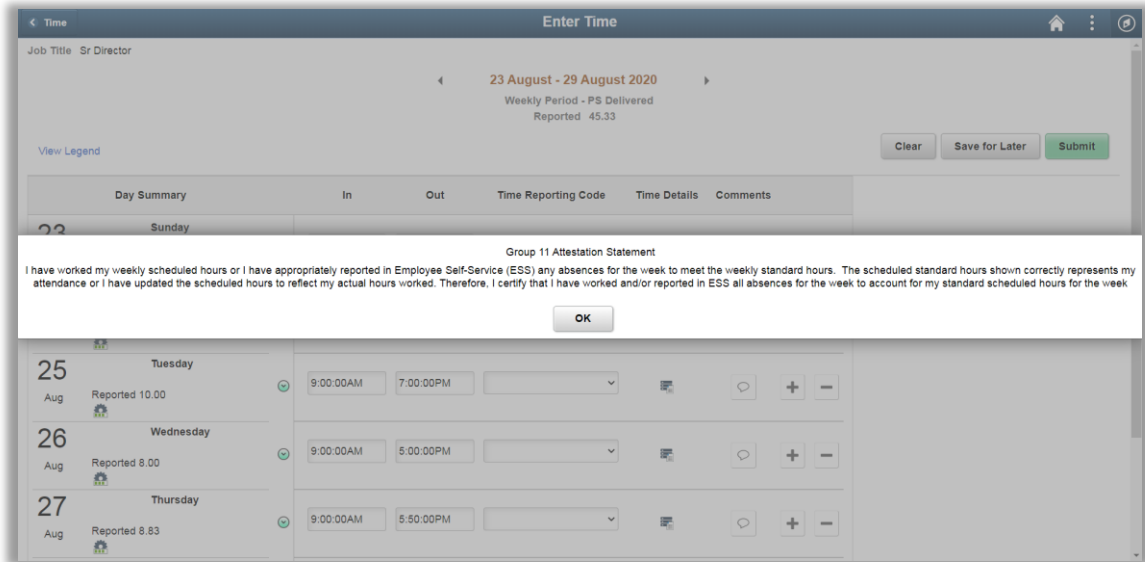
- 1.12. If total Time reported is less than Scheduled hours following warning will be displayed. Clicking Ok will advance to the next screen. Clicking cancel will allow you to make necessary changes.



- 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.



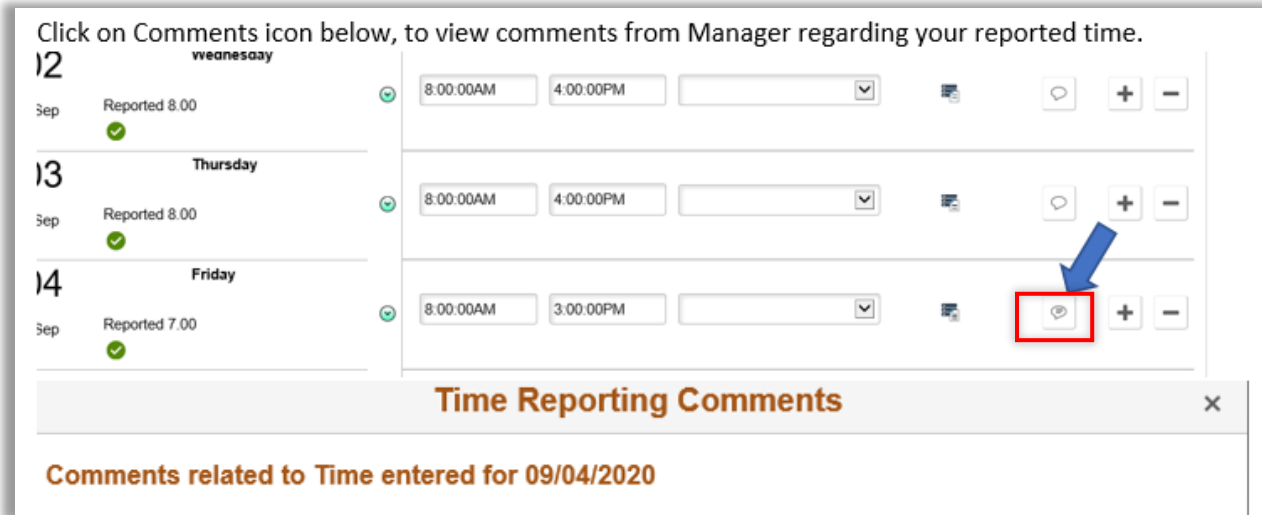
1.14. Click “OK” on Attestation message Dialog box, Timesheet will be successfully submitted for approval. Please note that *Group 11 employees have a different Attestation Statement.*



1.15. A green bar will appear to confirm Timesheet Submission

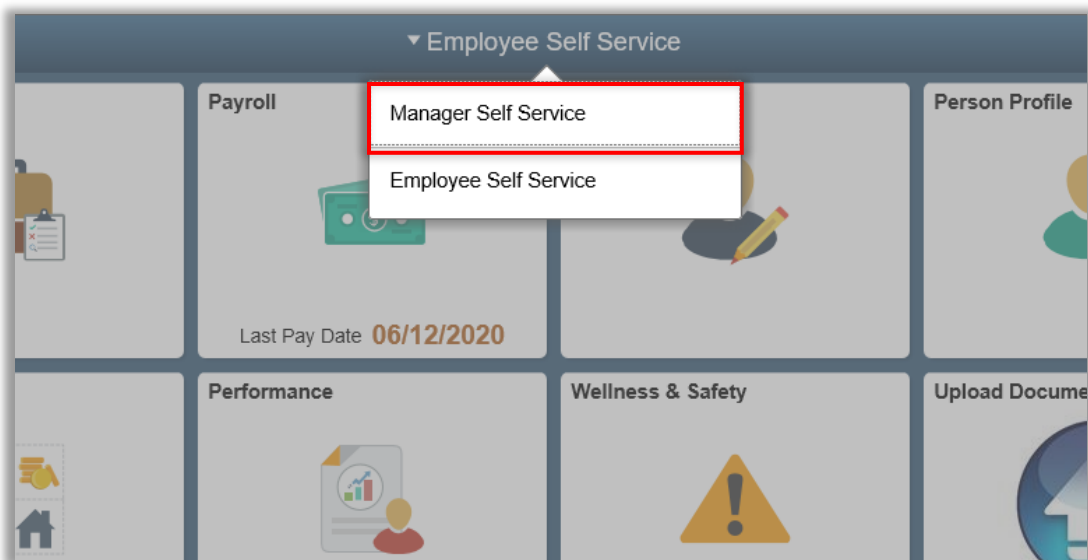


Additional Information: Click on **Comments** icon to review comments from Manager or Proxy. The comments icon changes once a comment has been added.

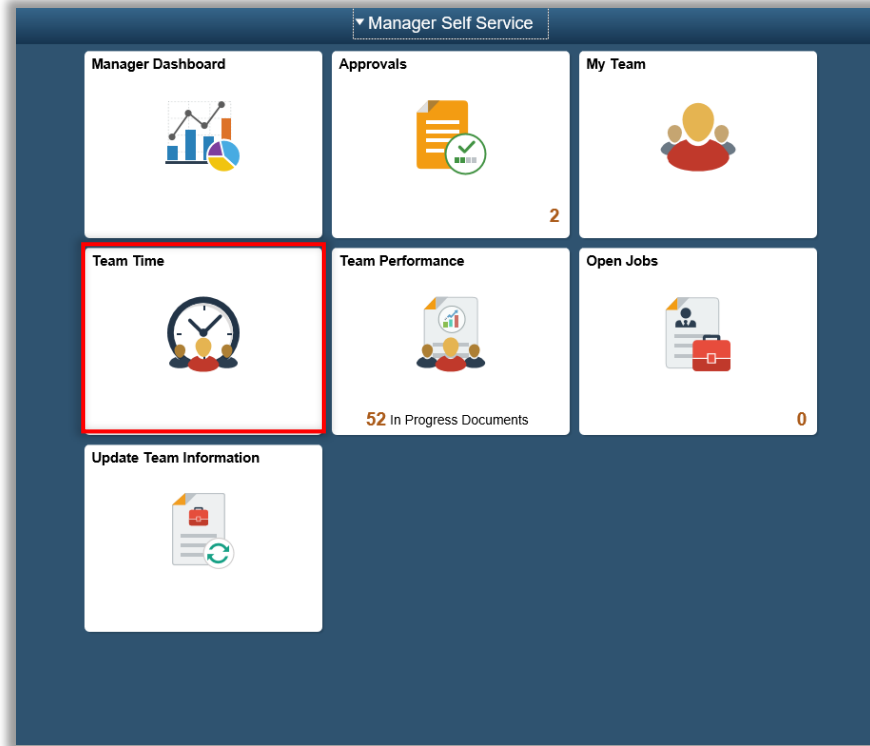


2. Manager Modifying Time

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



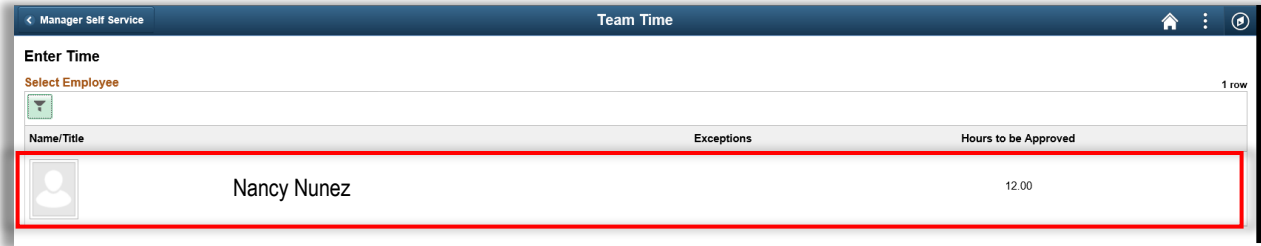
2.3. Select Team Time tile



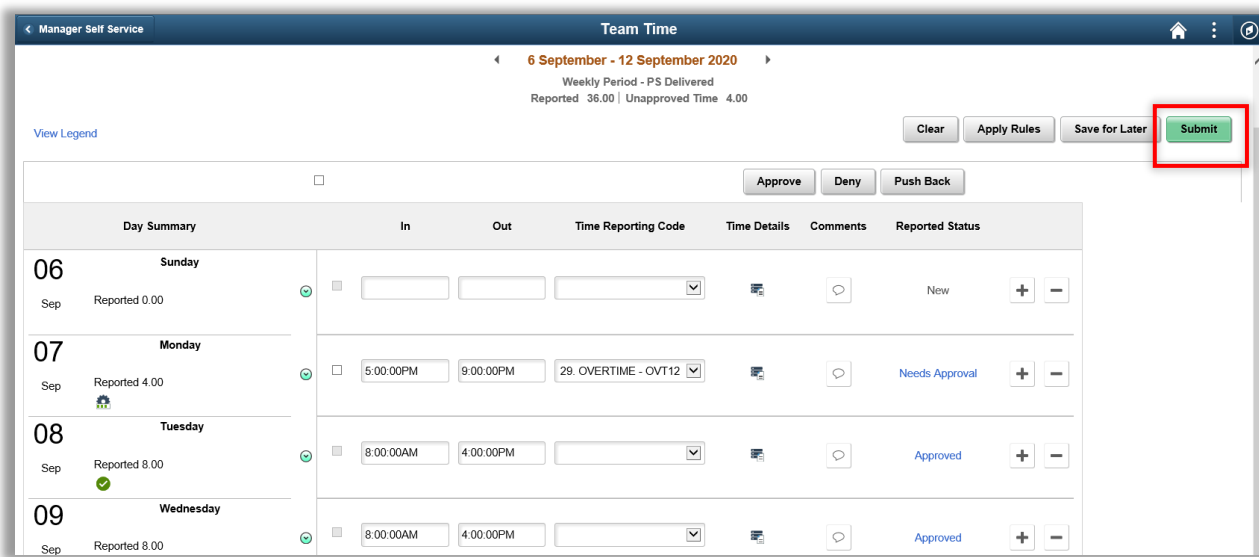
2.4. Enter Time page will be displayed, Click the **Get Employees** button



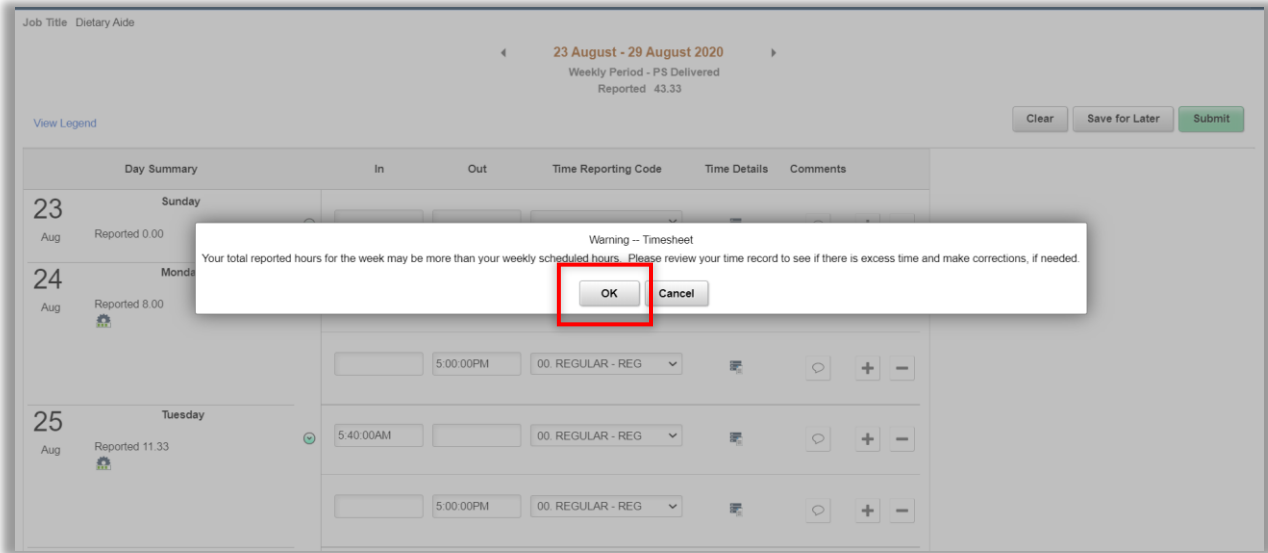
2.5. Selected Employee's Reported Time for the week will be Displayed



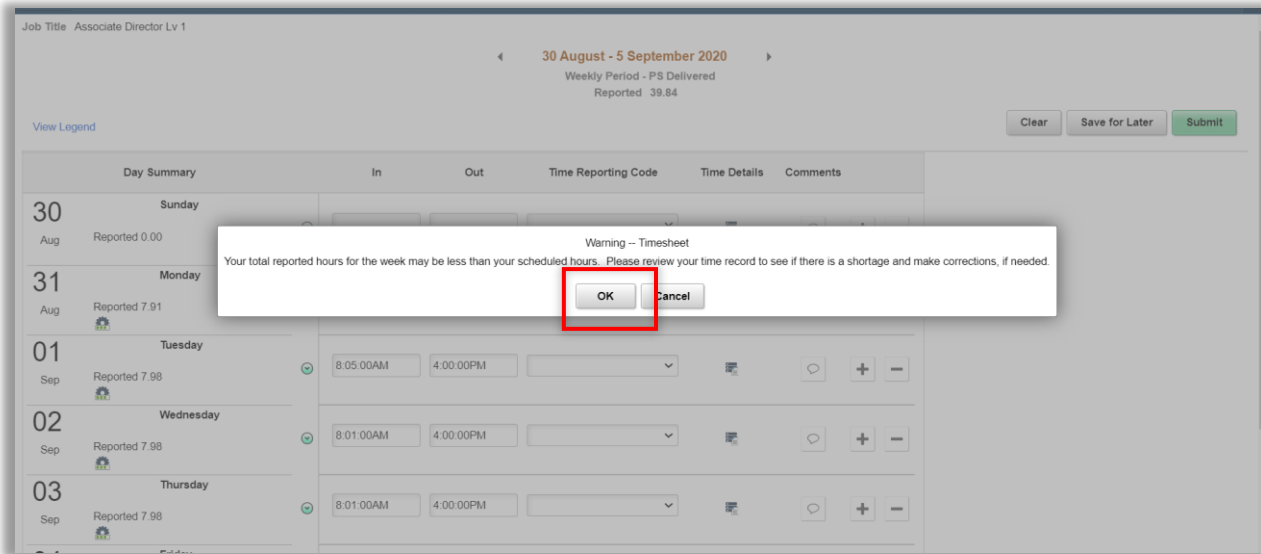
2.6. Change: In and Out time or TRC Code or Time Details as needed, enter comment and click **Submit** button



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



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

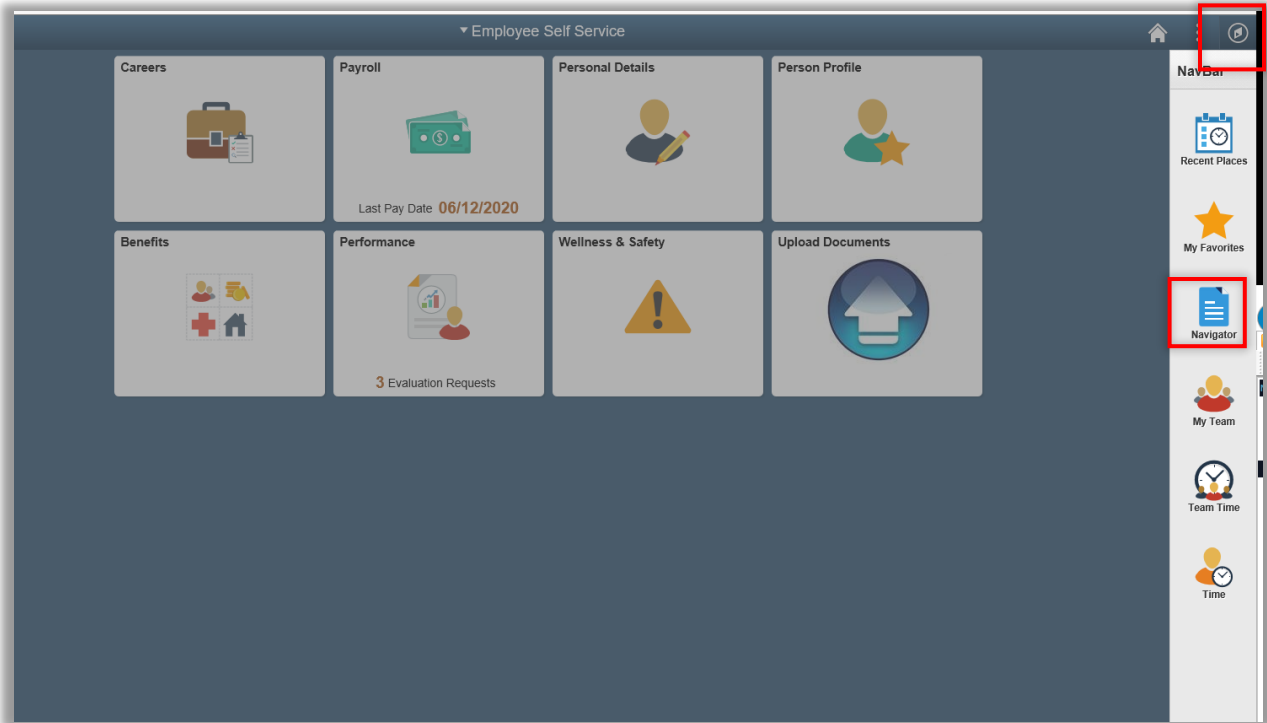


2.9. Click "OK" to submit changes. Employee will receive an automated email notification that their timesheet was modified

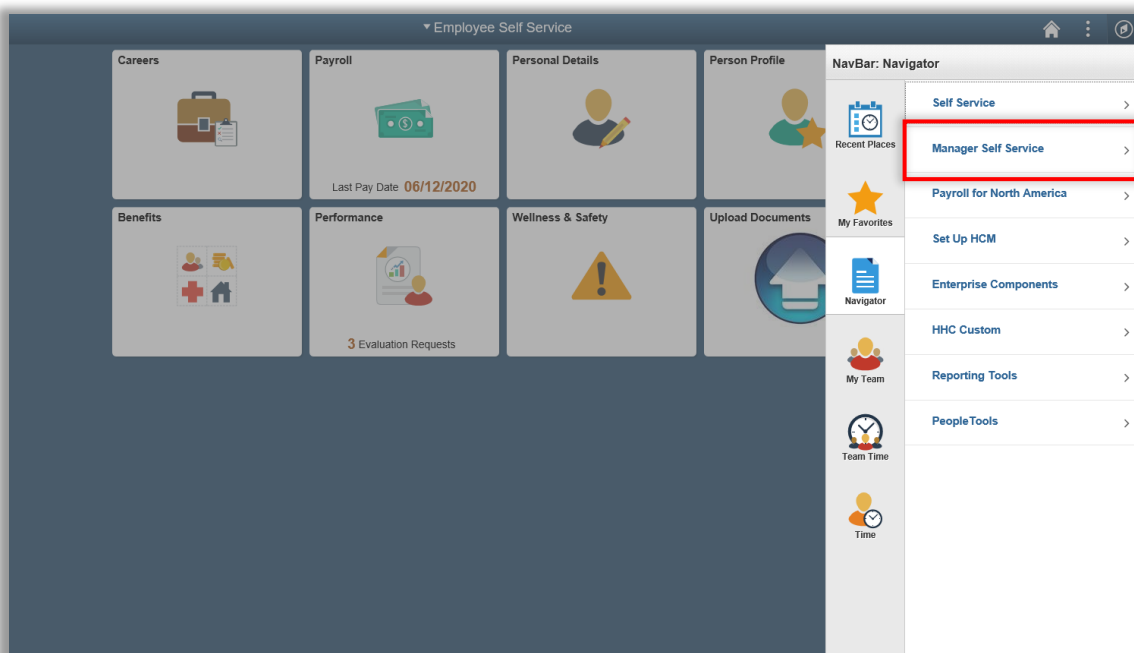


3. Mass Approvals

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



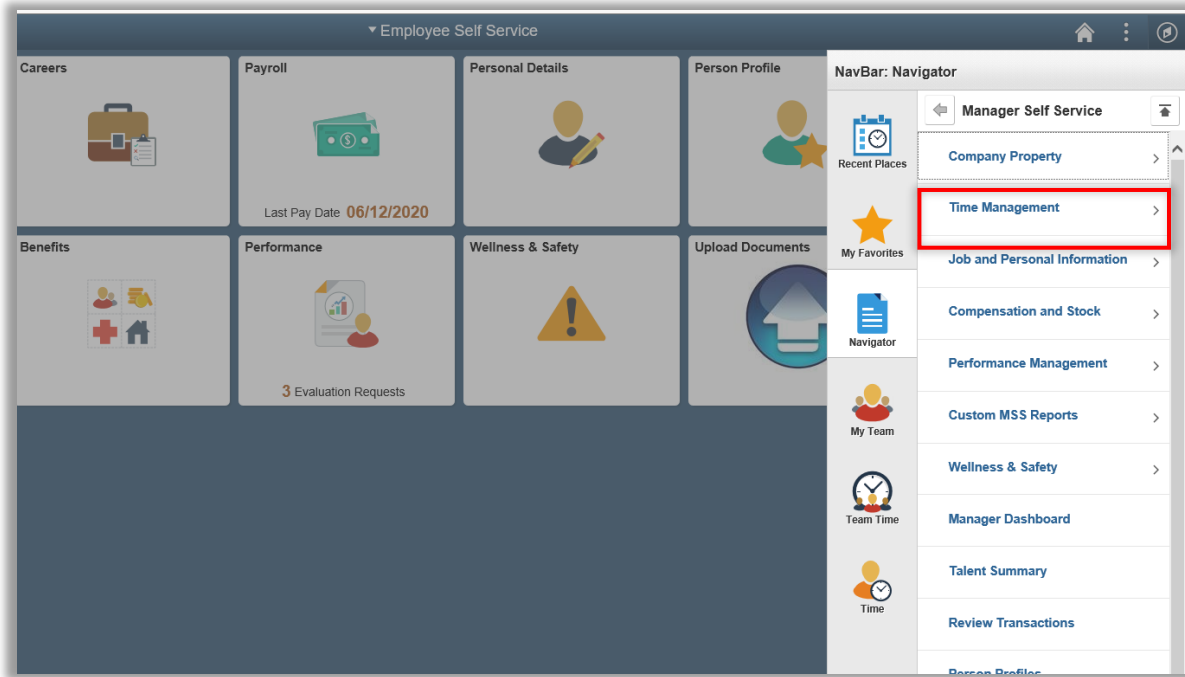
3.3. Select “Manager Self Service”



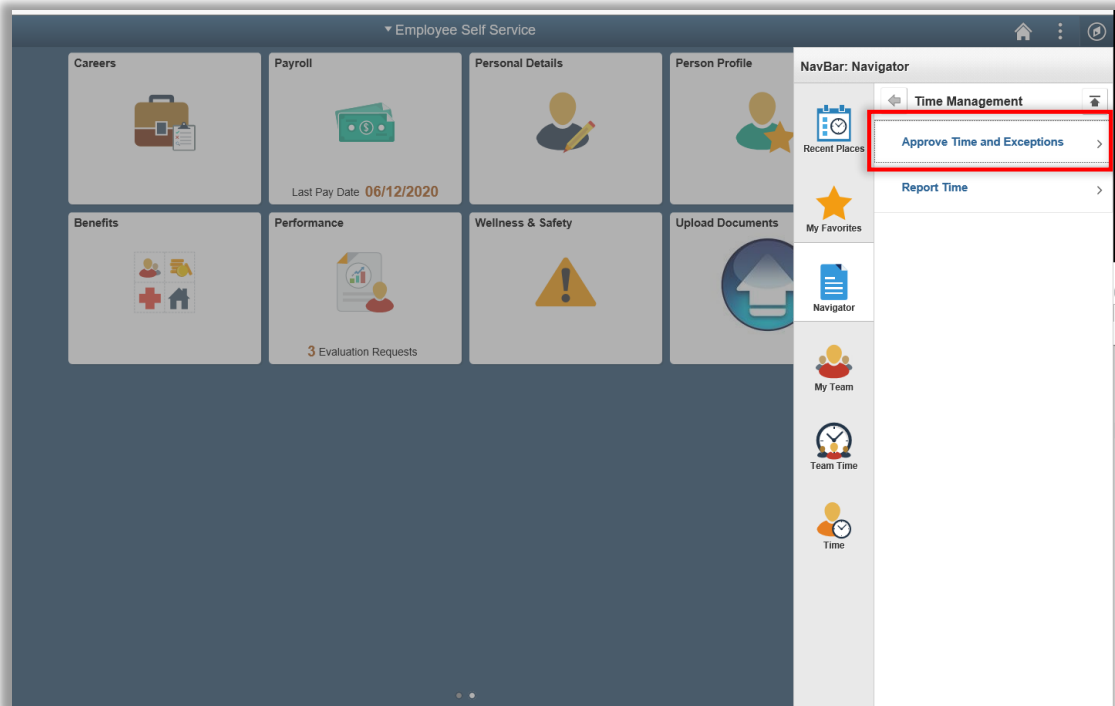
Web Time Entry



3.4. Select Time Management



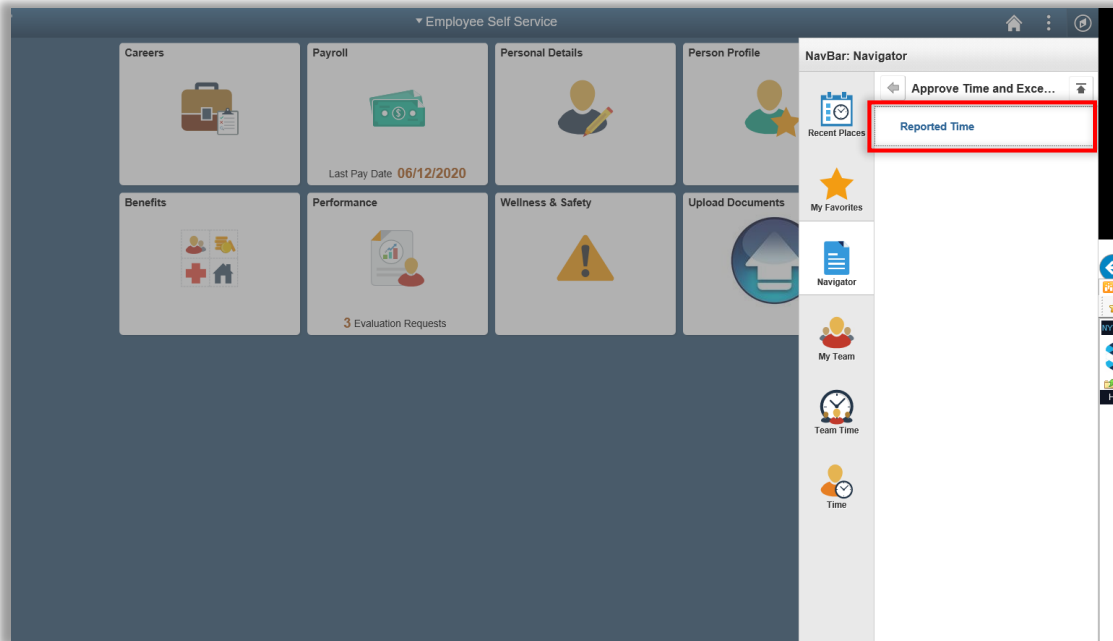
3.5. Select "Approve Time and Exceptions"



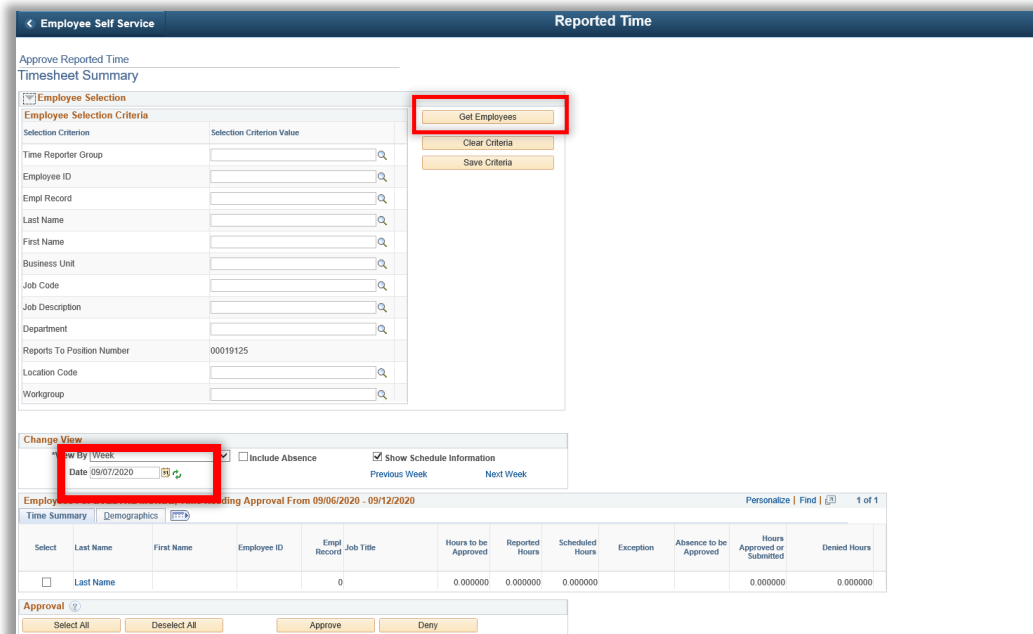
Web Time Entry



3.6. Select “Reported Time”



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



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

Change View
 *View By: Week Include Absence Show Schedule Information
 Date: 09/27/2020 Previous Week Next Week

Employees For MUHAMMAD MAXWELL, Time Needing Approval From 09/27/2020 - 10/03/2020 Personalize | Find | 1-3 of 3

Select	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
<input type="checkbox"/>	ELI	ERNESTO	100081960	0	Clin Lab Technolgst 3-Bid Bank	40.00	40.00	0.00			0.00	0.00
<input type="checkbox"/>	FORD	FRANK	100043246	0	Clin Lab Technolgst 2-Bid Bank	40.00	40.00	0.00			0.00	0.00
<input type="checkbox"/>	GOMEZ	GEORGE	100065980	0	Clin Lab Technolgst 2-Bid Bank	40.00	40.00	0.00			0.00	0.00

Approval ?

Select All Deselect All Approve Deny

Report Time
 Manager Self Service
 Time Management

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

Message

Are you sure you want to approve the time selected? (13504,2500)

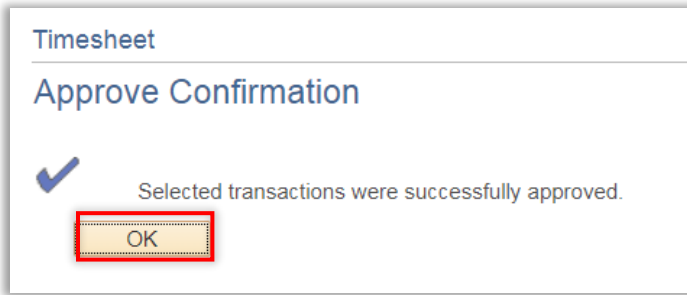
Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes No



3.10. Click on “OK” button



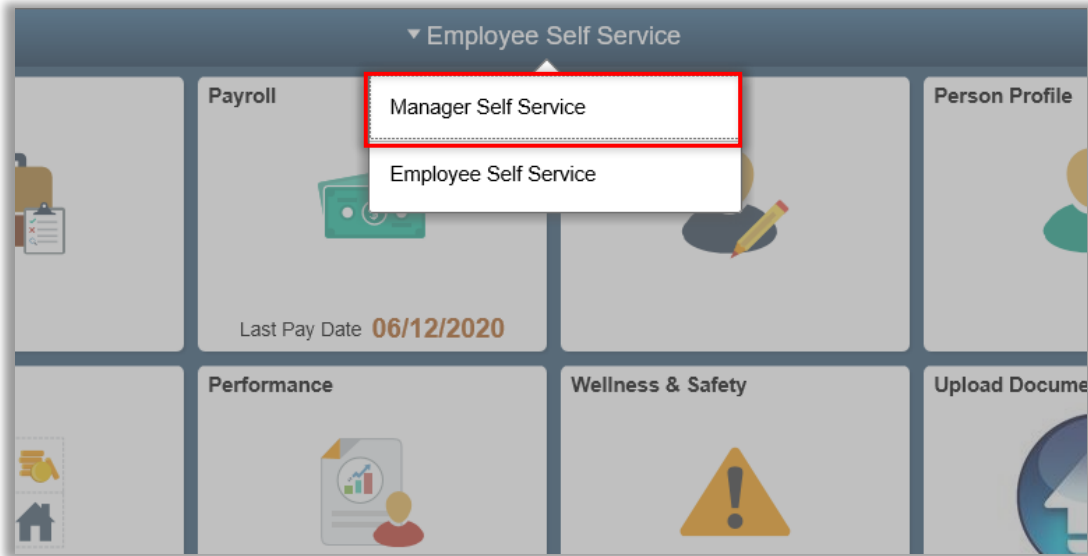
3.11. Employee will receive an automated email notification that their time record was approved



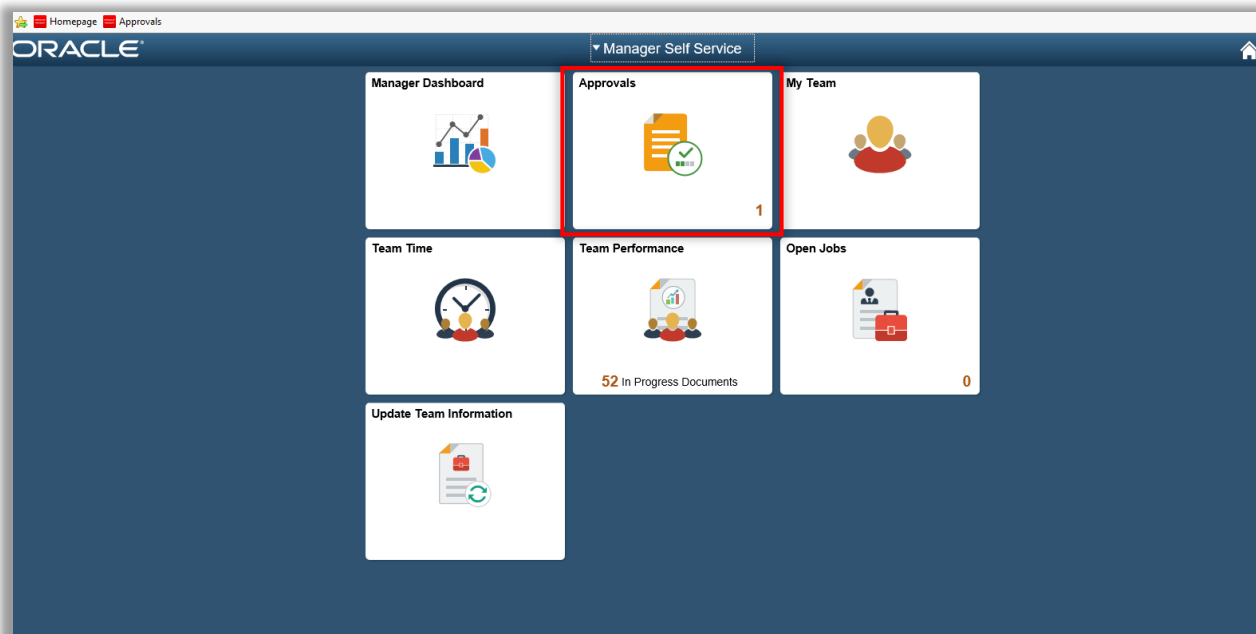
4. Manager - Approving Time

4.1. Click ESS desktop icon or visit <http://ess.nychhc.org/> to access the login screen. Enter login credentials (see 1.1)

4.2. Select Manager Self Service from the drop down menu



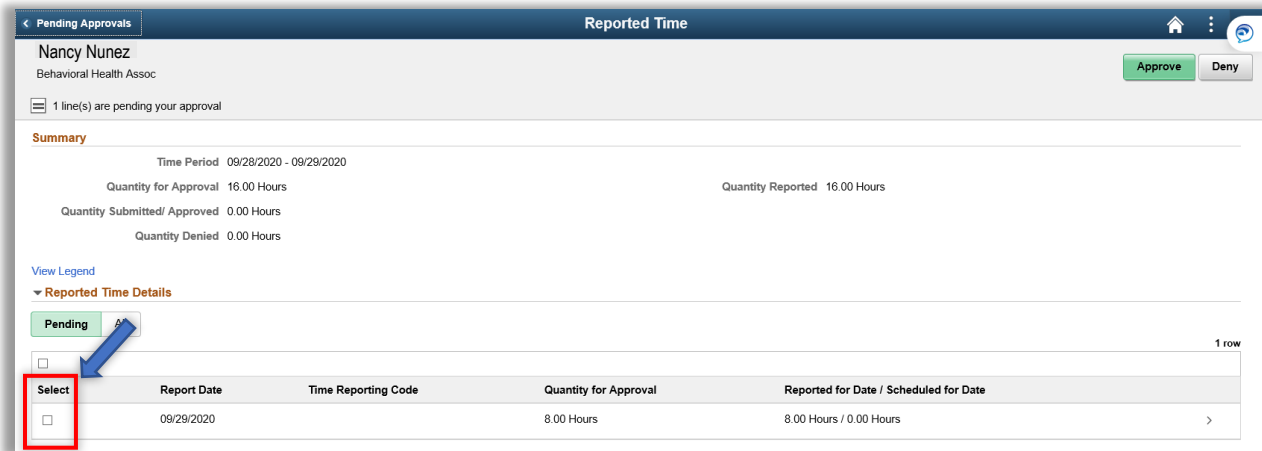
4.3. Click Approvals on the tile



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



4.5. Select Check box for applicable time being approved



4.6. Click on **Approve** button

The screenshot shows the 'Reported Time' page for Nancy Nunez, Behavioral Health Assoc. It displays a summary of the approval request for the period 09/28/2020 - 09/29/2020, with 16.00 hours for approval and 16.00 hours reported. A table below shows the details for a single row on 09/29/2020. The 'Approve' button is highlighted with a red box, and a blue arrow points to it.

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	09/29/2020		8.00 Hours	8.00 Hours / 0.00 Hours

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

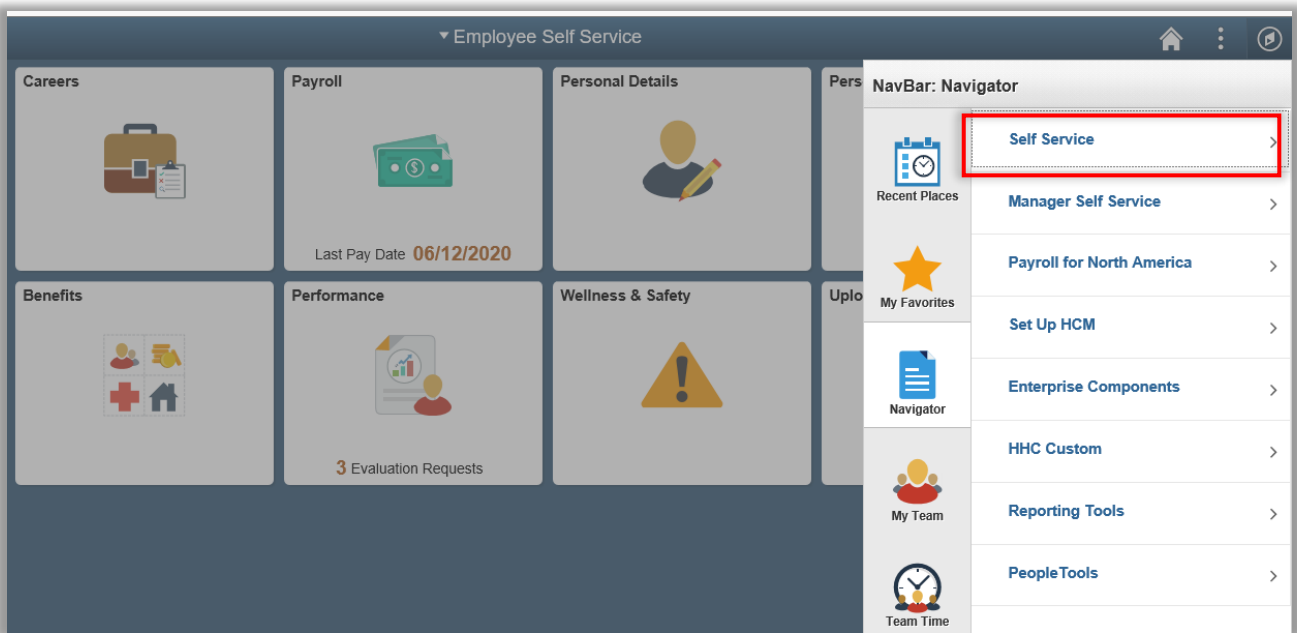
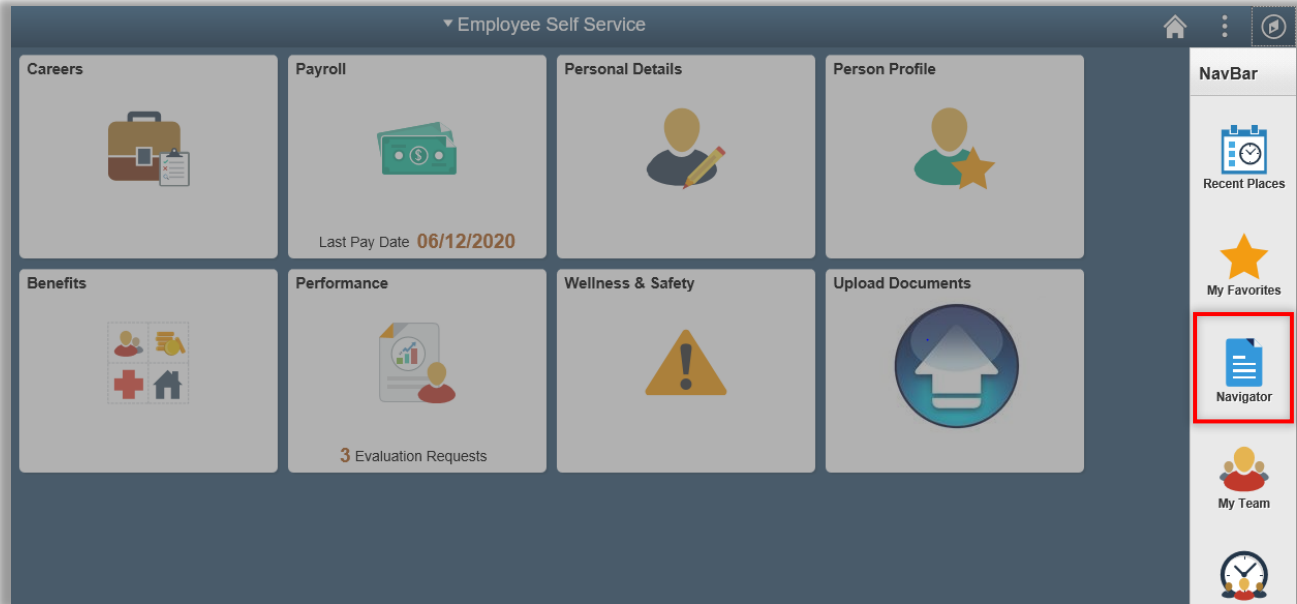
The screenshot shows the 'Approve' dialog box. It contains a 'Cancel' button, the title 'Approve', and a 'Submit' button (highlighted with a red box and a blue arrow). Below the title is the text 'You are about to approve this request.' and a text area labeled 'Approver Comments' for entering optional comments.

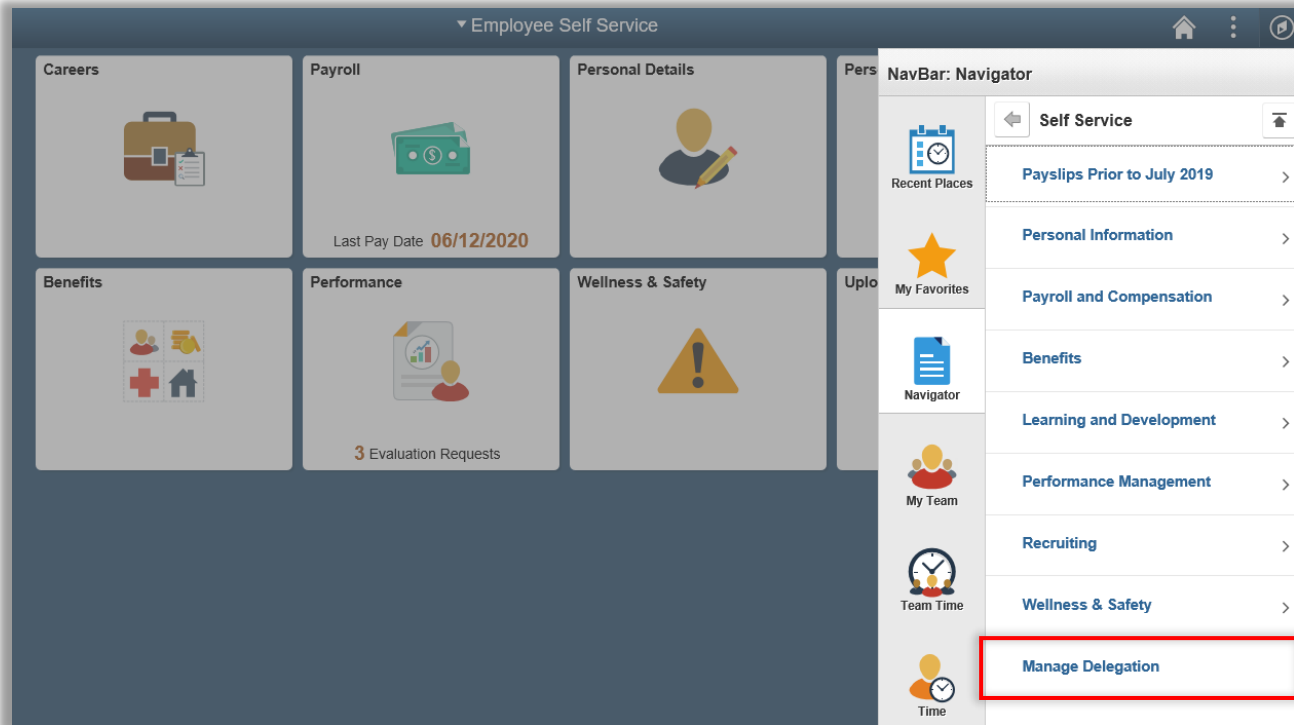


5. Manage Delegation: Assign Edit/Approve Role

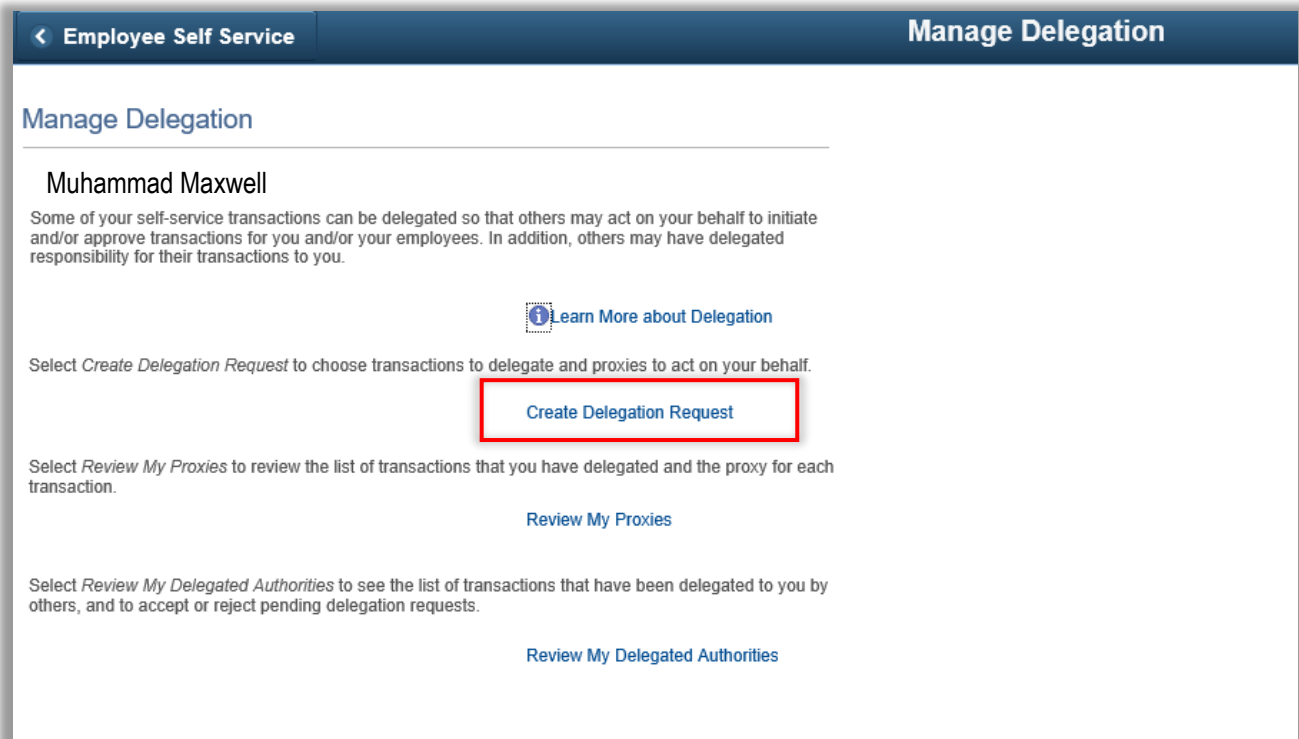
5.1. Click ESS desktop icon or visit <http://ess.nychhc.org/> to access the login screen. Enter login credentials (see 1.1)

5.2. Navigate to Navigator > Self Service > Manage Delegations





5.3. Click "Create Delegation Request" link.



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 *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates

From Date: 09/07/2020

To Date:

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	
<input type="checkbox"/> Approve Reported Time Fluid	
<input type="checkbox"/> Manage Approve Reported Time	
<input checked="" type="checkbox"/> Manage Report Time Fluid	
<input checked="" type="checkbox"/> Manage Reported Time	

Select All Deselect All



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
<input checked="" type="checkbox"/>	Approve Reported Time Fluid
<input checked="" type="checkbox"/>	Manage Approve Reported Time
<input type="checkbox"/>	Manage Report Time Fluid
<input type="checkbox"/>	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	
<input checked="" type="checkbox"/> Approve Reported Time Fluid	
<input checked="" type="checkbox"/> Manage Approve Reported Time	
<input checked="" type="checkbox"/> Manage Report Time Fluid	
<input checked="" type="checkbox"/> Manage Reported Time	

Select All Deselect All



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

Create Delegation Request

Employee Self Service

Create Delegation Request

Select Proxy by Hierarchy

Muhammad Maxwell

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This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the *Search by Name* hyperlink to search for proxies outside your hierarchy.

[Search by Name](#)

Choose Delegate						
	Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/>	Barbara Burns	000065397	Employee	Nurses Aide	BH EMERGENCY SVCS	Frank Ford
<input type="radio"/>	Andy Allen	100036600	Employee	Psychiatric Social Health Tech	CPEP ADULT	Nancy Nunez
<input type="radio"/>	Ophelia Oaks	100001262	Employee	Psychiatric Social Health Tech	BH EMERGENCY SVCS	George Gomez
<input type="radio"/>	Cathy Cochran	000013378	Employee	Dir of Nursing Lv 1	NURSING	Muhammad Maxwell
<input type="radio"/>	George Gomez	000012876	Employee	Staff Nurse	CPEP ADULT	Ernesto Fli

Create Delegation Request

Select Proxy by Name

Muhammad Maxwell

Ast Dir. Nursing

Search for a proxy using their name. You can also select the *Search By Hierarchy* hyperlink to search for your proxy.

[Search by Hierarchy](#)

Last Name

First Name

Choose Delegate						
	Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/>	Lorraine Lane					



<input type="radio"/>	Barbara Burns	100036600	Employee	Psychiatric Social Health Tech	CPEP ADULT	Muhammad Maxwell
<input type="radio"/>	Frank Ford	100001262	Employee	Psychiatric Social Health Tech	BH EMERGENCY SVCS	Andy Allen
<input type="radio"/>	Andy Allen	000013378	Employee	Dir of Nursing Lv 1	NURSING	Ophelia Oaks
<input type="radio"/>	Ophelia Oaks	000012876	Employee	Staff Nurse	CPEP ADULT	Cathy Cochran
<input type="radio"/>	Cathy Cochran	000061919	Employee	Assistant Coordinating Manager	NURSING	Frank Ford
<input type="radio"/>	Daphne DaSilva	100097503	Contingent Worker	Agency Staff Nurse	HAR01 4S LABOR & DELIVERY	Nancy Nunez
<input type="radio"/>	Ernesto Eli	000061247	Employee	Staff Nurse	BH EMERGENCY SVCS	George Gomez
<input type="radio"/>	Nancy Nunez	100036573	Contingent Worker	Agency Staff Nurse	IP MEDICINE ICU	Muhammad Maxwell
<input type="radio"/>	George Gomez	100097494	Contingent Worker	Agency Nurse Aide	NURSING	Frank Ford
<input type="radio"/>	Saul Stevenson	000055207	Employee	Staff Nurse	HAR01 10F ADULT BH	Nancy Nunez
<input type="radio"/>	Tyler Thomas	100042201	Employee	Staff Nurse	BH EMERGENCY SVCS	Cathy Cochran
<input checked="" type="radio"/>	Lorraine Lane	100077518	Employee	Ast Dir. Nursing	NURSING	Tyler Thomas
<input type="radio"/>	Nick Nickels	100041561	Employee	Behavioral Health Assoc	BH EMERGENCY SVCS	Muhammad Maxwell
<input type="radio"/>	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

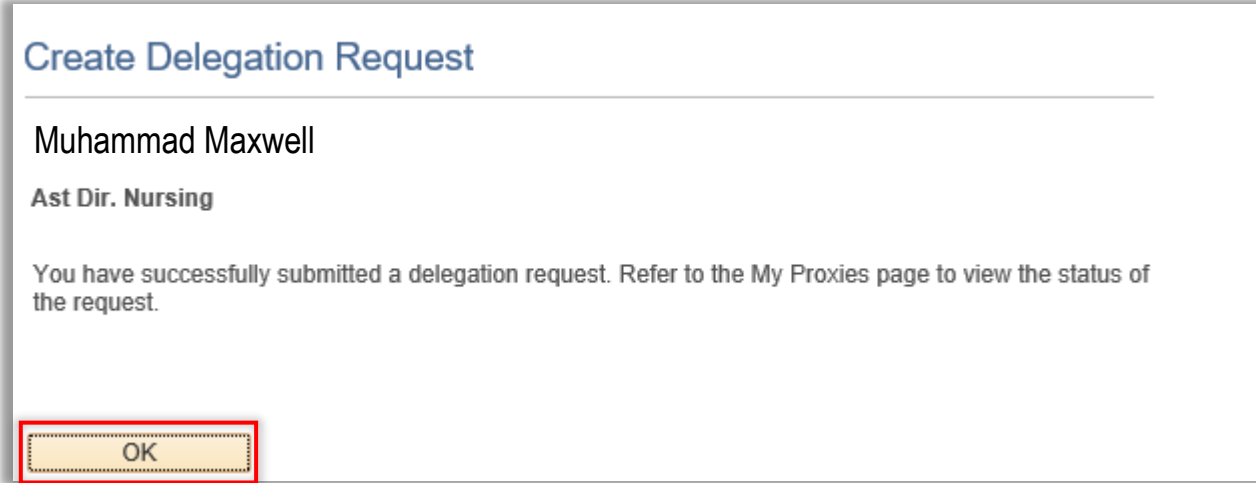
Manage Approve Reported Time

Manage Reported Time

Submit Previous Cancel



5.10. Click **OK** Button.

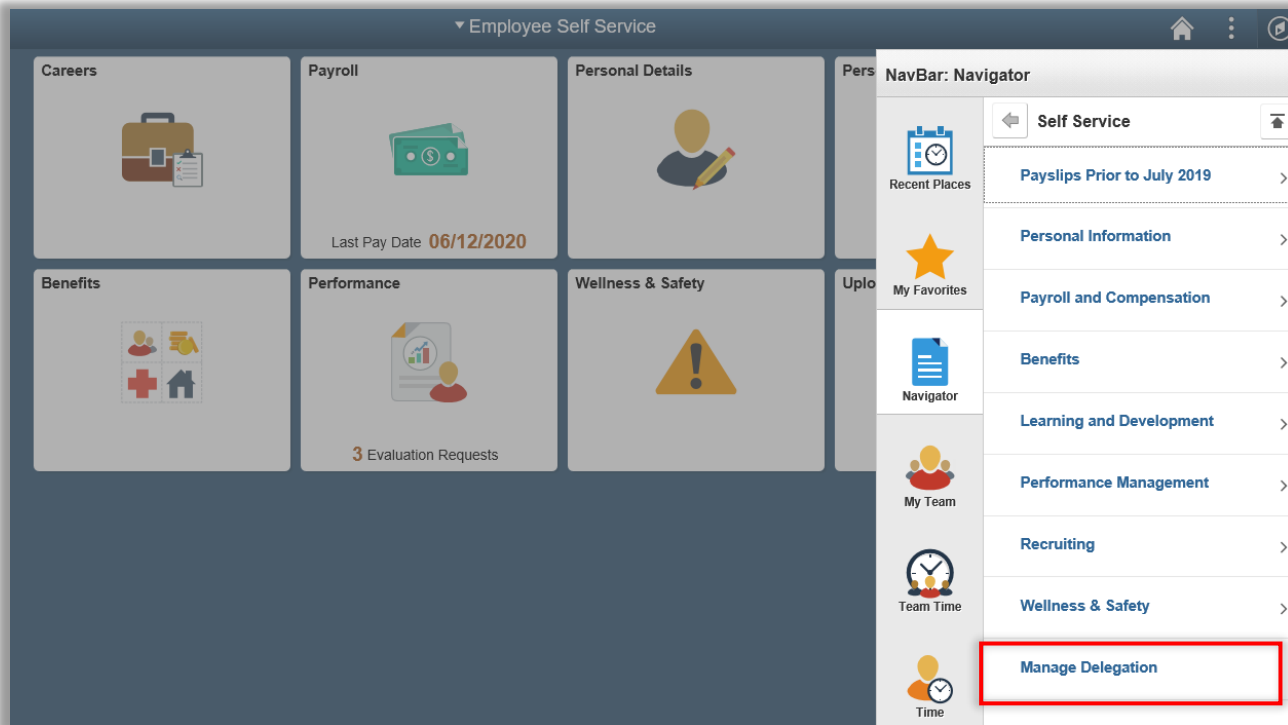
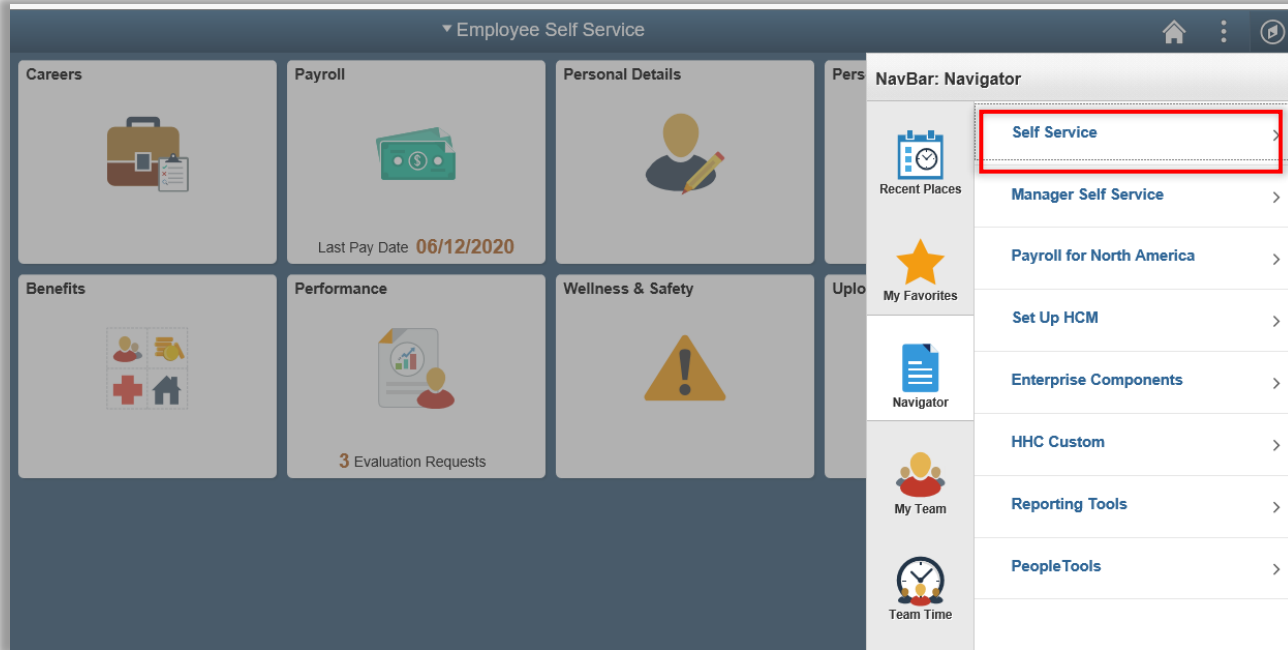


6. Revoke Delegation Role

6.1. Click ESS desktop icon or visit <http://ess.nychhc.org/> to access the login screen. Enter login credentials (see 1.1)

6.2. Navigate to Navigator > Manager Self Service > Manage Delegations





6.3. Click "Review My Proxies" link

← 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](#)

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

My Proxies

Muhammad Maxwell

Ast Dir. Nursing

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status Accepted Refresh

Choose Delegate

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/>	Approve Reported Time Fluid	Hannah Hooks	Sr Asso Dir (Hosp) Lv 4	09/28/2021	09/30/2028	Accepted	Inactive	i
<input checked="" type="checkbox"/>	Manage Approve Reported Time	Hannah Hooks	Sr Asso Dir (Hosp) Lv 4	09/28/2021	09/30/2028	Accepted	Inactive	i

[Select All](#) [Deselect All](#)

Revoke

[Return to Manage Delegation](#)



6.5. Click on **Yes-Continue** button

Revoke Delegation Request

Muhammad Maxwell

Ast Dir. Nursing

Are you sure you want to revoke the delegation requests that you have selected ?

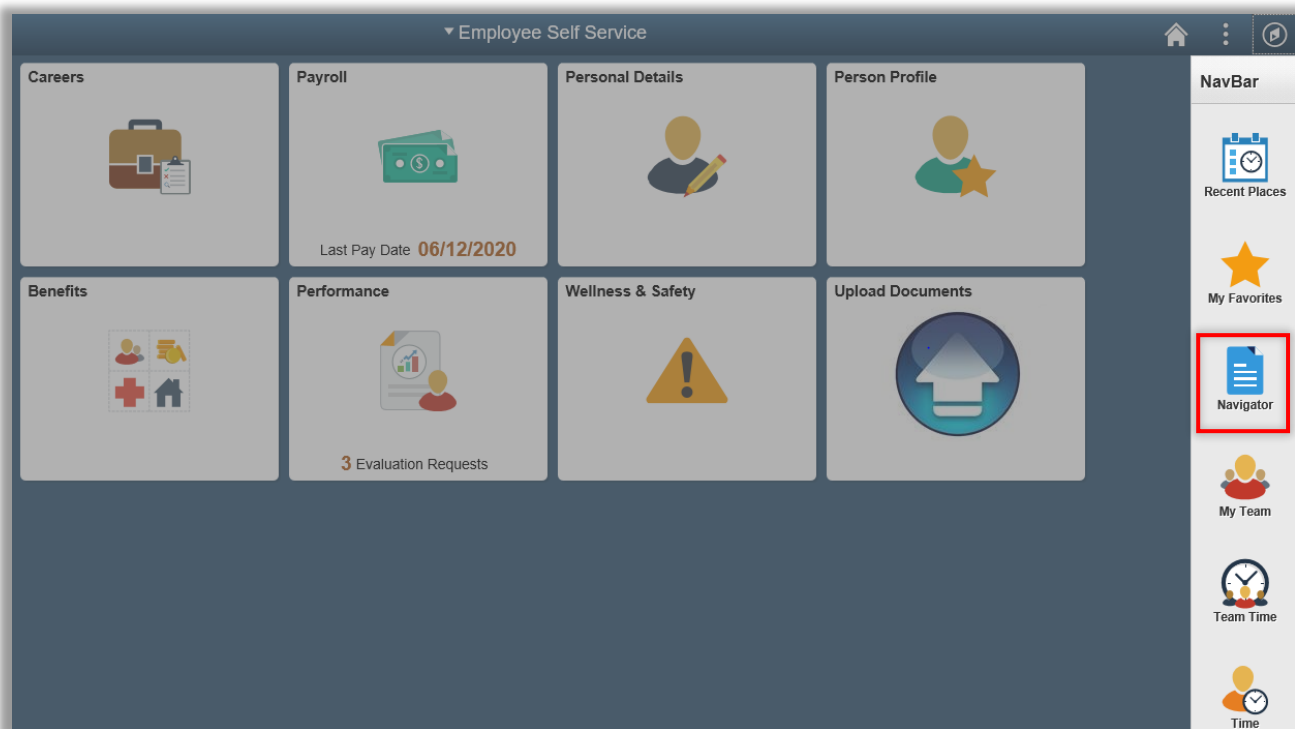
Yes - Continue

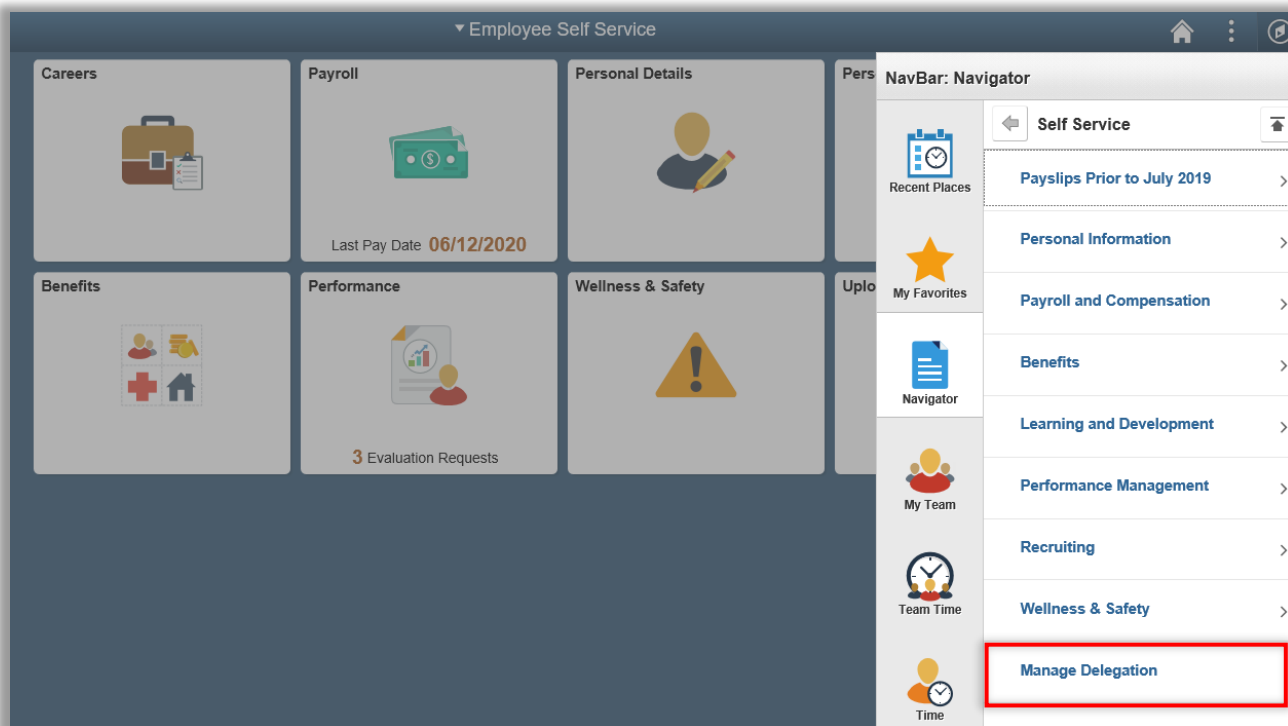
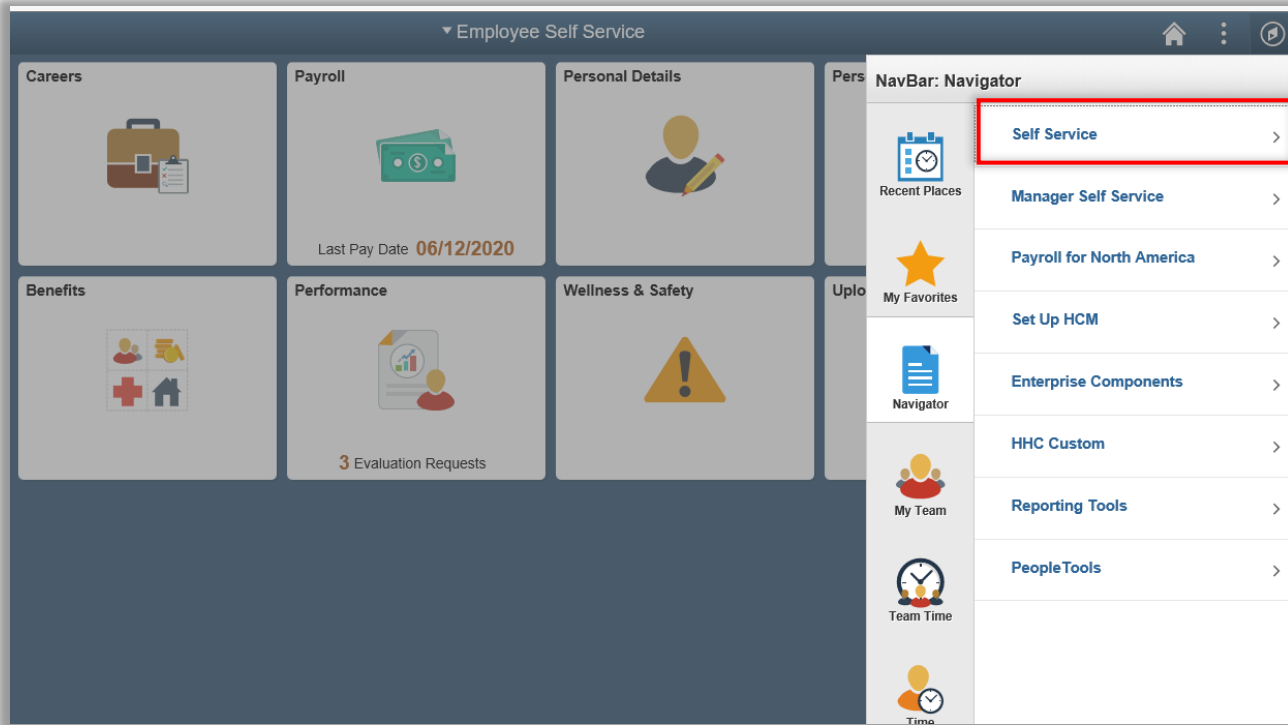
No - Cancel

7. Accept Delegation

7.1. Click ESS desktop icon or visit <http://ess.nychhc.org/> to access the login screen. Enter login credentials (see 1.1)

7.2. Navigate to Navigator > Self Service > Manage Delegations





7.3. Click "Review My Delegated Authorities" link.

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](#)

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

My Delegated Authorities

Hannah Hooks
Sr Asst Dir (Hosp) Lv 4

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status: Submitted

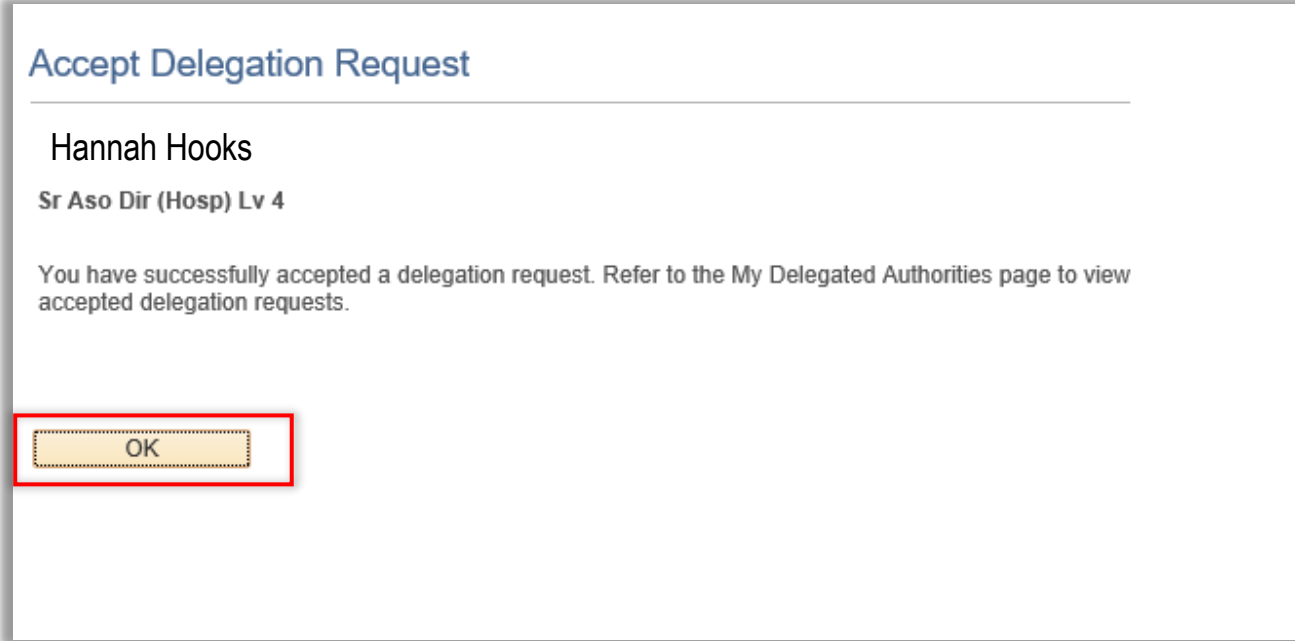
Choose Delegate							
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Multiple Transactions	Muhammad Maxwell	Ast Dir. Nursing	09/28/2021	09/30/2028	Submitted	Inactive	i

Select All Deselect All [Accept](#) [Reject](#)


[Return to Manage Delegation](#)



7.5. Click "OK" Button



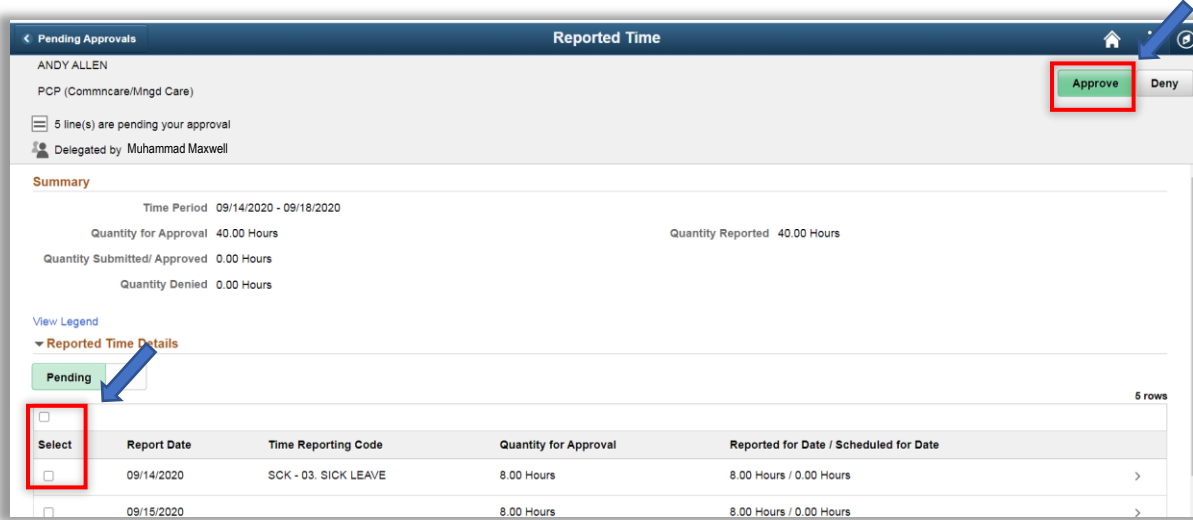
8. Delegate Reviewing and Approving Time

- 8.1. Click ESS desktop icon or visit <http://ess.nychhc.org/> 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**

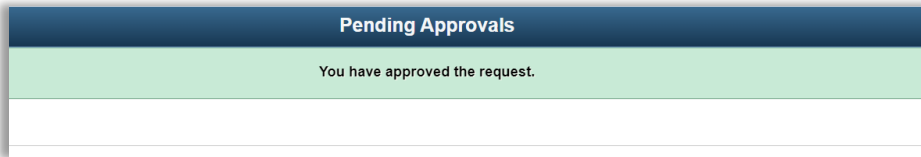
Reported Time	Quantity for Approval	Status
Reported Time Nancy Nunez	Quantity for Approval 24.00 Hours 08/10/2020 - 08/14/2020  Delegated by Muhammad Maxwell	Routed 09/04/2020
Reported Time Nancy Nunez	Quantity for Approval 8.00 Hours 09/04/2020 - 09/04/2020  Delegated by Muhammad Maxwell	Routed 09/04/2020
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	Quantity for Approval 16.00 Hours 09/28/2020 - 09/29/2020  Delegated by Muhammad Maxwell	Routed 09/04/2020



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



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

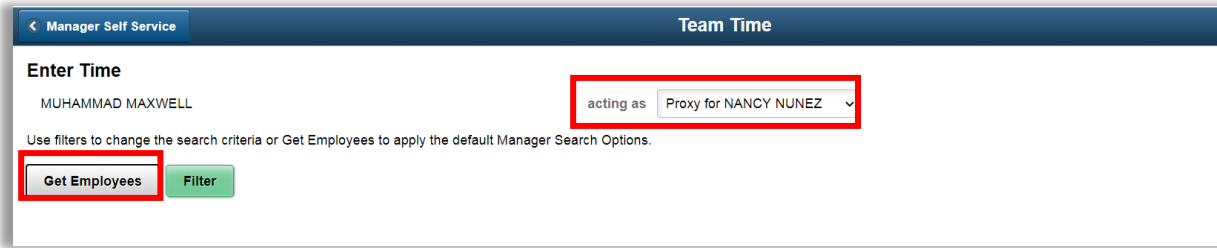


8.7. Employee will receive a system generated email that their time record was approved

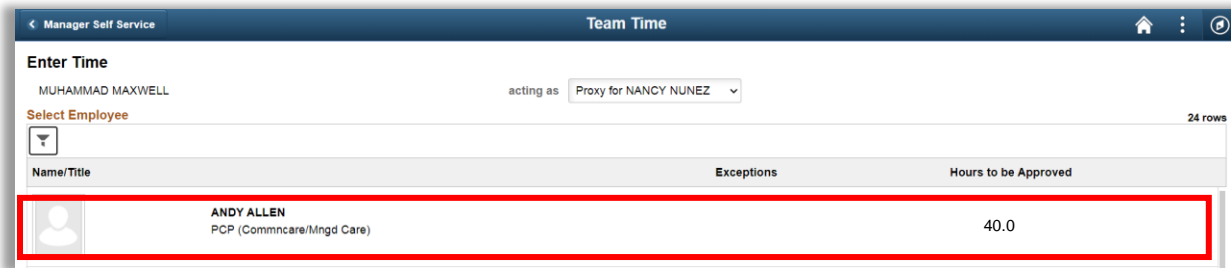


9. Delegate – Reviewing and Modifying Time

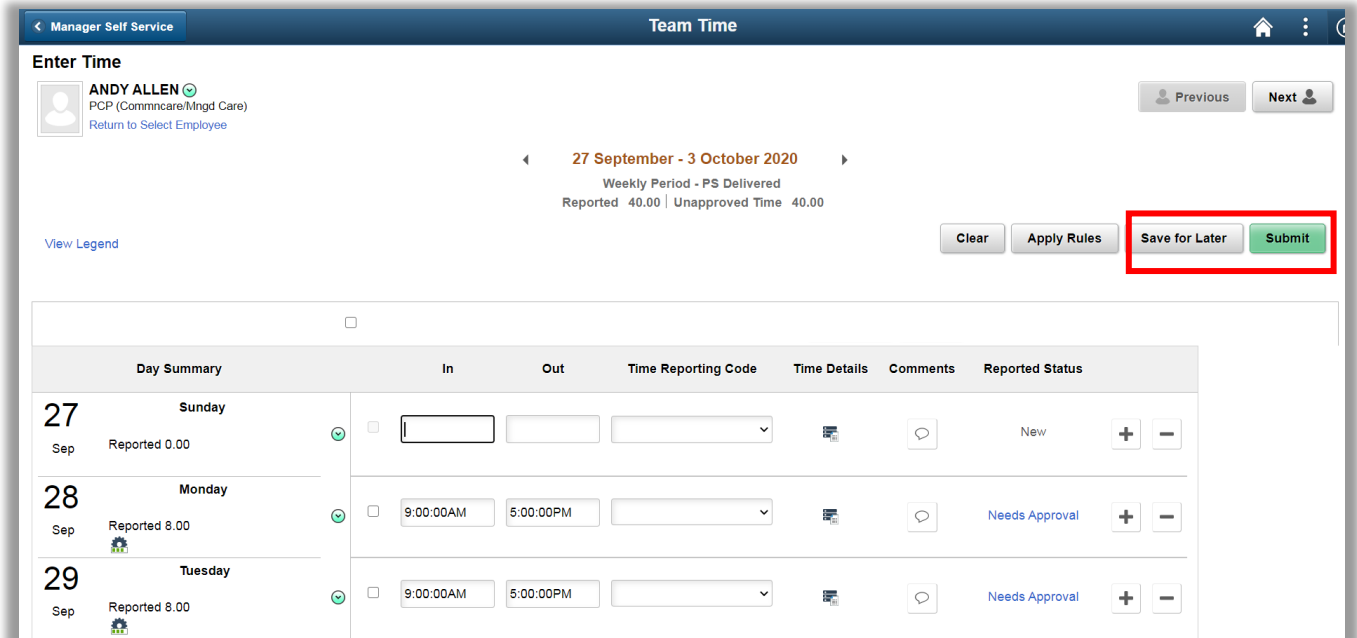
- 9.1. Click ESS desktop icon or visit <http://ess.nychhc.org/> to access the login screen. Enter login credentials (see 1.1)
- 9.2. Select Manager Self Service drop down (see 3.2)
- 9.3. Click **Team Time** Tile (see 3.3)
- 9.4. Select Process As [Manager Name] then click Get Employees



9.5. Select Employee

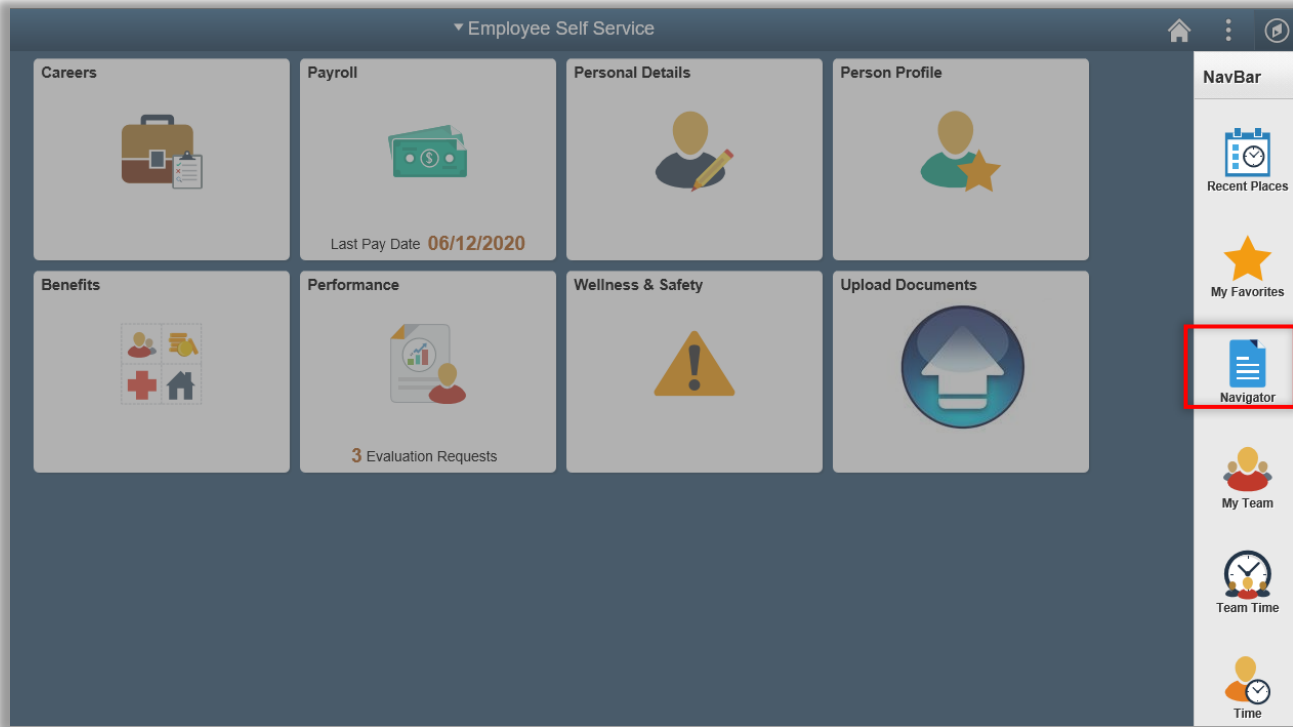


9.6. Modify Employee's time. Write a comment regarding change and click, Save for Later or Submit



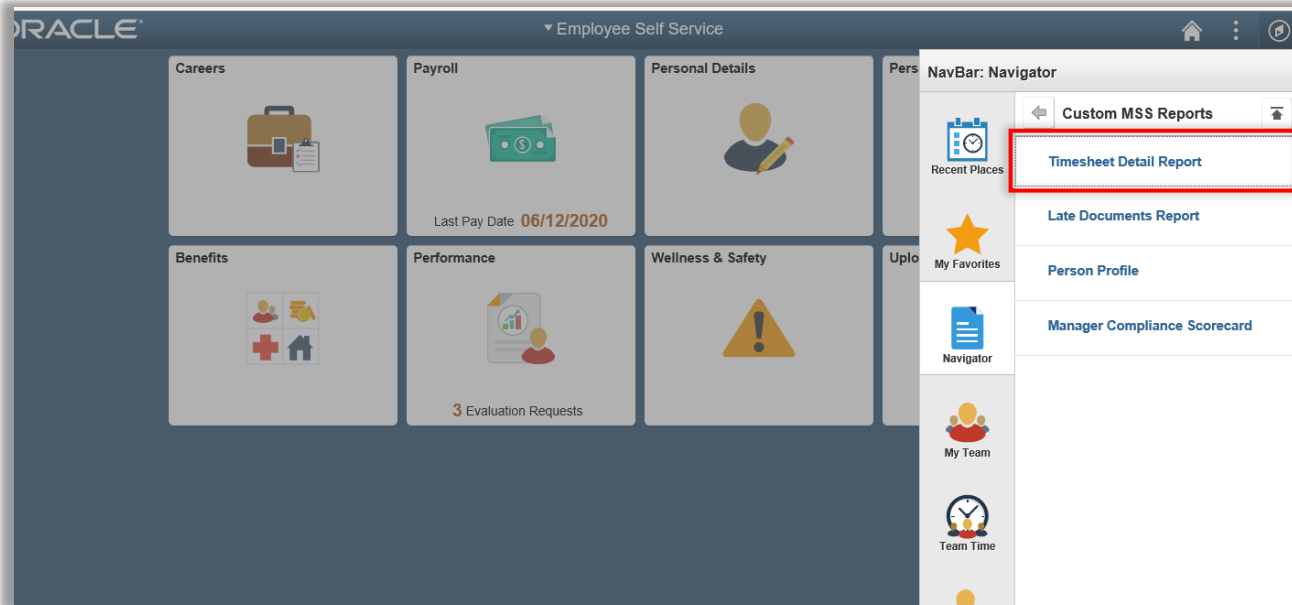
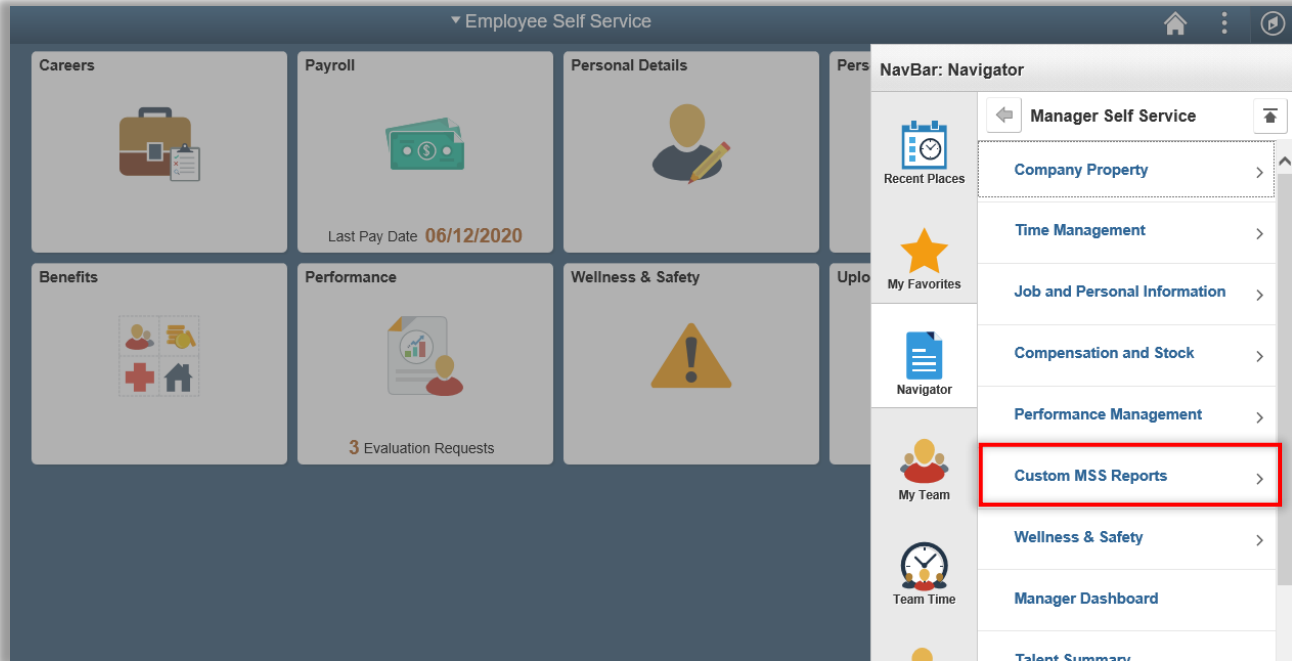
10. Manager/Delegate Running Timesheet Detail Report

- 10.1. Click ESS desktop icon or visit <http://ess.nychhc.org/> 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

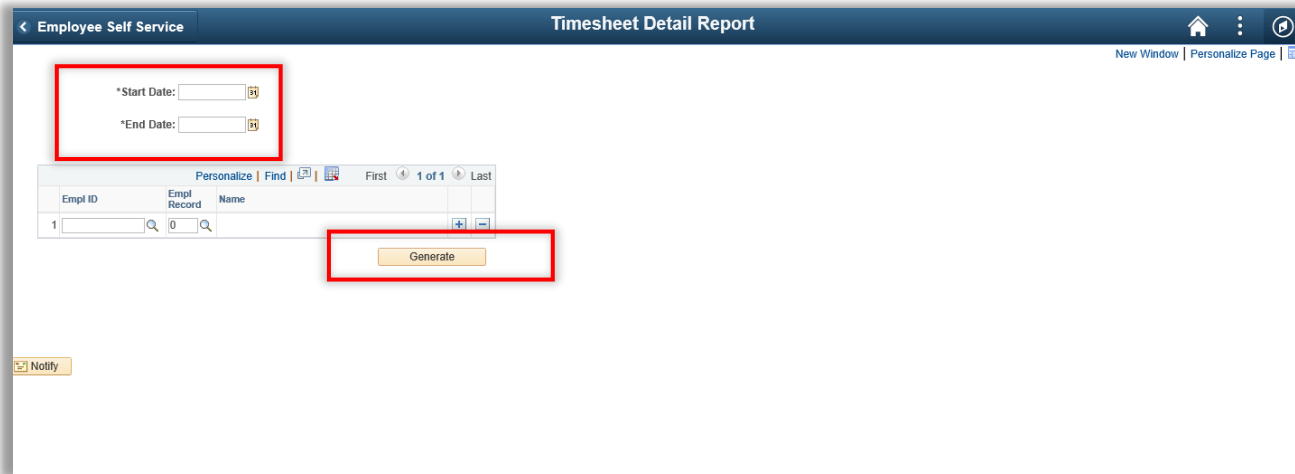


Web Time Entry

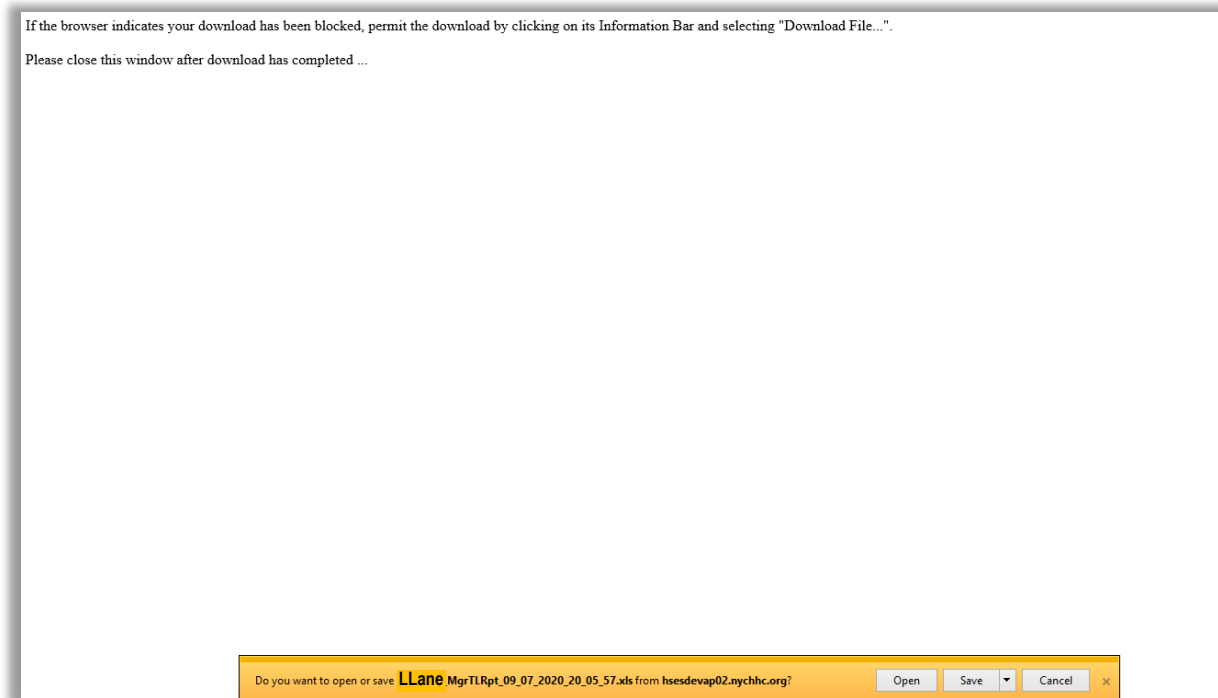




10.3. Enter: Start Date, End Date and then Click on 'Generate' button



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



10.5. Excel file will open

The screenshot shows an Excel spreadsheet titled "Timesheet Detail Report (8/16/2020 - 8/22/2020)". The spreadsheet has columns for Employee Name, Employee ID, Date, Punch Begin, Punch End, Punch Total, Time Reporting Code, Additional Time Reporting Code, Reimbursement code, and Status. The data is organized by employee and date.

	Employee Name	Employee ID	Date	Punch Begin	Punch End	Punch Total	Time Reporting Code	Additional Time Reporting Code	Reimbursement code	Status
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			8/21/2020	7:00 AM	3:00 PM	8				AP
10	FERNANDO ELI	000080866	8/17/2020	11:00 PM	8:00 AM	9				SV
11			8/18/2020	11:00 PM	8:00 AM	9				SV
13	ROBERTOAKS	000838572	8/17/2020	8:00 AM	4:00 PM	8				NA
14			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
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
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



