



## Introducing NYC Health + Hospitals Electronic Timesheet

Corporate Payroll introduced a new, Electronic Timesheet to facilitate the submission and approval of time for all employees. The timesheet is accessible <u>online</u> via the Employee Resource Center. Please see the instructions below on how to fill out and submit the new timesheet, as well as instructions on how Approvers will review, approve and submit the timesheets to facility Payroll for processing. Please note, you will need to have Adobe Acrobat Reader DC installed on your device to use this timesheet. If you require further assistance in obtaining the Adobe software please call EITS at 1-877-934-8442.

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|   | Field                 | Descriptions  |
|---|-----------------------|---|
| Α | Facility Name         | Enter the name of the facility where you work.  |
| В | Last Name, First Name | Employee name (Last, First)   |
| С | TKID#                 | Enter the TKID# located on the back of your employee identification card. Include all leading zeroes, if applicable.  |
| D | Week #                | The timekeeping week number auto-populates once you enter a date in the Sunday date field (labeled K on the sample timesheet).  |
| E | Dist. Code            | Also known as Pay Station. Enter the four digit code that designates where you work. Refer to an old timesheet or ask your supervisor for help.                                   |
| F | Dept.                 | Refer to department listing. Refer to an old timesheet or ask your supervisor for help.   |
| G | From                  | Enter your normal shift start time, enter hour and minutes using military time. E.g. 0900   |
| Н | То                    | Enter your normal shift end time, enter hour and minutes using military time. E.g. 1700   |
| 1 | Weekly Hours          | Enter the total weekly hours you are expected to work (ex. 35, 37.5).   |
| J | Group Code            | Select Group11 or Group 12 from the drop-down menu.   |
| K | Date                  | Type the Sunday date of the work week in <b>MM/DD/YY</b> format.  |
| L | In                    | Enter the time when you started working. Do this also<br>on days you are taking leave time – annual, sick, and<br>comp. Use military time.  |
| М | Out                   | Enter the time you stopped working. Do this also on days you are taking leave time – annual, sick, and comp. Use military time.   |
| Ν | Code                  | Enter timekeeping code (taken from Code List included on the timesheet), if applicable.   |
| 0 | Reimb. Code           | Enter the reimbursement code in UPPER case, if applicable.<br>Click <u>here</u> for a list of COVID reimbursement codes and guidance on how to apply the codes to your timesheet. |
| Ρ | Employee's Signature  | Employee's digital signature.<br>Once you click in this field, the system displays a pop-<br>up window with your default digital signature.                                       |



|   |   | Click Continue and then click Sign to apply the digital signature to your timesheet.  |
|---|---|---|
| Q | Date  | Employee selects the date on which they are<br>submitting their time from the Calendar drop-down.<br>(See below for instructions on how to submit for<br>approval.) |
| R | Approver's Signature  | Approver's digital signature.   |
| S | Date  | Once the manager approves, they select the date from the Calendar drop-down.  |
|   |   | They can then save and email the timesheet to Payroll for processing.   |
|   |   | Click <u>here</u> for a list of the corresponding payroll email addresses.  |
|   |   |   |
|   | Employee: How to Fill Out Yo  | our Timesheet and Submit for Approval   |
| 1 | Fill out all required fields on the times   | sheet.  |
| 2 | On the last day of your work week, en field.  | nter your Signature by clicking the Employee Signature  |
|   | Once you click this field, the system s<br>default digital signature so that you ca<br>is Lisa Ku.) | should display the following pop-up window with your<br>an sign with a Digital ID. (In this example, the Employee   |
|   | However, if once you click this field, y<br>Configuration Required', then please                    | you see a pop up box with the title, 'Digital ID<br>follow the directions in the <u>How to Configure Your</u>   |



| choose the Digital ID th     | at you want to use for signing:                                    | Refresh      |
|------------------------------|--|--------------|
| • R Ku, Lisa<br>Issued by: c | (Windows Digital ID)<br>orp-CRPVMS1CRTIS01-CA, Expires: 2021.01.15 | View Details |
|                              |  |              |

## NYC HEALTH+ HOSPITALS

| Sign as '"Lisa Ku"                  |   | ×   |
|-------------------------------------|---|---|
| Appearance Standard Text            | ~   | Create  |
| KU,                                 | Digita<br>KU, L   | ally signed by<br>ISA   |
| LISA                                | Date:<br>3:00 -   | 2020.06.05<br>04'00'  |
| Lock document after signin          | g   | View Certificate Details  |
| Review document content that        | may affect signing  | Review  |
|                                     |   | Back  |
| 4 Click <b>Sign</b> . Then save the | file to your computer or Sha  | re drive.   |
| 5 Select the date from the Ca       | alendar pull-down in the Dat  | e field next to Employee's Signature.   |
|                                     | June 2020         Sun       Mon       Tue       Wed       Thu       Fri       S         31       1       2       3       4       5       6       7         7       8       9       10       11       12       1         14       15       16       17       18       19       2         21       22       23       24       25       26       2         28       29       30       1       2       3       1         5       6       7       8       9       10       1         Code       7       8       9       10       1       1 | <ul> <li>▶</li> <li>at</li> <li>6</li> <li>3</li> <li>0</li> <li>7</li> <li>4</li> <li>1</li> </ul> |

## NYC HEALTH+ HOSPITALS

| FACILITY NAME:       Central Offi         LAST, FIRST NAME:       Ku, Lisa         WEEK#:       2006         FROM:       09:00<br>START TIME       TO:       17:00<br>END TIME   | DIST. CODE: A286001 DEPT.: F<br>WEEKLY HOURS: 35  | TKID#:       0 0 0 0 1 7 4 5 4         Finance Administration         GROUP CODE:       11   |
|--|---|--|
| DATE IN OUT  | CODE REIMB.CODE   | CODE LIST:   |
| SUN.<br>05/31/20   | 01. DAY OFF/XCUSED TIME<br>02. ANNUAL LEAVE<br>03. SICK LEAVE<br>04. COMP TIME USED (GROUP 1<br>05. JURY DUTY<br>06. ABSENT WITHOUT PAY<br>07. EPULCATION   | 35. MILITARY LEAVE<br>36. TERMINAL LEAVE-SEPARATION<br>37. UNEXCUSED LATENESS<br>38. FFCRA (MetroPlus Only)<br>40. HOLIDAY ALL PAY (GROUP 12)<br>41. HOLIDAY ALL COMP (GROUP 12)<br>42. HOLIDAY PREMIUM PAY (GROUP 12)                       |
| MON.<br>06/01/20   | 5         2         08. DEATH IN FAMILY           09. ADMIN LEAVE (GROUP 11)         10. AWS TIME (GROUP 11)           11. SUMMER/HEAT HES USED (0)           12. SUMMER SHORTENED WOR           SCHEDULE (GROUP 12)           13. SWILET CHARGE                      | 43. ADDITIONAL TOUR (GROUP 12)<br>44. INCLUDES MEAL TIME<br>45. ADVANCED ANNUAL LEAVE<br>(GROUP 12)<br>46. ON CALL<br>RK<br>47. SUSPENSION WITH PAY<br>48. MEAL TIME 60 MIN (GROUP 12)<br>49. UNCLEMENT EP ANNUAL LEAVE                      |
| TUE.         0         9         0         1         7         0         5           06/02/20         - <td< td=""><td>2     12. JHIFT C DAVAGE     14. MEALTIME NO LUNCH (GRC     14. MEALTIME NO LUNCH (GRC     15. MEALTIME 30 MIN (GROUP     16. OFF-SITE WORK     17. INFECTION CONTROL     18. SUSPENSION WOD PAY (GRC     19. HOULDAY PAY FOR PASS DA     19. HOULDAY PAY FOR PASS DA</td><td>VISUALEDUCED VINITUAL LEAVE     SO. UNSCHEDULED SICK LEAVE     SO. UNSCHEDULED SICK LEAVE     SO. UNSCHEDULED SICK LEAVE     SO. TELECOMMUTING     S3. CANCER SCREENINGS     UOP 12)     S4. TOUR     S5. FINLA LEAVE     SC INTERNETUE SICK</td></td<> | 2     12. JHIFT C DAVAGE     14. MEALTIME NO LUNCH (GRC     14. MEALTIME NO LUNCH (GRC     15. MEALTIME 30 MIN (GROUP     16. OFF-SITE WORK     17. INFECTION CONTROL     18. SUSPENSION WOD PAY (GRC     19. HOULDAY PAY FOR PASS DA     19. HOULDAY PAY FOR PASS DA | VISUALEDUCED VINITUAL LEAVE     SO. UNSCHEDULED SICK LEAVE     SO. UNSCHEDULED SICK LEAVE     SO. UNSCHEDULED SICK LEAVE     SO. TELECOMMUTING     S3. CANCER SCREENINGS     UOP 12)     S4. TOUR     S5. FINLA LEAVE     SC INTERNETUE SICK |
| WED. 0 9 0 0 1 7 0 0 5<br>06/03/20   | 2 2. 3A AUY SICK LEAVE<br>21. 3S AUY SICK LEAVE<br>22. WORK COMP OPTION 2<br>22. WORK COMP OPTION 1<br>23. WORK COMP OPTION 1<br>25. WORK COMP 72A<br>26. WORK COMP 72B   | 56. INTERNMITTENT FMLA<br>57. FAMILY SICK LEAVE<br>58. PRECEPTOR (RN)<br>59. PURSE UN CHARGE<br>60. FLOATING HOLIDAY PAY (MCMEA)<br>61. MD HAZARD PAY<br>62. MILTARY - EXTENDED BENEFIT  |
| THU.         0         9         0         1         7         0         0         5           06/04/20         - <td< td=""><td>2 7. HOLIDAY<br/>28. COMP TIME EARNED (GROU<br/>29. OVERTIME (GROUP 12)<br/>30. MVA (MOTOR VEH OPER)<br/>31. MVO (MOTOR VEH OPER)<br/>32. RESPONSIBILITY PAY<br/>33. STANDER Y (GROUP 12)</td><td>63. FLOATING HOLIDAY USED<br/>64. PERSONAL LEAVE (NURSES)<br/>65. REASONABLE ACCOMMODATION<br/>66. PARENTAL LEAVE (GROUP 11)<br/>67. CONTINUOUS PFL<br/>68. INTERMITTENT PFL<br/>73. PFL USING ACCRUED LEAVE TIME</td></td<>  | 2 7. HOLIDAY<br>28. COMP TIME EARNED (GROU<br>29. OVERTIME (GROUP 12)<br>30. MVA (MOTOR VEH OPER)<br>31. MVO (MOTOR VEH OPER)<br>32. RESPONSIBILITY PAY<br>33. STANDER Y (GROUP 12)   | 63. FLOATING HOLIDAY USED<br>64. PERSONAL LEAVE (NURSES)<br>65. REASONABLE ACCOMMODATION<br>66. PARENTAL LEAVE (GROUP 11)<br>67. CONTINUOUS PFL<br>68. INTERMITTENT PFL<br>73. PFL USING ACCRUED LEAVE TIME                                  |
| FRI.         0         9         0         1         7         0         0         5           06/05/20         - <td< td=""><td>34. RECALL/CALL-IN (GROUP 12<br/>KULI Digita<br/>Date:</td><td>2) 77. VOTING TIME<br/>ally signed by KULI<br/>2020.06.05 3:00 -04'00' 06/05/20 *</td></td<>   | 34. RECALL/CALL-IN (GROUP 12<br>KULI Digita<br>Date:  | 2) 77. VOTING TIME<br>ally signed by KULI<br>2020.06.05 3:00 -04'00' 06/05/20 *  |
| SAT.<br>06/06/20   | Employee's Signatu  | ure Date   |
| Rev. 05/27/20  | Approver's Signatu  | ure Date   |



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|---|---|
| ▲ At least one signature requires validating            | g. Please fill out the following form.  |
| е<br>С  | NYC<br>HEALTH+<br>HOSPITALS ELECTRONIC TIMESHEET  |
|   | <ol> <li>All Group 11, Group 12, part-time and hourly employees must complete and submit their<br/>Timesheets on threir last work day of the week.</li> <li>All employees must follow the usual timesheet rules, codes, and procedures<br/>when recording all of the information to be submitted for approval.</li> <li>Approvers must finalize and submit all timesheets to Payroll by end of day Monday.</li> </ol>   |
|   | REQUIRED FIELDS APPEAR IN RED         FACILITY NAME:       Central Office         LAST, FIRST NAME:       Ku, Lisa         WEEK#:       2006       DIST. CODE:       A286001         FROM:       09:00       17:454         FINATE:       To:       17:00       DEPT.:         FINATE:       To:       17:00       WEEKLY HOURS:       35   |
|   | DATE         N         OUT         CODE         REIMB.CODE           SUN.         01.0X*OF/FEXURED TME         3.5X×164/2         3.5X×164/2 </td |
| Manager: How the employ                                 | to Review, Approve & Submit to Payroll for Processing<br>/ee's electronic timesheet from your email Inbox or shared drive.  |
| Review and follow u                                     | ip with the employee if any corrections are required.   |
| When ready to appr<br>your mouse.                       | ove, enter your Signature by clicking the Approver Signature field with   |
| Once you click this default digital signatis Jane Doe.) | field, the system should display the following pop-up window with your<br>ture so that you can sign with a Digital ID. (In this example, the Approv   |
| However, if once yo<br>Configuration Requ               | u click this field, you see a pop up box with the title, 'Digital ID ired', then please follow the directions in the <u>How to Configure Your</u>   |



|               | Sign with a Digital ID                              |   | ×                        |  |
|---------------|---|---|--------------------------|--|
|               | Choose the Digital ID that you want to u            | use for signing:                                | Refresh                  |  |
|               | Doe, Jane (Windo     Issued by: corp-CRPVMS1CRT     | ows Digital ID)<br>IS01-CA, Expires: 2021.01.15 | View Details             |  |
|               |   |   |                          |  |
|               |   |   |                          |  |
|               |   |   |                          |  |
|               |   |   |                          |  |
|               | 0   | Configure New Digital ID                        | Cancel                   |  |
| 4 Clic<br>The | k <b>Continue</b><br>system displays a message to c | confirm that you digitall                       | y signed the timesheet   |  |
|               | Sign as '"Jane Doe"                                 |   | ×                        |  |
|               | Appearance Standard Text                            | ~   | Create                   |  |
|               | DOF   | Digitally                                       | signed by                |  |
|               |   | DOE, JA   | NE                       |  |
|               | IANE  | Date: 202                                       | 20.06.08                 |  |
|               |   | 9:00 -04'(                                      | '0C                      |  |
|               | Lock document after signing                         |   | View Certificate Details |  |
|               | Review document content that may affe               | ect signing                                     | Review                   |  |
|               |   |   | Back                     |  |
| 5 Clic        | k Sign.   |   |                          |  |



| 6                          | Click the <b>Date</b> field next to Approver's Signature and select today's date from the Calendar.  |
|----------------------------|--|
|                            | $ \begin{array}{c ccccccccccccccccccccccccccccccccccc$   |
| 7                          | NOTE: The system may display a message indicating that a signature requires validation.<br>Disregard the message and save the file to your desktop or share drive.   |
| Home                       | Tools Emergency-Timesh ×   |
|                            |  |
| С<br>П<br>С<br>С<br>С<br>С | ELECTRONIC TIMESHEET  All Group 11, Group 12, part-time and hourly employees must complete and submit their inesheets on threir last work day of the week.  All employees must follow the usual timesheet rules, codes, and procedures when recording all of the information to be submitted for approval.  A grovers must finalize and submit all timesheets to Payroll by end of day Monday.  EACLITY NAME  ECCLITY NAME  ECCLITY NAME ECCLITY NAME ECLITY NAME ECLITY NAME ECLITY NAME ECLITY NAME ECLITY NAME ECLITY NAME EXCLIPTION ENTRY |
| J                          | DATE         IN         OUT         CODE         REIMB.CODE         S. MUTOLISATE           SUN.   |
| 8                          | <ul> <li>Manager or departmental timekeeping ilaison organizes/batches/sorts the electronic timesheets as follows:</li> <li>B2 Employees</li> <li>Timesheets w/ OT</li> <li>Timesheets which impact pay (without pays, shift differential, responsibility pay, nurse in charge etc.)</li> <li>All other timesheets</li> </ul>  |



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NOTE: The manager or departmental timekeeping liaison should email the batched timesheets to the appropriate facility payroll email addresses listed <u>here</u>.

The subject line must include your facility name and Paystation ID (For example "JACOBI – QBA1).





|   | Employee or Manager: How to Configure your Digital ID  |              |
|---|--|--------------|
| 1 | If after clicking the Employee or Approver Signature field, the following screen is dis<br>then select the 'Cancel' button.  | splayed,     |
|   | Digital ID Configuration Required       ×         This signature field requires a digital signature identity.       Would you like to configure one now?         Help       Configure Digital ID       Cancel         The directions that follow should help to address this issue. If you require further as please call EITS at 1-877-934-8442.  | sistance     |
| 2 | Before beginning this process, make sure that your computer is connected to the N<br>Health + Hospitals' network.<br>Click on the magnifying glass in the lower left hand corner of the taskbar and type '<br>Then select the 'Manage user certificates' option.   | YC<br>Cert'. |
|   | All Apps Documents Web More 🔻 🔊 🖓  |              |
|   | Best match   Image user certificates   Control panel     Manage computer certificates   Control panel     Manage computer certificates   Control panel     Settings   Image define encryption certificates     Image computer certificates     Control panel     Control panel |              |
|   | Search the web   |              |
|   | # P H H 💭 🥙 🖉 🔂 🔼  |              |



| Ose your n                  | nouse to right-click on the 'Personal' folder listed and the following path:   |
|-----------------------------|--|
| Certificates                | s-Current USER $\rightarrow$ All Tasks $\rightarrow$ Request New Certificate.  |
|                             | -  |
|                             | Eile Action View Help  |
|                             |  |
|                             | Certificates - Current User Object Type  |
|                             | <ul> <li>Find Certificates</li> <li>There are no items to show in this view.</li> </ul>  |
|                             | Ente All Tasks     Find Certificates   |
|                             | Activ View      Request New Certificate  |
|                             | Control of the second sec  |
|                             | > Trus<br>Help   |
|                             | Clier     Other People   |
|                             | Cocal NonRemovable Certifica     MSIEHistoryJournal  |
|                             | Certificate Enrollment Reques  |
|                             | Smart Card Trusted Roots   |
|                             |  |
|                             |  |
| The certific                | Request a new certificate from a certification authority (CA) in your domain<br>cate enrollment process will begin and the following screen appears.   |
| The certific<br>From this s | Request a new certificate from a certification authority (CA) in your domain<br>cate enrollment process will begin and the following screen appears.<br>screen, select the 'Next' button.  |
| The certific<br>From this s | Request a new certificate from a certification authority (CA) in your domain cate enrollment process will begin and the following screen appears. screen, select the 'Next' button.  |
| The certific<br>From this s | Request a new certificate from a certification authority (CA) in your domain cate enrollment process will begin and the following screen appears. screen, select the 'Next' button.  |
| The certific<br>From this s | Request a new certificate from a certification authority (CA) in your domain<br>cate enrollment process will begin and the following screen appears.<br>screen, select the 'Next' button.  |
| The certific                | Request a new certificate from a certification authority (CA) in your domain<br>cate enrollment process will begin and the following screen appears.<br>screen, select the 'Next' button.<br>Certificate Enrollment<br>Before You Begin<br>The following steps will help you install certificates, which are digital credentials used to connect to wireless<br>networks, protect content, establish identity, and do other security-related tasks.  |
| The certific<br>From this s | Request a new certificate from a certification authority (CA) in your domain<br>cate enrollment process will begin and the following screen appears.<br>screen, select the 'Next' button.<br>Certificate Enrollment<br>Before You Begin<br>The following steps will help you install certificates, which are digital credentials used to connect to wireless<br>networks, protect content, establish identity, and do other security-related tasks.<br>Before requesting a certificate, verify the following:  |
| The certific                | Request a new certificate from a certification authority (CA) in your domain<br>cate enrollment process will begin and the following screen appears.<br>screen, select the 'Next' button.  |
| The certific<br>From this s | Request a new certificate from a certification authority (CA) in your domain cate enrollment process will begin and the following screeen appears. cscreeen, select the 'Next' button.   Certificate Enrollment   Pefore You Begin   The following steps will help you install certificates, which are digital credentials used to connect to wireless networks, protect content, establish identity, and do other security-related tasks.   Before requesting a certificate, verify the following:   Your computer is connected to the network   You have credentials that can be used to verify your right to obtain the certificate   |
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| The certific<br>From this s | Tequest a new certificate from a certification authority (CA) in your domain Tequest a new certificate from a certification authority (CA) in your domain Text center and the following screeen appears. Text center a 'Next' button. Text from the 'Next' button. Text from the text of tex   |
| The certific<br>From this s | Tequest a new certificate from a certification authority (CA) in your domain Cate enrollment process will begin and the following screen appears. Certificate enrollment 'Next' button.   Certificate Enrollment   Defore You Begin   Chefore You Begin   Defore requesting a certificate, wrify the following:   Vour computer is connected to the network   Your computer is connected to the network   Wave credentials that can be used to verify your right to obtain the certificate   |
| The certific<br>From this s | The provide the second seco  |
| The certific<br>From this s | Provide a new certificate from a certification authority (CA) in your domain Cate encouldment process will begin and the following screen appears. Cortificate encouldment process will begin and the following screen appears. Cortificate for a certificate 'button' Certificate Encolment Defore You Begin Defore You Begins Defore requesting a certificate, wrify the following: Durange ure is connected to the network? Durange ure is connected to t   |
| The certific<br>From this s | Request a new certificate from a certification authority (CA) in your domain<br>extended entrollment processs will begin and the following screeen appears.<br>the entrollment process will begin and the following screeen appears.<br>The following steps will help but install certificates, which are digital credentials used to connect to wireless<br>networks, protect content, establish identify, and do other security-related tasks.<br>Before requesting a certificate, verify the following:<br>Vour computer is connected to the network<br>Vour computer is connected to the network<br>Wou have credentials that can be used to verify your right to obtain the certificate<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networks.<br>Networ |



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|   |   | Certificate Enrollment  |   |  |
|   |   | Select Certificate Enrollment Poli  | Ту  |  |
|   |   | Certificate enrollment policy enables enroll<br>Certificate enrollment policy may already b   | ment for certificates based on predefined ce<br>e configured for you.                     | rtificate templates.   |
|   |   | Configured by your administrator  |   |  |
|   |   | Active Directory Enrollment Policy  |   | *  |
|   |   | Configured by you   |   | Add New  |
|   |   |   |   |  |
|   |   |   |   | Next Cancel  |
|   |   |   |   |  |
| 6 | The 'Request Ce   | rtificates' screen will app   | ear.  |  |
|   | Select the 'NYCH  | HC-User-User' option a  | nd then click the 'Enrol  | l' button  |
|   |   |   |   | i batton.  |
|   |   |   |   |  |
|   |   |   |   | – 🗆 X  |
|   |   |   |   |  |
|   |   | Certificate Enrollment  |   |  |
|   |   | Certificate Enrollment Request Certificates   |   |  |
|   |   | Certificate Enrollment<br>Request Certificates<br>You can request the following types of cert<br>Enroll.  | ficates. Select the certificates you want to re   | equest, and then click   |
|   |   | Certificate Enrollment Request Certificates You can request the following types of cert Enroll. Active Directory Enrollment Policy  | ficates. Select the certificates you want to re   | equest, and then click   |
|   |   | Certificate Enrollment Request Certificates You can request the following types of cert Enroll. Active Directory Enrollment Policy NYCHHC Code Signing 3 Years  | ficates. Select the certificates you want to re   | equest, and then click   |
|   |   | Certificate Enrollment Request Certificates You can request the following types of cert Enroll.  Active Directory Enrollment Policy NYCHHC Code Signing 3 Years NYCHHC-User-User  | ficates. Select the certificates you want to re   | equest, and then click Details * Details *   |
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If you require further assistance please call EITS at 1-877-934-8442. 🖀 certmgr - [Certificates - Current User\Personal\Certificates] File Action View Help 🗢 🔿 🙍 🛅 📋 🐼 🖛 🗇 Certificates - Current User Issued To Issued By Ex Personal accettum corp-CRPVMS1CRTIS01-CA 5/ Certificates > 📔 Trusted Root Certification Aut > 📔 Enterprise Trust > 📔 Intermediate Certification Aut > Contractive Directory User Object Trusted Publishers > 📔 Untrusted Certificates > 1 Third-Party Root Certification > Invited People Client Authentication Issuers > 🧮 Other People > Cocal NonRemovable Certification > Contraction Market Ma Market Ma Market Ma Market Market Market Market Market Market Market Mark Certificate Enrollment Reques > Smart Card Trusted Roots < > < Personal store contains 1 certificate.