In this document, you will find a series of typical questions and answers an Approver may have about NYU myTime.

For step by step directions on how to use NYU myTime, please view the online training FIN 225 in **iLearn** or the **Approver Quick Steps** posted at **nyu.edu/mytime**. **If you have additional questions, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).**

About NYU myTime

1. **What is NYU myTime?**
    NYU myTime is a University-wide, web-based timekeeping system that provides you with real time online access to track your time worked and time off.

2. **How do my employees use NYU myTime?**
    Hourly employees use myTime to record time worked. All employees, except faculty, use the system to track time off balances and to make time off requests.

Access to NYU myTime

1. **How do I access NYU myTime?**
    - Log into the Work page on NYUHome (**home.nyu.edu/work**) Scroll down and locate the NYU myTime login box.
    - Click the log in link. You are now logged in to NYU myTime and will see the dashboard.

2. **What are the system requirements for myTime?**
    The minimal system requirements include:
    - Internet Explorer 11.0 or higher
    - Chrome
    - Firefox

3. **How do employees who do not have computers use myTime?**
    Employees will be provided access to log in and make time off requests at their work location. If you are unsure of where they can access a computer, please check with your HR Officer.

Recording Time

1. **Must all employees record time in and time out with NYU myTime?**
    All hourly employees, such as clerical and technical employees, must record their time in and time out each day. Most Administrators and Researchers are exempt employees and do not need to record their time in or out. If you are unsure about the status of an employee, please reach out to your HR Officer.

2. **How will employees in my department record their time?**
    Hourly employees will record their clock in and clock out times using one of the following methods: WebClock, an ID Card Reader or the Hand Recognition Terminal. Please check with your HR Officer if you are unsure as to what method your employees should be using.

3. **I have employees in multiple locations, how do I keep track of their time?**
    As an Approver you have the ability to view your employees' time sheets in myTime. You can also run time sheet reports for the employees you manage.

4. **What keeps my employees from clocking each other in and out?**
    Employees use personal information, such as their NetID/password or ID card, to clock in and out and that information should not be shared with other employees. If you are concerned that an employee is clocking in and out for someone else, please contact your HR Officer. NYU myTime audits all activity in the system so your HR Officer can help you investigate the issue.

5. **What is the grace period?**
    There is a grace period for clerical/technical and service staff when clocking in and out each day. For clerical/technical staff, the Grace

Period is 5 minutes before and after the scheduled start time, as well as 5 minutes before and after the scheduled end time. If the employee clocks in/out before or after the grace period, then the employee's pay calculation will be based on the actual clocked time. For Local 1 employees, the grace period is 15 minutes before and 3 minutes after the scheduled start time and 10 minutes after the scheduled end time.

6. **Can you provide an example of how the grace period works?**
    Suppose an employee's schedule is 9:00am-5:00pm. The employee can clock in any time from 8:55am through 9:05am, and the pay calculation will be based on a 9:00am start time. However, if the employee clocks in before the grace period, at 8:54am, then the pay calculation will be based on an 8:54am start time. If the employees clocks out any time after 5:00pm, then overtime may apply.

7. **What are attendance points? Why are they important?**
    The Attendance Bank is a tool to help you manage the time worked for your employees and is only viewable by Approvers and HR Officers. Every occurrence of Late In or Early Out of 1 minute or more will add 1 point to the Attendance Bank. We suggest that you review the bank to determine if an employee displays any patterns of late clock in or early clock out time. For Local 1 employees every occurrence of Late In or Early Out of 2 minutes or more will add 1 point to the Attendance Bank.

Approver Role

1. **How will I know if I have been assigned as a Time Sheet or Time Off Approver?**
    Your HR Officer will notify you if you have been identified as a myTime approver. As a Time Sheet Approver, you will receive automatic email notifications prior to deadlines for approving time sheets. As a Time Off Approver, you will receive automatic email notifications each time one of your employees submits a time off request.

2. **Why have I been assigned an Approver role?**
    You have been identified as an Approver if you regularly approve other employees' time sheets and/or time off requests.

3. **What is the difference between a Time Off and a Time Sheet Approver?**
    A Time Off Approver is an NYU employee or Faculty member who is responsible for viewing time off and approving / rejecting requests. A Time Sheet Approver is an NYU employee or Faculty member who is responsible for approving time sheets for hourly employees.

4. **Does the person who approves an employee's time sheet need to be the same person who approves the employee's time off?**
    Although many employees have only one person assigned as their Time Sheet Approver and Time Off Approver, these roles can be filled by two different employees or Faculty members.

5. **Can there be more than one Time Sheet Approver?**
    There is one, primary Time Sheet Approver and one Time Off Approver for each employee. If you are going to be out of the office you can delegate your Approval responsibilities to another myTime Approver.

6. **Why have I been assigned as an Approver for employees that I do not manage?**
    If you have any questions about whether you are appropriately designated as the Approver for certain employees, please contact your HR Officer.

Delegating Approver Responsibilities

1. **If I am out of the office, how will my employees' time sheets get approved?**
    You have two options:

a) You do not have to be in the office to approve time sheets. You can approve a time sheet from anywhere that you can log in to myTime.

b) You can delegate your approver responsibilities to an alternate approver. Just click on the Manage My Delegations link on the NYU myTime dashboard and you will be taken to the page where you can set up a temporary delegation. It is a good idea to alert the alternate Approver if you will be absent from work when time sheet approvals will be due.

2. **Do delegated Approvers receive emails notifying them that time sheets are pending approval?**
   When you delegate your Approver role, the alternate Approver receives an email notifying him/her about the delegation. The alternate Approver will also receive the automatic email reminders when time sheet approvals are due.

Approving Time Sheets

1. **Must I approve time sheets for all employees?**
   Hourly paid employees must record their time in and out and you must approve their time sheets. Exempt employees do not clock in and out. Because of this, you do not need to approve any time sheets for this group.

2. **When is the timeframe for Approvers to approve time sheets?**
   Approvers should approve time sheets no later than 5pm on the Monday following the end of the pay period. You will receive an email reminder prompting you when time sheets are due.
   Do Not Approve time sheets before the pay period ends. Time sheets will become locked, preventing punches/entry.

3. **How do I know there are time sheets that require an approval?**
   All Time Sheet Approvers will receive automatic email reminders prior to the approval deadline.

4. **Do I need to review each employee's time sheet individually?**

It is best for you to review each employee's time sheet to verify the hours are correct and confirm there is no missing work time. This will help increase the accuracy of employee's pay checks. It will also help you identify and address any issues with employees who are working hours beyond their regular schedule without prior approval.

5. **What happens if I miss the submission deadline?**
   Should you miss the submittal deadline, please review the time sheet information and submit any corrections (if necessary) during the next pay period.

6. **Can an employee see if I make an adjustment to their time?**
   If you save any changes to your employees' time sheets, they will receive an email indicating that their time sheets were updated. There will also be a message with the same information on the Exceptions tab that appears below the time sheet in myTime.

7. **Can I approve time sheets for future pay periods?**
   No, you cannot approve time for future pay periods. The system only allows you to approve time sheets for the current pay period and two pay periods prior.

8. **Is there a feature in NYU myTime for mass approval?**
   Yes, after reviewing the time sheets you can select Approve All to mass approve the time sheets.

9. **Can I remove my approval from approved time sheets?**
   Yes, from your Approve Time Sheets page select your group and click the Approve button for the appropriate employee(s) then click Save Approvals.

Editing Time Sheets

1. **What should I do if my employees forget to clock in or clock out?**
   As an Approver, you can enter the missing clock in or clock out time manually in the time sheet.

2. **Do I have to put holiday hours on my employees' time sheets?**
   No, you do not need to enter holiday hours since University holidays are pre-built into the system. However you should update holiday time if your hourly paid employees work on a holiday and take an alternate day as their holiday.

3. **Do I have to add sick time to an employee's time sheet?**
   For hourly employees, you must add their sick time to their time sheet. For exempt employees, you can add their sick time to their time sheets or you can ask them to put in a time off request for sick time once they return.

4. **What happens if I encounter an error on a time sheet?**
   If there is an error on a time sheet it will be noted by a yellow or red pushpin, accompanied by a message on the Exceptions tab that appears below the time sheet. If you encounter an error, or a suspected error, contact the employee to identify whether a correction is needed and make any appropriate changes to the time sheet.

5. **I have hourly employees that only work sporadically when they are needed for projects, so they may not work any hours at all during a certain pay period. How do I handle such a situation?**
   If no time sheet is submitted for a period, they will not get paid for that period. The employee should complete a time sheet for the pay periods when he/she does work.

6. **Can an Approver go back and look at time sheets from previous periods?**
   Yes, your employees can view previous time sheets and you can go back to the beginning of the appointment you are the approver for.

7. **Can I change a time sheet after it is approved?**
   You can amend an approved time sheet for up to two prior pay periods. To do this, click the My Employees' Time link on the dashboard and navigate to the appropriate pay period. Make the necessary changes in the time sheet and save the time sheet.

Payroll will pick up the amended time sheet in the pay period.

Time-Off Requests

1. **Will I be notified when an employee makes a time off request?**
   Yes, you will receive an email, to your NYU Home account, with the employee's request. Once you take action on the request (i.e. approve or reject it), the employee will receive an email.

2. **When an employee's time off request is approved or rejected, does the employee get an email?**
   Yes. The employee receives an email to his/her NYU email.

3. **If an employee does not cancel a time off request but shows up for work, can I edit the time sheet?**
   Yes, as an Approver, you can manually make an adjustment to remove the time off. The employee can also cancel the time off request prior to the date requested.

Reports

1. **What kind of reports can I run?**
   To see a list of reports that you can view, click the View Reports link on the myTime dashboard.