In this document, you will find typical questions and answers about NYU myTime. If you need step by step directions on how to use NYU myTime, please review the Quick Steps to NYU myTime 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. What do I do in NYU myTime?
   You should use NYU myTime to track your time, review your balances and request paid time off.

3. Must I record time in and time out with NYU myTime?
   Most Administrators and Researchers are exempt employees and do not need to record their time in or out. If you are unsure about your status, please see your HR Officer or supervisor.

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. Can we access myTime outside of NYU?
   Yes. However you should clock in/out from your work location.

4. Why does my log in page keep timing out?
   NYU myTime will automatically log you out after 15 minutes of inactivity. If this happens, close your browser window and login to myTime again through NYU Home.

5. How will employees who do not sit at a computer use NYU myTime?
   Employees will be provided access at their work location. If you do not work at a computer, check with your manager to determine where you will be able to access NYU myTime.

Time Sheet and Time Off Approvers

1. What is a Time Sheet Approver? Why do I have one?
   Your Time Sheet Approver is an NYU employee or Faculty member who will verify that your time sheet is correct and approve your time sheet before it is forwarded to Payroll for processing. This person may be your supervisor or someone designated as the Approver.

2. What is a Time Off Approver? Why do I have one?
   Your Time Off Approver is an NYU employee or Faculty member who is responsible for viewing your time off and approving / rejecting your requests. This person may be your supervisor or someone designated as the Approver.

3. How can I determine who my Approvers are?
   Approvers are listed on the myTime time sheet. Log in to myTime and click on the link “My Time” to view your time sheet. Your Approver(s) is listed in the upper right hand section of the time sheet.
Recording Work Time

1. Must I record my time in and time out?
   All non-exempt employees, including Clerical and Technical employees, must record their work time by clocking in and out each day.

2. Why don’t Administrators record their time in and out each day?
   Administrators are exempt employees whose work is defined as exempt from the overtime pay provision of the FLSA. They are paid a salary and are not eligible for overtime pay. As a result, they do not clock in and out each day.

3. How will I record my time in and out at NYU?
   Most Clerical and Technical employees will record their time in and out of work using WebClock. Some may use a Hand Recognition Terminal or ID Card Reader. If you are unsure of which method to use, please see your Supervisor or HR Officer.

4. What should I do if I clock in or out at the wrong time?
   If you clock in or out at the wrong time, inform your supervisor and he/she will make the appropriate modifications on your time sheet.

5. What should I do if I forget to clock in or out?
   If you forget to clock in or out, inform your supervisor and he/she will make the modifications on your time sheet.

6. If I arrive early, can I clock in?
   You should clock in when you are ready to start working. If you arrive early but are not yet going to start work, then you should clock in once you are ready to begin work.

7. If my computer, hand recognition terminal or ID card reader does not work properly, how will I record my time in or out?
   If you are unable to clock in or out, note the time you worked and contact your supervisor immediately. Your supervisor can update your time sheet to indicate your work time.

8. If I am working out in the field (such as at an event) how will my in and out times be recorded?
   Speak with your supervisor and he or she will make the appropriate adjustments to your time sheet.

Reviewing and Submitting Time Sheets

1. Do I need to review / submit my time sheet each pay period?
   Although you do not need to submit your time sheet, we do encourage you to check your time sheet periodically to ensure that it is accurate.

2. When will time sheets be submitted?
   Time Sheet Approvers will review and approve time sheets on the Monday after the end of each pay period. Approvers should approve time sheets no later than 5pm on Mondays.

3. Can I see if my Approver makes an adjustment to my time sheet?
   If your Approver makes any adjustments to your time sheet, you will receive an email that states that new information has been saved. You will also see a message on the Exceptions tab of the time sheet informing you that the time sheet was saved by another user.

4. How will my overtime show up in my time sheet?
   You can view any overtime hours worked on the Results tab of your time sheet.

Time-Off Requests

1. How quickly will my request be reviewed by my Time-Off Approver?
   Talk to your supervisor or HR Officer to determine your department’s policies regarding the time allowed for Approvers to review time off requests.

2. If an employee does not cancel a time off request but shows up
for work, can the Approver edit the time sheet?
Yes, the Approver can manually adjust the employee’s time sheet to remove the time off. The employee can also cancel the time off request prior to the date requested.

3. What happens if someone works on a holiday? How is that handled in My Time?
Please refer to your Collective Bargaining Agreement at http://www.nyu.edu/content/dam/nyu/hr/documents/union contracts/local.pdf to understand the options that are available to you.

4. Can I request a day off that uses half vacation time and half personal time?
An employee can request time off in half day increments and indicate half the day as personal time and half the day as vacation time. To do this, you must first add the dates in for your request and then click on the plus (+) sign when adding details for the date range. This will allow you to add other pay codes for your requested date.

5. What if I need time off other than vacation, such as in the case of jury duty or bereavement, yet I am uncertain of how many days I will need? How should I make this request?
In situations such as these, it is best to contact your Approver to discuss the situation and the Approver will be able to make the necessary changes to your time sheet.

6. If I need to be placed on leave (FMLA), would I need to do anything differently now that we have myTime?
Federal FMLA Policy and Procedures can be found here.

Approver Details

1. What is a Time-Off Approver? Why do I have one?
Your Time-Off Approver is an NYU employee or Faculty member who is responsible for viewing your time off and approving / rejecting your requests. This person may be your supervisor or someone designated as the Approver. All employees, other than student and casual employees, will have a Time-Off Approver.

2. How can I determine who my Approver is?
Your Approver is listed on the myTime time sheet. Log in to myTime and click on My Time on the dashboard. Your Approver(s) will be listed in the upper right hand section of the time sheet.

3. Why is my supervisor not my Approver?
Your Human Resources Officer worked with department heads to identify the best Approvers for each individual based on the departmental needs.

Notifications from myTime

1. Am I notified when my time sheet is approved by my Approver?
Yes, an email will be sent to your NYU email address.

2. Is my Approver notified when I make a time off request?
Yes, your Approver receives an email with your request. Once your Approver takes action on the request (i.e. approves or rejects it), you will receive an email.

3. Will I be notified if my time sheet is modified by my Approver?
You will be notified automatically by email whenever any changes are saved. Additionally, there will be an exception message in myTime indicating that another user has made changes to your time sheet.

4. When an employee’s time off request is approved or denied, do they get a message in their inbox?
Yes. All emails from myTime will be sent to the employee’s NYU email.