This guide will walk you through the simple steps you will need to log in to myTime, understand the myTime dashboard, record work time, view your time off balances and request time off. **If you have additional questions, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).**

### Logging In
1. Log into myTime from the Work page on NYUHome ([home.nyu.edu/work](http://home.nyu.edu/work))
2. You are now logged in and will be taken to the myTime dashboard.

### Navigating the Dashboard
On your myTime dashboard, you will see the following options:
- **My Time** – click to view your time sheet, schedule, time off balances and projected gross pay.
- **My Time Off** – click to submit a request for vacation, personal, sick, days or other types of paid time off.
- **View Reports** – click to run time sheet and time off reports.

### Step 1: Recording Your Work Hours
As a Non-Exempt Administrator or Researcher you will record your time manually in the time sheet.
1. Select **My Time** in the Time Entry area of your dashboard to navigate to your time sheet.
2. Locate to the date on which you want to enter time worked.
3. In the first row on that date, enter the time you started work.
4. In the second row on that date, enter the time you finished work.
5. Click **Save** at the top of the screen. Then click **Log Out**.

### Step 2: Submitting your Time Sheet
1. Select **My Time** in the Time Entry area of your dashboard to navigate to your time sheet.
2. Click **Submit** at the top of the screen.
3. Check the box to indicate that time recorded is true and reflects actual hours worked. Click **Submit Time Sheet** and click **Log Out**.

### Viewing Your Time sheet and Schedule
1. Click **My Time** in the Time Entry area of your dashboard to navigate to your time sheet. On the time sheet, you will see:
   a. Worked time which represents your in and out time
   b. Approved time off
   c. Exceptions displayed by red pushpin icons. If you see a **red exception** you must contact your Time Sheet Approver to address the exception.
2. Click the **Schedule** tab on the time sheet page to when you are scheduled to work and the duration of your scheduled lunch break.

### Viewing Your Time Off Balances
1. Select **My Time** in the Time Entry area of your dashboard to navigate to your time sheet.
2. Go to the bottom of this page and click on **Time Off Balance** to see:
   a. **Vacation** – This bank displays the total vacation hours available, accrued, and used during the pay period. The total reflected includes any carry over within policy limits that will be added on September 1st each year.
   b. **Personal Time** – This displays available personal hours.
   c. **Sick** – This displays available, accrued, and used sick hours within the pay period.

### Requesting Time Off
1. Click **My Time Off** in the Schedules area of your dashboard.
2. Select **Create New Request**.
3. Select the Pay Code such as Vacation, Personal, etc.
4. Enter the Start and End Dates for the time off. If you are requesting one day off then enter the same date in the Start Date and End Date fields. Click **Next**.
5. Review the request and write comments to manager, if necessary. Then click **Submit** to send the request to your Time Off Approver.