



This guide walks you through the steps to review, approve and edit your employees' time sheets. This guide also shows you how to review and approve time off requests, delegate your approver responsibilities and edit employees' time for early dismissal. **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)
2. You are now logged in and will be taken to the myTime dashboard.

Reviewing & Approving Time Sheets

1. After the end of each pay period, log in to NYU myTime.
Do Not Approve Time Sheets before the pay period ends. Time sheets will become locked, preventing punches/entry.
2. Select Approve Time Sheets in the Time Entry area of the dashboard.
3. Select your Assignment group.
4. The Approvals screen displays with the current pay period at the top.
5. The Exceptions column indicates whether or not the time sheet requires your review.
 - **No** – there are no issues; the time sheet is ready for approval.
 - **Yes with no color** – the time sheet was saved by someone other than the employee and is ready for approval.
 - **Yellow Yes** – the time sheet requires your review and may require further action.
 - Click in the row with the yellow exception to review that employee's time sheet.
 - Review the time sheet and decide whether any action is required.

- **Red Yes** – there is an error on the time sheet that **must** be corrected before the time sheet can be approved or processed by Payroll.
 - Click in the row with the red exception to review that employee's time sheet.
 - Find and correct the error and click **Save**.

6. To approve all time sheets:
 - Click **Approve All**.
 - You will get a pop-up message reminding you to save your approvals to make them permanent.
 - Click **OK**.
 - Click **Save Approvals**.
7. To approve an individual time sheet:
 - Find the row with the employee's name.
 - Click the **Approve** button in that row.
 - Click **Save Approvals**.
8. To remove an approval on a time sheet(s):
 - Find the row with the employee(s) name.
 - Click the **Approve** button in the appropriate row(s) to remove the green check mark.
 - Click **Save Approvals**.

Reviewing & Approving Time Off Requests

You will receive an email when an employee has submitted a time off request. To review the request, log in to NYU myTime.

1. Select **My Employees' Time Off Requests** from the Schedules area of the dashboard.
2. In the Pending Requests section click on the request you would like to review. The Request Summary section will list the dates, pay code and hours requested.
3. After reviewing the request you can either select **Approve Request** or **Reject Request**.
4. The employee will receive email notification of the status of the



request.

Editing Time Sheets

1. Log in to NYU myTime.
2. Select **My Employees' Time** from the Time Entry area of the dashboard.
3. Select the pay period.
4. Select your Assignment group.
5. Select the employee whose time sheet you need to edit.
 - **To Add Sick Time**
 - In the appropriate week on the time sheet, click on the "+" sign to add a new row.
 - In the Pay Code column, select the Sick pay code.
 - Enter in the hours on the appropriate day.
 - Click Save.
 - **To Edit Time Worked**
 - Find the time that needs to be changed.
 - Enter in the appropriate time. Click Save.

Delegating Approver Responsibilities

When you will be away from work you may want to delegate your time sheet and/or time off Approver responsibilities to another Approver. To do this, log in to NYU myTime.

1. Select **Manage My Delegations** from the Settings area of the dashboard.
2. Select **Delegate Authority**.
3. In the Search Criteria window, click **Search**.
4. Select the role(s) you want to delegate.
5. Enter the dates to begin and end the delegation.
6. If you want to allow this person to delegate to another person, check the **Allow Re-delegation** checkbox.
7. Click **Next**.
8. Enter the delegate's last name or click **Search** for a list of options.
9. Select the appropriate person and click **Select**.

10. An email will be sent to the delegate indicating that you have delegated your Approver responsibilities to that person.

Editing Time Sheets for Employee Groups for Early Dismissal

The day before all NYU Holidays, most NYU employees are given a one hour early dismissal. This time must be reflected on employee time sheets or employees will not be paid for that hour.

1. To edit a group of time sheets, log in to NYU myTime.
2. Select **Edit Time by Group** in the Time Entry area of the dashboard.
3. In the **Assignment Group** drop down box, select your employees (YOUR NAME Employees (##)).
4. Click on the **column heading** for the day on which you want to enter the holiday early dismissal time.
5. At the top of the screen, in the Group Entry box, click **Add**.
6. On the next screen, select **Holiday Early Dismissal** from the dropdown menu in the pay code column.
7. In the Hours column **type in 1** for the one hour being applied.
8. Employees are grouped by object code. Repeat steps 6 and 7 to make the adjustment for all hourly paid employees.
9. Click **Save and Return**.

Assigning Schedules

1. Log in and select **Assign Schedules** from the Schedules area of the dashboard.
2. Select **Assign Schedule Templates**.
3. From the menu on the left, select the **date** you would like this change to take effect.
4. From the Assignments menu choose the assignment group.
5. To change the schedule for the entire group, click the checkbox at the top left of the table. For an individual, click the checkbox next to the employee's name.
6. Select the schedule from the Schedule Template Dropdown menu.
7. Enter the effective date. The new schedule will take effect for all pay periods after the date you enter.