This guide will walk you through the steps 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)
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.
- **Go to WebClock** – click this only if you need to record your time in with WebClock
- **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.

Recording Your Work Hours
Employees will record time with WebClock, Hand Recognition Terminal, ID Card Reader, or submit timesheets manually. Please check with your supervisor or Human Resources Officer if you are unsure as to which method you are expected to use.

Using WebClock
1. Click on **Go to WebClock**.
2. To **clock in**, click the In button. You will receive a “Swipe Recorded Successfully” message. If your swipe is not recorded you will see a red ERROR message. Click **Log Out**. NYU myTime will automatically record your time on your time sheet.
3. To **clock out**, click the Out button. Then click **Logout**.

Using the Hand Recognition Terminal
To **clock in**:
1. Immediately before you’re scheduled to start work, go to the Hand Recognition Terminal you have been instructed to use.
2. Press **Punch In**.
3. Enter the **8 digits of your NYU ID** (without the N) and press **Enter**.
4. Place your right hand, palm side down, in the terminal.

To **clock out**:
1. At the end of your scheduled work day, go to the Hand Recognition Terminal that you have been instructed to use.
2. Press the **Punch Out** key.
3. Enter the **8 digits of your NYU ID** and press **Enter**.
4. Place your right hand, palm side down, in the terminal. You will receive a confirmation message. The times you clock in and out will be recorded on your myTime time sheet.

Using the ID Card
To **clock in**:
1. Immediately before you are scheduled to start work, go to the ID Card Reader that you have been instructed to use.
2. Press the **F1 key**. Swipe your NYU ID card downward.

To **clock out**:
1. At the end of your scheduled work period, go to the ID Card Reader that you have been instructed to use.
2. Press the **F5 key**. Swipe your ID card.
3. The times you swipe in and out will be automatically recorded on your time sheet.

Recording Hours Manually
1. Click **myTime** in the Time Entry area of your dashboard to navigate to your time sheet.
2. Locate the date on which you want to enter time worked.
3. In the first row on that date, enter the time you started working.
4. In the second row on that date, enter the time you finished working.
5. Click Save at the top of the screen. Then click Log Out.

**To submit your timesheet:**
1. Click myTime 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 accurately reflects actual hours worked.
4. Click the Submit Time Sheet button. Then 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 adjust this.
2. Clicking the schedule tab on the time sheet page will allow you to see the times you are scheduled to work and your lunch time.

**Viewing Your Time Off Balances**
1. Click 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. Under Time Off Balance, you will see:
   a. Vacation – This bank displays the total vacation hours available at the beginning and end of the pay period.
   b. Vacation Carryover – This bank will be credited on September 1st and will reflect the amount of hours carried over from the prior academic year.
   c. Personal – This displays available personal hours.
   d. Sick – This displays the activity within the pay period. Review your collective bargaining agreement for details on the accruals of these banks.

**Requesting Time Off**
1. Select My Time in the Schedules area of your dashboard.
2. Select Create New Request.
3. Select the Pay Code such as Vacation, Personal, etc.
4. Enter Start Date. Enter last date for vacation in End Date. If you are requesting one day off then enter the same date in the Start Date and End Date fields. Click Next. Review balances or exceptions on the next sheet, write a comment to manager. Click Submit.
5. Your request will be sent to your Time Off Approver.