

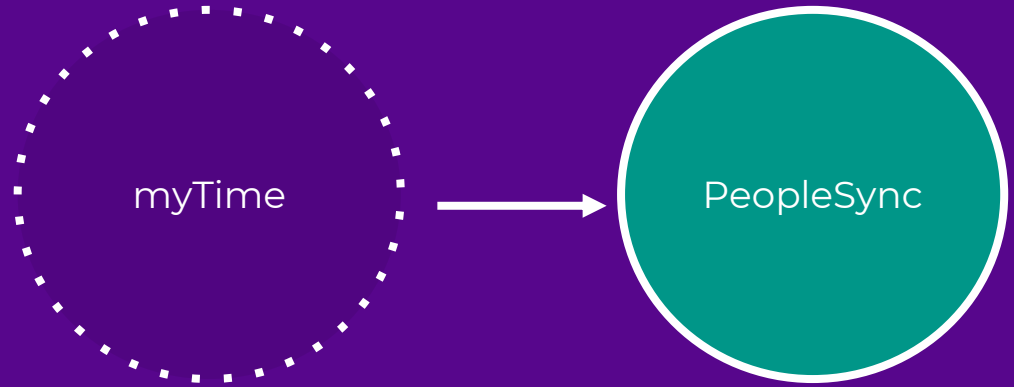
# PEOPLESYNC

YOUR NEW SYSTEM  
FOR TIME TRACKING &  
ABSENCE MANAGEMENT

**IN EARLY 2020, NYU WILL BEGIN  
USING **PEOPLESYNC** FOR TIME  
TRACKING AND ABSENCE  
MANAGEMENT**

WHAT IS  
CHANGING?

NEW SYSTEM



NEW DEVICES



# WHY ARE WE MAKING THIS CHANGE?



One less system



User-friendly interface



Access via mobile app



**PEOPLESYNC  
TIME TRACKING &  
ABSENCE  
MANAGEMENT  
DEMO**

# PEOPLESYNC HOMEPAGE

The screenshot displays the Peoplesync homepage interface. At the top left, there is a 'W' logo and a search bar. The top right corner contains notification, mail, and user profile icons. The main header features a large background image of a university campus with a prominent stone archway. Below the header, a white banner displays the text 'Welcome, James' and a settings gear icon. The main content area is divided into two primary sections. On the left, an 'Inbox' tile shows '0 items' and a large cloud icon with a 'Go to Inbox' button at the bottom. On the right, an 'Applications' tile shows '6 items' and contains several functional icons: 'Pay', 'Personal Information', 'NYU Quicklinks', 'Favorites', 'Time and Absence', 'Absence', and 'Time'. The 'Time and Absence', 'Absence', and 'Time' icons are highlighted with an orange border.

**W** Search

Welcome, James

**Inbox**  
0 items

Go to Inbox

**Applications**  
6 items

Pay Personal Information NYU Quicklinks Favorites

Time and Absence Absence Time

# TIME TRACKING

The screenshot shows the Workday Time Tracking interface. At the top left is the Workday logo (a 'W' with a rainbow arc) and a search bar with a magnifying glass icon and the text 'Search'. At the top right are three icons: a notification bell with a red '3', an envelope, and a cloud. Below the top bar is a blue header with a back arrow icon and the word 'Time'. The main content area is divided into three sections: 'Enter Time' with three buttons labeled 'This Week (0 Hours)', 'Last Week (0 Hours)', and 'Select Week'; 'View' with four buttons labeled 'My Schedule', 'My Time Off', 'Time Off Balance', and 'Time Clock History'; and 'Time Clock' with two buttons labeled 'Check In' and 'Check Out'. At the bottom center is the Workday logo and the copyright notice '© 2019 Workday, Inc. All rights reserved.'

# ENTERING TIME: TIME CLOCK

The screenshot displays a mobile application interface for time tracking. At the top, the user is identified as 'Employee, Local 3882'. The main screen is titled 'Time' and features a 'Check In' button. A modal window titled 'Check In' is open, prompting the user to enter work details. The modal contains the following fields:

- Worker:** Employee, Local 3882
- Date:** 07/16/2019
- Time:** 09:01 AM
- Time Zone:** GMT-05:00 Eastern Time (New York)
- Time Type:** In/Out Time (selected from a dropdown menu)
- Position:** 5089980 Administrative Aide I (selected from a dropdown menu)
- Details:** A text input field for a comment.

At the bottom of the modal, there are two buttons: 'OK' (highlighted in orange) and 'Cancel'.



# ENTERING TIME: TIME COLLECTION DEVICES



All existing devices will be replaced with new time collection devices.

**Note:** Fingerprints are NOT captured or stored on the clocks. The technology translates the geometry into a code used for identification.



# SUBMITTING TIME

Enter Time

Employee, Local 3882 [Actions](#)



| Total     | Regular   | Overtime | Time Off |
|-----------|-----------|----------|----------|
| 39.983333 | 23.393333 | 5.55     | 7        |

Today < > Jul 15 - 21, 2019

View Week

| Mon 7/15<br>Hours: 8                  | Tue 7/16<br>Hours: 8.483333   | Wed 7/17<br>Hours: 8.066667   | Thu 7/18<br>Hours: 9  | Fri 7/19<br>Hours: 7   | Sat 7/20<br>Hours: 0 | Sun 7/21<br>Hours: 0                              |
|---------------------------------------|---|---|---|--|----------------------|---|
| <b>Meal Break</b><br>-1<br>✓ Approved | <b>Grace Period In</b><br>0.02<br>✓ Approved  | <b>Meal Break</b><br>-1<br>⊙ Not Submitted  | <b>Meal Break</b><br>-1<br>⊙ Not Submitted  | <b>Pay date</b><br>06/24/2019 - 07/07/2019   | -1                   | <b>Time Period End</b><br>07/08/2019 - 07/21/2019 |
|                                       | <b>Meal Break</b><br>-1<br>✓ Approved   | <b>Grace Period Out</b><br>-0.03<br>⊙ Not Submitted   |   | <b>Vacation</b><br>7 Hours<br>Submitted  |                      |   |
|                                       |   | <b>Grace Period In</b><br>-0.03<br>⊙ Not Submitted  |   |  |                      |   |
| 7 AM                                  |   |   |   |  |                      |   |
| 8 AM                                  |   |   |   |  |                      |   |
| 9 AM                                  | <b>In/Out Time</b><br>9:00am - 5:00pm<br>8 Hours: 5089980 Administrative Aide I<br>✓ Approved | <b>In/Out Time</b><br>9:01am - 5:30pm<br>8.483333 Hours: 5089980 Administrative Aide I<br>⊙ Not Submitted | <b>In/Out Time</b><br>8:58am - 5:02pm<br>8.066667 Hours: 5089980 Administrative Aide I<br>⊙ Not Submitted | <b>In/Out Time</b><br>9:00am - 6:00pm<br>9 Hours: 5089980 Administrative Aide I<br>⊙ Not Submitted |                      |   |
| 10 AM                                 |   |   |   |  |                      |   |
| 11 AM                                 |   |   |   |  |                      |   |
| 12 PM                                 |   |   |   |  |                      |   |



Approvers can also enter and submit time on behalf of their employees

Submit Enter Time

# IMPROVING TIME



Search



## ← Time and Absence

### Timesheet and Time Off Requests Awaiting My Action

| Business Process Event | Subject                              | Business Process Type | Days Awaiting Approval |
|------------------------|--------------------------------------|-----------------------|------------------------|
| 🔍                      | <a href="#">Employee, Local 3882</a> | Request Time Off      | 0                      |
| 🔍                      | <a href="#">Employee, Local 3882</a> | Enter Time            | 0                      |

[View More ...](#)

### My Team's Upcoming Time Off - NYU Copy

| Time Off Date | Day of the Week | Worker                               | Employee ID | Time Off/Absence Table              | Time Of |
|---------------|-----------------|--------------------------------------|-------------|-------------------------------------|---------|
| 07/30/2019    | Tuesday         | <a href="#">Employee, Local 3882</a> | N10037631   | 1NYU - Clerical - Vacation Time Off | Vacatio |

[View More ...](#)

### Unmatched Time Clock Events for Managers/Approvers (h...



[View More ...](#)

### Worker Check In Status for Managers/Approvers

| Worker                               | Check-in Status |
|--------------------------------------|-----------------|
| <a href="#">Employee, Local 3882</a> | 🚫 Checked Out   |

[View More ...](#)

### 📅 Time Tracking Tasks

**Review Time**

[My Team's Schedule](#)

[Enter Time for Worker](#)

[Test Time Exceptions for a Period](#)

### 📅 Time Off Tasks

[Team Absence Calendar](#)

[Time Off & Leave Calendar](#)

[Enter Absence](#)

[Correct Absence](#)

### 📄 Reports

[Time by Calculation Tag \(Specific Pay Code Report\)](#)

[Unmatched Time Clock Events for Managers/Approvers \(hcm rep\)](#)

[Time Block Audit](#)

[More \(2\)](#)

# APPROVING TIME

W Search

Review Time

With Hours to Approve 0 With Unsubmitted Hours 1

Jul 8 - 21, 2019

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 15 items

| <input type="checkbox"/> | Worker Name            | Position   | Hours to Approve | Unsubmitted Hours | Approved Hours | Breakdown |           |           |                | Scheduled Weekly Hours |
|--------------------------|------------------------|--|------------------|-------------------|----------------|-----------|-----------|-----------|----------------|------------------------|
|                          |                        |  |                  |                   |                | Total     | Regular   | Overtime  | Exception Time |                        |
| <input type="checkbox"/> | Employee, Local 3882   | 5089980 Administrative Aide I                            | 72.983333        | 0                 | 0              | 70.983333 | 62.433333 | 10.55     | 7              | 35                     |
| <input type="checkbox"/> | Employee, Local 3882 2 | 1002080 Administrative Aide II                           | 78.966667        | 0                 | 0              | 68.966667 | 67        | 11.966667 | 0              | 35                     |
| <input type="checkbox"/> | Employee, Local 3882 3 | 1003733 Administrative Aide II                           | 0                | 70                | 0              | 60        | 70        | 0         | 0              | 35                     |
| <input type="checkbox"/> | Employee, Student 2    | 5212132 Office Assistant - Admissions - Summer 18 (+)    | 0                | 0                 | 0              | 0         | 0         | 0         | 0              | 20                     |
| <input type="checkbox"/> | Employee, Student 2    | 5223517 Office Assistant - GPS Admissions - AY 18-19 (+) | 0                | 0                 | 0              | 0         | 0         | 0         | 0              | 10                     |

Approve

# ABSENCE MANAGEMENT



Search



## ← Absence



### Request

Request Absence

Correct My Absence

### View

My Absence

Absence Balance

### Available Balance as of Today

Does not include future absence requests

|                           |
|---------------------------|
| 14 Hours - Personal Time  |
| 217 Hours - Sick Employee |
| 280 Hours - Vacation      |



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System Status: Your implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update, starting on Friday, July 19, 2019 at 6:00 p.m. PDT (GMT -7) until Saturday, July 20, 2019 at 6:00 a.m. PDT (GMT -7). Daily Implementation tenant Maintenance is performed at 2:00 a.m., 10:00 a.m., and 6:00 p.m. PDT (GMT -7) Sunday through Thursday, at 2:00 a.m. and 10:00 a.m. PDT (GMT -7) on Friday, and at 10:00 a.m. PDT (GMT -7) on Saturday.

# REQUESTING ABSENCE

## Absence Calendar

Employee, Local 3882 [Activity](#)

Click and drag on the calendar or select date range.

Select Date Range

View Teams

### Balances

Balance as of

Per Plan

Personal Time  
14 Hours

Sick Employee  
168 Hours

Vacation  
304.75 Hours

Today < > August 2019

| Sunday | Monday | Tuesday          | Wednesday | Thursday | Friday               | Saturday |
|--------|--------|------------------|-----------|----------|----------------------|----------|
| 28     | 29     | 30<br>✓ Vacation | 31        | 1        | 2                    | 3        |
| 4      | 5      | 6                | 7         | 8        | 9<br>✓ Personal Time | 10       |
| 11     | 12     | 13               | 14        | 15       | 16                   | 17       |
| 18     | 19     | 20               | 21        | 22       | 23                   | 24       |
| 25     | 26     | 27               | 28        | 29       | 30                   | 31       |

Click or Click & Drag to select

Request absence

# APPROVING ABSENCE

W Search

Inbox

Actions (2) Archive

Viewing: All Sort By: Newest

Absence Request: Employee, Local 3882  
1 hour(s) ago - Due 07/17/2019, Effective 08/23/2019

Absence Request: Employee, Local 3882  
3 hour(s) ago - Due 07/17/2019, Effective 08/09/2019

### Review Absence Request: Employee, Local 3882

1 hour(s) ago - Due 07/17/2019, Effective 08/23/2019

**For** Employee, Local 3882

**Overall Process** Absence Request: Employee, Local 3882

**Overall Status** In Progress

**Due Date** 07/17/2019

#### Details to Review

**First Day of Time Off** 08/23/2019

**Last Day of Time Off** 08/27/2019

**Total** 17.5 hours - Vacation

#### Request Details 3 items

| Date       | Day of the Week | Type     | Requested | Unit of Time |
|------------|-----------------|----------|-----------|--------------|
| 08/23/2019 | Friday          | Vacation | 7         | Hours        |
| 08/26/2019 | Monday          | Vacation | 7         | Hours        |
| 08/27/2019 | Tuesday         | Vacation | 3.5       | Hours        |

[View Balances](#)

> [Previous Time Off Requests](#)

[Approve](#) [Send Back](#) [Add Approvers](#) ...

**THANK YOU!**

Training will be available  
online in the future

**FOR MORE INFORMATION**

Visit [nyu.edu/timeandabsence](https://nyu.edu/timeandabsence)

**PEOPLESYNC  
TIME &  
ABSENCE**

**ARRIVING  
EARLY 2020**