Overview of NYU myTime
What is NYU myTime?
NYU myTime is an NYU-wide, web-based timekeeping system that provides you with a system for tracking time worked.

Why do I need to use it?
As an NYU student worker, you will use myTime to record time in and out each workday. It also provides you with real-time, online access to your timesheets and your work study balances. NYU myTime replaces the paper timesheets or other systems you currently use to enter your time worked as an NYU student worker.

I have more questions, how can I get help?
NYU’s Payroll Service Center is available to answer any questions about using NYU myTime. Contact the Payroll Service Center by phone at 3-TIME (212-443-8463) or by email at AskPayroll@nyu.edu.

How do I get paid?
Step 1: Every work day, record the time you begin and finish working using the method specified by your supervisor. Timekeeping methods include: the WebClock, a Hand Recognition Terminal, an ID card reader, or manual time entry.

Step 2: At the end of each pay period, you must submit your timesheet. Your supervisor will then approve it and it will be sent to Payroll for processing. To determine the submission date, you can speak to your supervisor or view the bi-weekly pay schedule at www.nyu.edu/financial.services/cdv/pdf/Payroll_Biweekly_Sched10-11.pdf

Step 1: Recording Your Work Hours
Remember to clock in and out each time you leave your work location. (i.e. when you go to lunch or leave for an afternoon class)

Using WebClock
2. Go to the Work tab and click on the NYU myTime Login button. You will be taken to the NYU myTime dashboard.
3. Click on Go to WebClock.
4. 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 Logout. NYU myTime will automatically record your time on your timesheet.
5. To clock out, click the Out button. Then click Logout.

Using the Hand Recognition Terminal
To clock in:
1. Immediately before you are scheduled to start work, go to the Hand Recognition Terminal that you have been instructed to use.
2. Press the Punch In key.
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 (without the N) 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 timesheet.
Using the ID Card Reader

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.
3. Swipe your NYU ID card (shown in the image below).

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.
3. Swipe your ID card.
   The times you swipe in and out will be automatically recorded on your time sheet.

Manually Record Hours in your Time Sheet

2. Go to the Work tab and click on the NYU myTime Login button. You will be taken to the myTime dashboard.
3. Click the myTime link to navigate to your time sheet.
4. Locate the date on which you want to enter time worked.
5. In the first row on that date, enter the time you started working.
6. In the second row on that date, enter the time you finished working.
7. If you worked multiple times in the same day, click the “+” sign to add a new Worked row and enter the additional times you started and finished work that day.
8. Click Save at the top of the screen. Then logout.

Step 2: Submitting your Time Sheet

2. Go to the Work tab and click on the NYU myTime Login button. You will be taken to the myTime dashboard.
3. Click the myTime link to navigate to your time sheet.
4. Check the box to indicate that time recorded is true and accurately reflects actual hours worked.
5. Click the Submit Time Sheet button. Then logout.
6. If you need to update your time sheet after you have submitted it, click the Recall button.
7. After updating, it must be submitted again.

Viewing Work Study Balances

2. Go to the Work tab and click on the NYU myTime Login button. You will be taken to the myTime dashboard.
3. Click the myTime link to navigate to your time sheet.
4. Click the Work Study tab at the bottom of the screen.
5. The bank displays the following information:
   a. Initial Balance – displays the beginning balance as of the selected pay period.
   b. Credits – indicates the amount of work study dollars used for the pay period
   c. Debits – indicates money going in to your bank
   d. Ending Balance – is the Initial Balance + credits + debits
6. If you have questions about your Work Study balance please speak to your supervisor.