NYU PeopleSync: Student Employee FAQs

How and where do I record my hours?
Log into PeopleSync from NYUHome by selecting the PeopleSync card. Once in PeopleSync, click on the Time application. This is where you will access either the Time Clock or the Time Calendar to manually enter your time. Your manager or approver will advise you on which method to use. When entering time, ensure you are selecting the correct position for the hours you are entering.

I work remotely for my campus job. Can I clock in from my cell phone?
Your manager will advise if you are allowed to use a phone to clock in or out. The Workday mobile app allows you to access some of the most common PeopleSync functions from your phone. You can download the Workday mobile app from the Apple App Store or Google Play Store.

I work as a tutor for America Reads and in the past, we recorded our hours differently than other students. Will I now record my hours the same way as other student employees?
No, America Reads tutors will follow the same process used today.

How do I find out my sick time balance?
You can find out your sick time balance by logging into PeopleSync from NYUHome and selecting the PeopleSync card. Once in PeopleSync, click on the Absence application to see your sick time balance as of that day.

How do I request time off (vacation/sick)?
You can request time off by logging into PeopleSync from NYUHome and selecting the PeopleSync card. Once in PeopleSync, click on the Absence application and you will see Request Absence. Select day(s) from the calendar that appears and then submit your request. When requesting time off, ensure you are selecting the correct position for which you are scheduling time off.

I am a graduate student employee in the Local 2110 union. Do I get paid for holidays? If yes, how do I record these hours for the holiday?
Yes, if you are scheduled to work that day the holiday hours will automatically populate in your timesheet.

I am a student employee (not in the Local 2110 union). Do I get paid for holidays? If yes, how do I record these hours for the holiday?
No, non-union student employees do not get paid for holidays.
Where can I find more info and training?
Visit nyu.edu/timeandabsence for the student overview video, training guides, FAQs, and iLearn videos.

Who can I contact with questions?
Contact your manager who approves your time or reach out to PeopleLink at askpeoplelink@nyu.edu or 212-992-5465 with any questions.