NYU PeopleSync Time and Absence: FAQs for HROs

In this document, you will find common questions and answers about NYU PeopleSync Time and Absence. If you need step-by-step directions, you can visit the NYU PeopleSync Time and Absence page for additional training resources. If you have additional questions, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

About NYU PeopleSync Time and Absence

Q: What are the things HROs can and cannot do?

A: HROs can do everything an approver or manager can do except for approving time unless they have a delegation set up. Additionally, HROs have access to certain time off codes that managers and approvers do not, such as a “Vacation Agreement”.

Q: Why are timesheets showing decimals instead of rounding up to the whole number?

A: If a timesheet displays time recorded with decimals, e.g., 34.999, the payroll engine will always round up, e.g., 35.00, and the employee will be paid for 35 hours. This fix is only for 3882 employees. The fix for Local 1 employees is in progress.

Q: Why are people being notified to approve a timesheet that they have already approved?

A: As the Time and Absence project team corrects system calculations within a timesheet, the system flags the timesheet again to be approved. We have adjusted the timing of these fixes to help avoid this happening again.

Q: Why can't Local 3882 employees request sick time in 15 minute increments?

A: Local 3882 employees' sick time has been modified to permit requests in 15 minute increments.