

# NYU PeopleSync: Getting Started for Time and Absence

## Glossary of Time and Absence Terms

**Absence:** Refers to any time off for an employee including Sick, Vacation, and Personal time-off requests.

**Balance Period:** The period of time, such as current period, over which PeopleSync calculates the balance. Multiple pay periods may exist within a balance period.

**Delegation:** Allows an approver of a business process, such as a Timesheet Approver or a Time Off Approver, the ability to permit another user to review and approve on their behalf. Typically, this is done for short periods of time and can be assigned for particular business processes identified by the approver. An entire inbox can be delegated to another individual during a leave or vacation.

**Off Cycle:** A type of on-demand payment made outside of an employee's scheduled pay cycle.

**Quantity per Day:** This field is designed to capture the number of "hours" an employee would take time off. For example, an employee who works 7 hour days will enter "7" for a full day and "3.5" for a half day.

**Supervisory Organization:** The Supervisory Organization is PeopleSync's primary structure to organize and track workers across an organization, by grouping employees into a management hierarchy. Employees with common attributes are grouped together, such as full-time faculty hired into the full-time faculty supervisory org, while adjuncts are hired into the adjunct supervisory org.

**Time Block:** A time block carries information about a portion of time, such as the number of hours worked or in/out times. These may also be referred to as "time entries". See time block details that follow.

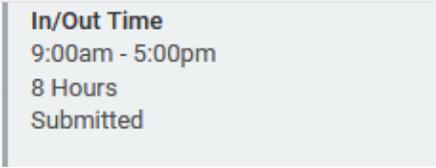
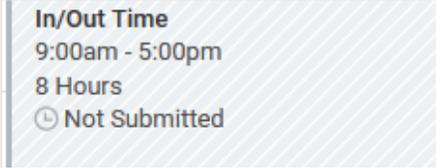
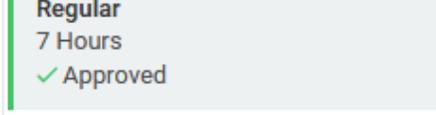
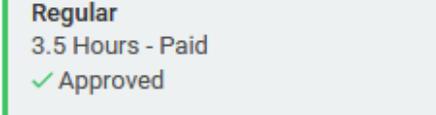
**Time Clock Event:** A time clock event describes an employee's actions, such as a check-in or check out, on the time clock or a clock device. PeopleSync matches time clock events to form time blocks, which some workers can edit and submit.

**Time Tracking:** Refers to time worked for an employee.

**Application Icon:** An icon found on the homepage of PeopleSync. They provide easy access to tasks and information used on a regular basis.

**Time Blocks**

A time block is a segmented slot on the calendar that displays information about your clock data. The following chart helps to illustrate what each time block represents:

Status	Description	Image
Submitted	Time block has been submitted to the Time Approver	 <p>In/Out Time 9:00am - 5:00pm 8 Hours Submitted</p>
Not Submitted	Time block has been created but not submitted to Time Approver	 <p>In/Out Time 9:00am - 5:00pm 8 Hours ⌚ Not Submitted</p>
Needs Attention	Time block will need attention; usually displayed in cases of unmatched time. Could cause a missed payment unless resolved.	 <p>Incomplete Time Block 10:23am ⚠ Needs Attention</p>
Approved	Time block has been approved by Time Approver	 <p>Regular 7 Hours ✓ Approved</p>
Paid	Time block has been approved and worked time has been paid out	 <p>Regular 3.5 Hours - Paid ✓ Approved</p>