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Approvers Guide for Time and Absence Overview

This user guide is a comprehensive training for staff who function as [Time Approvers for Time and Absence in PeopleSync](#). This resource serves as a reference guide to understand the functionality you will use to approve time worked and absence requests.

Tips for Searching for Employees

Many of the Time and Absence tasks you will be acting on start with searching for an employee or your team or other employee groups. Below, you will find some brief search tips. Additional navigation and search options can be viewed in the [iLearn Approver Training](#).

How to Search for an Employee

In the **Workers** search field, you can enter or search by Name, NetID, or N number.

Searching for a List of Employees

Commonly used search options include:

- **MyTeam:** A manager's team members.
- **Employees by Organization:** Approvers will find their people as TSA - Timesheet Approver.

Managing Employee Time in PeopleSync

In this section, we review the main responsibilities of individuals who approve time. This includes entering, viewing, correcting, submitting, and approving time on behalf of the employees you supervise or manage.

How to Enter Time for an Employee on the Timesheet

When you enter time on behalf of an employee, you can also submit and approve the time in one transaction. The instructions that follow also include steps for:

- Entering multiple time blocks for clocking in and out in circumstances where employee meal breaks are not already incorporated into the schedule and the employee clocks in and out for meals.
- If you support student employees, time is recorded for each position they are working.

Steps:

1. Click the **Time and Absence** application icon from the PeopleSync homepage.
2. Go to **Time Tracking Tasks** from the column on the right.
3. Click on **Enter Time for Worker**.
4. Enter the Employee name in the **Worker** field or select from the drop-down options.
5. Click **Enter**.
6. Click on the Employee name from the available options.
7. Enter a date in the **Date** field. It automatically defaults to the current day.
8. Click the **OK** button.
9. Click on the day you wish to enter time, from the weekly calendar section of the page. Enter the following details for the **Enter Time**.
10. **Time Type** defaults to **In/Out Time** or select another as needed. You will only see eligible time types by position.
11. Enter **In** time for when the employee started.
12. Enter the **Out** time.
13. In the **Out Reason** field, **Out** will default.
14. Hours are calculated based on In and Out time entered.
Note: The **Position** field is only available for Student Workers.
15. Select **Position** from the drop-down list, if appropriate.
 - o Note: If entering time for a student employee be sure to validate the position. By default, PeopleSync loads the primary position which is often the pool position. Scroll to the bottom of the list for the most current positions. See additional instructions below if the employee has multiple positions.
16. Click the **OK** button. This saves the changes to the timesheet. Notice that the meal break has been calculated in the top section, if applicable.
17. Click the **Review** button, if you wish to submit the time on the employee's behalf.
18. Review the timesheet
19. Click the **Submit** button.

Note: The employee will receive a notification when time is submitted on their behalf.

Alternative Navigation Steps for Entering Time

When editing an employee's time, you have a number of options available from the **Enter Time** button on the bottom right of the Enter Time page. You can **Enter Time**, **Enter Time by Type** or **Quick Add**.

Steps:

1. Click on **Enter Time** at the bottom right of the page.
2. Select **Enter Time**.
3. Enter the **In** time for when the employee started work.
4. Enter the **Out** time for when the employee ended work.
5. In the **Out Reason**, select **Out**.
6. Select **Position** from the drop-down list.
7. Click the plus sign to **add comments** if relevant.
8. **Time Type** defaults to In/Out Time or select another as needed.
 - a. Note: To add a second Time Block click on the plus sign at the top right of the page under **In/Out Times** and follow the previous steps.
9. Click the **OK** button.
10. Click the **Review** button, if you also want to submit on the employee's behalf.
11. Review the timesheet.
12. Click the **Submit** button.

Managing Time for Employees

How to Submit Time on Behalf of Employee

Employees who don't use clock devices and instead enter their time manually are encouraged to review the time they have entered and submit their timesheet in PeopleSync before the end of the pay period.

An employee can submit multiple times. Submitting does not “lock” the timesheet. If an employee does not submit their timesheet, they are still paid for the time entered. A mass submission of timesheets takes place prior to the end of the pay period.

You may need to submit time on behalf of an employee in the following scenarios:

- If an employee has entered time after the submission deadline and has not submitted the time.
- If an employee has not clocked in or out or entered time for the time period but did in fact work.

Steps:

1. Click on the **Time and Absence** application icon from the PeopleSync homepage.
2. Go to **Time Tracking Tasks** from the column on the right.
3. Click on **Enter Time for Worker**.
4. Enter the Employee name in the **Worker** field.
5. Click **Enter**.
6. Click the **OK** button.
7. Click the time entry you want to submit.
8. Click the **Review** button, to submit time on behalf of the employee.
9. Review the timesheet.
10. Click the **Submit** button.
11. Review the timesheet. Note any time submitted by an approver is automatically approved in the same transaction. Time is automatically submitted for all entries in the pay period.

Note: Employee will receive notification that time is submitted and approved.

Note: On the Enter Time page, Time Blocks are segmented slots on the calendar that display information about time. The calendar displays time in two halves on the page; the first half of the page displays any automatically-applied meal breaks, vacation, sick, and holiday hours as applicable to the employee type. The bottom half displays the worked time that has been entered in time blocks.

How to Correct or Delete Time on Behalf of Employee

Steps:

1. Click on the **Time and Absence** application icon from the PeopleSync homepage.
2. Go to **Time Tracking Tasks** from the column on the right.
3. Click on **Enter Time for Worker**.
4. Enter the Employee name in the **Worker** field.
5. Click **Enter**.
6. Click the **OK** button.
7. Click on the time entry you want to correct.
8. In the **Enter Time** box select one of the following:
 - To Edit: correct the entry as necessary and click the **OK** button.
 - To Delete: click **Delete** to erase the entire time block and click the **OK** button.
9. Click the **Review** button, to submit time on behalf of the employee.
10. Review the timesheet.
11. Click the **Submit** button.

How to Approve Time for Employees

There are two ways to approve time; either from your inbox to approve individually, or if you are approving time for multiple workers, you can use the review time task.

Steps:

1. Click the **Time and Absence** application icon from the PeopleSync homepage.
2. Go to the **Time Tracking Tasks** column on the right.
3. Click on **Review Time**.
4. **Date** field defaults to the current day. To approve a different day or pay period, change the date as needed.
5. **Review my direct reports only field** is checked by default for approvers who are also managers. Managers who leave this field checked will get a list of their direct reports. If approving for non-direct reports, uncheck and proceed with the next step.
6. In the **Workers** field click on the search icon and select based on your role:
 - If acting as a TimeSheet Approver, select **Employee by Organization** and select your name followed by **TSA**.
 - If acting as a Manager and approving for non-direct reports, select **Employee by Organization** and **TSA** with your name.
7. Select employees from the list by adding a checkmark next to those employees you wish to **select**:
 - To select some, but not all employees, simply click each worker you want to include.
 - To select all items in a multi-select prompt list, use Ctrl+A and Enter on the

keyboard for a PC, or Command+A and Enter on a Mac to highlight all.

8. **Show** can be used to filter the employee list by the following:
 - **All Workers:** All employees regardless of whether they have approved, submitted or unsubmitted hours.
 - **Workers with Hours to Approve:** Only employees who have submitted their hours and approval is pending.
 - **Workers with Unsubmitted Hours:** Employees with unsubmitted time. Use this option to reach out to employees with a request to submit their time as appropriate.
9. **Period Schedule:** Select the appropriate period schedule if you are prompted for entry, else you can leave blank.
 - Note: You must select the period schedule for the population you are submitting time for such as USA Weekly, USA Biweekly (includes hourly students), USA SM Employee, USA SM Student, USA Monthly, (SM is used for semi-monthly).
10. Click the **OK** button.
11. **Review Time** confirmation page provides details on employee's **Unsubmitted Hours, Hours to Approve** and **Approved Hours**.
12. Click on an Employee Name in the Worker Name field to view additional details.
13. To approve, place a check in the box next to the individual names or click the checkmark at the top of the chart to select all.
14. Click the **Approve** button.
15. To review details on the Review Time page, click the drop-down arrow next to **Time Not Approved** or **Time Approved**.
 - Note: You can print or export to Excel via the icons above the chart.

Tips for the Review Time Page

On the Review Time page, you can view more details. Here are some navigation tips.

- Use the Previous Period and Next Period buttons to navigate between periods.
- Yellow flags draw attention to employees with unsubmitted hours or no entered hours.
- You can click an employee's name to drill down to employee-specific time data. Drill down to check for missing time blocks, meal breaks and time off requests.
- Use the arrows at the right corner of the chart to navigate between employees.

Approve Timesheet Using Inbox

The following process outlines the step for how to approve time from your inbox.

Steps:

1. Go to your **Inbox** on the PeopleSync homepage.
2. Click on the Time Entry item you want to act on.
3. Review the submitted time in the **Time Entry Approval** section on the right.
 - Select **Entries to Approve** for more details if needed.
 - For Employee details, click on Position highlighted in blue.
 - For Time Entry details, click the magnifying glass in the **details** column.
4. Click on **Approve, Send Back, Deny or Close** as appropriate. For each of these actions, the employee will receive a notification.
 - **Approve:** Approves the timesheet.
 - **Send Back:** Sends back the submitted time entry to the employee with a comment on the corrections required.
 - Note: The **Send Back** option should only be used for Student Workers and non-exempt Administrators and Researchers as they can edit their timesheets.
 - For all other employee groups, you will need to correct the timesheet on behalf of the employee.
 - If the employee does not respond to the send back request, the time will still be paid whether or not the corrections are made by the payroll deadline.
 - **Deny:** Does not approve the submitted time and the item is deleted. We don't recommend using this option.
 - **Close:** Skips the task and leaves the item unapproved in the inbox.
5. Review details on the confirmation pop-up.
6. Repeat the process if you have other entries in your inbox.

My Team's Reported Time

Provides a view into your team's reported time including approved and unapproved timesheets.

Steps:

1. Click on **Time and Absence** icon on your PeopleSync homepage.
2. Go to **Time Tracking Tasks** column on the right.
3. Click on **My Team's Reported Time**.
4. Enter a **Start Date**. Defaults to two weeks. Update as appropriate for the period you would like to review.
5. Enter an **End Date**. An end date is required.
6. **Show Overtime Only**. Click the checkbox to view overtime only. Leave it unchecked to view all reported time.
7. Click the **OK** button.
8. Review the report details.

Employee Details include **Worker, Employee ID, Position, Supervisory Organization**.

Reported Date. The date the employee has entered time.

Calculation Tag (Pay Code). Indicates which paycode was used.

Quantity (Hours). The number of hours/quantity that has been taken for that day in the time period.

Status. Approved, Submitted or Not Submitted.

Payroll Status for Calculated Time Block. Field indicates if the entry has been pulled into payroll. This is helpful if an employee wants to know if their time is being processed for payroll.

Time Tracking Reports

This section references key processes/reports related to time tracking. Details for running these reports can be found in the Time and Absence Reports for Approvers guide..

Reports that should be run on a regular basis to ensure accuracy of time submission are:.

- Time Exceptions Report for Approvers
- Unmatched Time Clock Event Report
- Unapproved Federal Work Study Time Charged to Department

Time Exceptions Report for Manager/Approver

This report identifies any potential issues on timesheets submitted and any critical errors that will prevent time from being submitted and disrupt employee pay. This report should be run prior to approving timesheets for the week, and before the approval deadline.

Unapproved Federal Work Study Time Charged to Department

The purpose of this report is to ensure Federal Work Study funds are appropriately charged. The Unapproved Federal Work Study Time Charged to Department report identifies individual entries to correct to ensure funds are appropriately applied to Federal Work Study costing. This information in this report is used to identify and correct time entries.

Unmatched Time Clock Events Report

This report provides unmatched time events for an employee(s) who clocked in but did not clock out. A Clock In or Out on a time clock is a *time clock event* in PeopleSync, and as events are completed a *time block* is created on the employee's timesheet. Note that unmatched time clock events are included in the Time Exceptions Report.

Edit Time by Group for Early Dismissal

The day before all NYU Holidays, NYU employees are given a one-hour early dismissal. This time must be reflected on the employees' timesheets or they will lose pay for that time. If a unit cannot close early due to operational necessity, please arrange for one hour of alternate time off for the employees. Use the following steps to add this time to the timesheet for your employees.

Steps:

1. Click the **Time and Absence** application icon from the PeopleSync homepage.
2. Go to **Time Tracking Tasks** from the column on the right.
3. Click on **Mass Enter Time (for non-student workers)**.
4. Check on the name of employees that require mass time entry or click in the checkbox next to Results to select all.
5. Click the **Mass Enter Time** button at the bottom left of the page.
6. Enter **Date**.
7. Click on the search icon and click **Time Entry Codes**.
8. Select **Holiday Early Dismissal**
9. Leave the Worktag field blank.
10. Click the **Next** button.
11. Enter **Quantity** (# of hours). This is a required field.
12. Click the **Next** button.
13. Review the employee list.
14. Click the **Submit** button.

Note: The one hour Holiday Early Dismissal will be reflected on the employees' timesheets.

Managing Work Schedules

All employees have an assigned schedule in PeopleSync. When clerical/technical and service employees are hired, information about their permanent work schedule is automatically set up in PeopleSync.

- Students get a generic four hours per day schedule.
- Employees working 9 to 5 receive a seven or eight-hour schedule depending on their job type.
- If an employee has a grace period or assigned meal period it is included in their schedule and calculated by the system.

Note: If you don't see a work schedule, you need to reach out to PeopleLink for assistance or to request a new schedule.

How to View an Individual Employee or Team Work Schedule

If you need to view the work schedule for an employee or member of your team use the following steps.

Steps:

1. Access the **Time and Absence** application icon from your PeopleSync dashboard.
2. Click on **More** from the Time Tracking Tasks column on the right.
3. Click on **My Team's Schedule**.
4. **Date:** Schedule is presented based on the date in this field.
5. Enter the name of the **individual employee** in the Workers field.
 - a. Click Enter.
 - b. Click the **OK** button.
6. If searching for a **group of employees**,
 - a. Click on the search icon and select an option based on your role.
 - i. If accessing as a Timesheet Approver, click on **Employees by Organization** and **then your name followed by TSA**.
 - ii. If accessing as a Manager, click on **MyTeam**.
 - b. Select Employees from the list or all.
 - c. Click the **OK** button.
7. To view the schedule, hover over the scheduled time to view a snapshot of the schedule and click to view further details.
8. Click the **OK** button.

Note: You can also view other timeframes on the employee's schedule by using the navigation at the top left of the page to change the view by week. To change the calendar view, click on the drop-down next to **View** on the right-hand side of the page to see the schedule by **Day, Four Days** or **Week**.

How to Make a Permanent Work Schedule Change

If the business needs change and you need to change an employee's permanent work schedule, you should update the employee's work schedule. The steps for making an ad hoc schedule change follow. Note: Schedules are assigned to one employee at a time.

Steps:

1. Access the **Time and Absence** application icon from your PeopleSync homepage.
2. Click on **Assign Work Schedule** from the **Time Tracking Tasks** column on the right.
3. Enter the employee's name in the **Worker** field.
4. Click **Enter**.
5. Click on the employee's name from the available options.
6. Select **Start Date**. The day the pay period begins.
7. Select **End Date**. Leave blank. Notice that the employee's **current work schedule** appears for your review.
8. Enter a **work schedule** by name or choose from the list of schedules from the drop-down menu. See the [Work Schedule Tip Sheet](#) for details on selecting schedules.

By Group:

- o Full Time Schedules 7 hours per day.
- o Full Time Schedules 8 hours per day.
- o Full Time Schedules Other Hours: Schedules other than seven or eight hours per day.
- o Part Time Schedules:
- o Rotating Schedules Per Week: the employee may be working one schedule during week one and a different schedule week two. There is typically a repeating pattern.

Uncategorized: Schedules that don't fit into a category, for example:

- o AD - Work Schedule (Off Friday/Saturday)
- o NYUL - Works Schedule - Weekdays

All Work Schedule Calendars: List of every schedule.

9. Click the **OK** button.
10. Click on **Review Details** and **Process** to review the changes.

How to Make an Ad Hoc Schedule Change

Ad hoc refers to making a one-time change to an employee's schedule. Use this option for one-time situational changes that don't impact the employees' schedule in the next pay period.

Note: Shift differentials are tied to hours worked and the schedule assignment.

Steps:

1. Access the **Time and Absence** application icon from the PeopleSync homepage.
2. Select **My Team Schedule** from the Time Tracking Tasks column on the right.
3. Workers: Enter name or search by Employee's name, NetID, or N number.
4. Click the **OK** button.
5. View the existing schedule.
6. Select the day you wish to add or change on the schedule.
 - a. To edit: Click into the time block to view and edit scheduling details such as hours or meal breaks.
 - b. To add: Click on the **Add Event** button. Add scheduling details.
7. Click the **OK** button.
8. To view the changes, hover the scheduled time to view the schedule.
9. Make any other adjustments as needed.

How to Delete a Day(s) from the Work Schedule

Steps:

1. Access the **Time and Absence** application icon.
2. Select **My Team Schedule**.
3. Enter the Employee name in the **Worker** field.
4. Click **Enter**.
5. Click the **OK** button.
6. View the existing schedule.
7. Select the day you wish to delete.
8. Click on the scheduled time.
9. Click the **Delete** button.

How to Add a Day(s) to the Work Schedule

Steps:

1. Access the **Time and Absence** application icon.
2. Select **My Team Schedule**.
3. Enter the Employee name in the **Worker** field.
4. Click **Enter**.
5. Click the **OK** button.
6. Click the **Add Event** button at the bottom left of the page.
7. Click **Add Event**.
8. Enter the name of the employee.
9. Add the scheduling details.
10. Click the **OK** button.