NYU PeopleSync: Time Tracking for Student Employees

Time Tracking

This guide provides the steps for accessing PeopleSync, recording and submitting your work time, viewing your time off balances and requesting time off. If you have additional questions, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

How to Log In and Out

Log into PeopleSync from the Work page on NYUHome (home.nyu.edu/work) or by adding PeopleSync into the search field. You will be logged in and taken to the PeopleSync homepage.

When you have finished using PeopleSync, always be sure to log out

1. Click your name in the upper right corner of the page.
2. Click on **Sign Out.**

What is NYU PeopleSync for Time and Absence?

PeopleSync is NYU's time and absence system for tracking time worked and time off requests. Time off is referred to as Absence in PeopleSync.

Why do I need to use it?

As an NYU student employee, you will use PeopleSync to record time in and out each work day. It also provides you online access to your timesheets and time off.

How do I get paid?

STEP 1: Every work day, record the time you begin and finish working using either a Clock Device, Time Clock or Timesheet as specified by your supervisor.
STEP 2: Students who manually enter their time are encouraged to review and submit the time they have entered before the end of the pay period.
Your supervisor will then approve it and it will be sent to Payroll. Speak to your supervisor to determine the submission date. Even if you forget to submit, all the time you have entered for the pay period will be paid.

How do I find out my Federal Work Study balance?

You can contact PeopleLink to find out your Federal Work Study Balance.

How do I sign up for direct deposit?

Using PeopleSync, NYU's HR and Payroll system, you can add, remove, and update your direct deposit information. Review the following documents.

- Managing Your Payment Elections in PeopleSync
- PeopleSync for Students

Navigating Your PeopleSync Homepage

From your homepage, you will see the following application icons for managing Time and Absence depending on your role:

- **Time** – click to view and enter your timesheet, access the Time Clock, view your schedule, time off balances.
- **Pay** – Your projected gross pay is available via the **Pay** application icon.
- **Absence** – click to submit a request for vacation, personal, or sick days or other types of paid time off. You can also view your available balances.

Recording Your Work Hours

You will record your work hours using one of the following methods: Clock Device, Time Clock or Timesheet in PeopleSync. Remember to clock in and out each time you leave your work location. (i.e. when you go to lunch or leave for a class). Please check with your supervisor or Human Resources Officer if you are unsure as to which method you are expected to use.

Enter Time Using the Clock Device

Clocking In Using the Hand Recognition Device

Immediately before you're scheduled to start work, go to the Clock Devices you have been instructed to use. If you have more than one job, select the appropriate position.

Steps:

1. Press **Punch In**.
2. Enter the 8 digits of your NYU ID (without the N) and press **Enter**.
3. Place your right hand, palm side down, in the terminal.

Note: If you have multiple jobs you will need to record time to the position you are working when you clock in. When you first access the time clock, the default job is selected (which is the position with the lowest ID number). To record time to a different job, select the appropriate position before clicking the "Punch In" button.

Clocking Out Using the Hand Recognition Device

At the end of your scheduled work day, go to the Clock Device that you have been instructed to use.

Steps:

1. Press the **Punch Out** key.
2. Enter the 8 digits of your NYU ID and press **Enter**.
3. Place your right hand, palm side down. You will receive a confirmation message. The times you clock in and out will be automatically recorded on your PeopleSync time sheet.

Clocking in and Out using the ID Card Reader

To clock in:

1. Press the **F1** key.
2. Swipe your NYU ID card downward.

To clock out:

1. Press the **F5** key.
2. Swipe your ID card.

The times you swipe in and out will be automatically recorded on your PeopleSync time sheet.

Enter Time Using Time Clock to Check In and Check Out

Checking In

You will use this option to check in at the exact time you start work.

Steps:

1. Go to NYU Home and enter PeopleSync.
2. Click on the **Time** application icon on your PeopleSync homepage to open the **Time** dashboard.
3. Click **Check In** from the **Time Clock** box.
4. **Time Type** defaults to **In/OutTime**.
5. Select **Position** if you have more than one job in the university.
    - Note: Change the default position to the position you are entering time for. Hint: more current positions are at the end of the list.
6. Click the **OK** button once data is verified.
7. View the success message.
8. Click the **Done** button to return to the **Time** dashboard.
9. The Time Clock displays the time you clocked in.
   Note: You can click on **Enter Time** and **This Week** to see the time entry on your timesheet.

Checking Out

You will use this option to clock out the exact time you ended work. These steps should also be followed if you are required to clock in and out for a meal or other break.

Steps:

1. Click on the **Time** application icon on the PeopleSync homepage to open the **Time** dashboard.
2. Click **Check Out** on the **Time Clock** to open the check out window.
3. Click the **OK** button.
4. View success message.
5. Click the **Done** button to return to the **Time** dashboard.
6. Note: The **Time Clock** displays the time you clocked out.

Enter Time Using the Timesheet

You will use this option if you record your time worked on a timesheet.

Steps:

1. Click on the **Time** application icon from your PeopleSync homepage to open the **Time** dashboard.
2. Go to **Enter Time** at the left of your page.
3. Click on **This Week**, **Last Week** or **Select Week** for the time you are entering.
4. Select **This Week** to review time entered throughout the week.
5. Click the day to enter your time.
6. Complete the required fields (*) in the Enter Time box.
7. For **Time Type** use the default as **In/Out Time**. You only see eligible time types by position.
8. Enter your start time in the **In** field.
9. Enter your **Out** time for when you ended your shift or took a break if applicable.
10. Ensure that **Out** is selected for the out reason.
11. Select **Position** if you have more than one job at the university. You may need to change the default position to the position you are entering time for. Hint: Current positions are at the end of the list.
12. Click the **OK** button.

Entering Time for Multiple Positions

If you have multiple positions, you will need to enter your time for each position. Your total hours update and display at the right side of the page.

Submitting Time for Approval

Employees who manually enter their time are encouraged to review and submit the time they have entered before the end of the pay period. If you forget to submit, all the time you have entered for the pay period will be paid.

Steps:

1. Click on the **Time** application icon from your PeopleSync homepage to open the Time dashboard.
2. Go to **Enter Time** at the left of your page.
3. Click on **This Week** or Select the week in the pay period.
4. On **Enter Time** page review your weekly totals at the upper right-hand corner.
5. Click the **Review** button at the bottom right of the page.
6. Review and confirm that the time recorded on the Submit Time page is true and accurately reflects actual hours worked.
7. Click the **Submit** button.

8. Note that your time has been successfully submitted and that your approver is notified.

Note: If you do not have a review button on this page it is due to a time entry error (for example, mismatched time clock in) that must be cleared before you submit your timesheet. You will not be able to submit your timesheet unless you correct the error on your timesheet. If presented, click on the Red Error message to determine what needs to be corrected.

Correcting Your Timesheet

You may be required to correct your timesheet for circumstances such as selecting a wrong position or if you receive an email from your approver requesting changes to your timesheet. After correcting, you should re-submit your timesheet. When you submit a change, it goes to the approver for review and approval.

Enter or Correcting Time for a Previous Period

You can add, delete or change all time types (Approved, Submitted, Not Submitted and Denied) in a current and previous pay period.

Steps:

1. Click on the **Time** application icon from your PeopleSync homepage.
2. Go to **Enter Time** at the left of your page.
3. Click on **This Week** or **Select week** to navigate to the desired week.
4. Review the details.
5. Click the time entry to correct.
6. In the **Enter Time** box, select one of the following:
    - If Editing: make corrections as necessary and click **OK**.
    - If Deleting: Click **Delete** to remove the time entry and click **OK**.
    - Click the **Done** button.

Clearing an Entry for the Week

Steps:

1. Click on the **Time** application icon to open the **Time** dashboard.
2. Click on **This Week** from the Enter My Time column.
3. Click on the drop-down on the **Actions** button at top right of the calendar.
4. Select Clear.
5. Enter a checkmark into the **Confirm** field to clear time blocks per message on page.

How to View Your Time Entries

Use the following steps to view your time entries in PeopleSync.

Steps:

1. Access your PeopleSync homepage.
2. Click on the **Time** application icon.
3. Click on **Select Week** in the **Enter Time** column.
4. Enter the **Date** of the time entry you wish to view.
5. Click the **OK** button.
6. The calendar will open. In the top left are arrows to navigate to different weeks in the calendar. In the top right are real-time calculations for the total reported hours for the week you are viewing.

How to View Your Work Schedule

Steps:

1. Click on the **Time** application icon from your PeopleSync homepage to open the Time dashboard.
2. Click on **My Schedule.**
3. Verify information on your Work Schedule. You can view the days and times you are scheduled to work and the duration of your scheduled meal break if applicable to your position.
4. Click the drop-down arrow next to View at top right of the page to change your view to Day, Week or Month.