NYU PeopleSync: Time Tracking for Clerical and Technical Employees

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.**

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

Employees will record time with the Clock Device or in PeopleSync via the Time Clock. 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 Clock Device

Immediately before you're scheduled to start work, go to the Clock Device you have been instructed to use.

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. To record time to a different job, select the appropriate position before clicking the "Punch In" button.

Clocking Out Using Clock 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

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

You will use this option to check in at the exact time you start work and should clock in/out only from your work location.

Checking In

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.

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 top right of your 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 and a date picker to navigate to different weeks in the calendar. IOn the 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.

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.
9. Click the **Done** button.

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.

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