NYU PeopleSync: Time Tracking for Non-Exempt Administrators & Researchers

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

As a non-Exempt Administrator or Researcher you will record your time via the timesheet.

Enter Time Using the 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**.
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.

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 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 **Enter Time** button at bottom right of the page.
4. Select Clear.
5. Enter a checkmark into the **Confirm** field to clear time blocks per message on 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.
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.

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. To 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.