What is NYU myTime?

NYU myTime is NYU's web-based timekeeping system that provides you with a system for tracking time worked.

Why do I need to use it?

As an NYU student worker, you will use myTime to record time in and out each work day. It also provides you with real-time, online access to your time sheets.

I have more questions; how can I get help?

PeopleLink, NYU's HR and Payroll service center, is available from Monday-Friday 8am - 6pm to answer any questions you may have about using NYU myTime.

> **Email:** askpeoplelink@nyu.edu
> **Phone:** 212-992-5465 (LINK)

How do I get paid?

- STEP 1: **Every work day**, record the time you begin and finish working using the method (WebClock, Hand Recognition Terminal, ID card reader, or manual time entry) specified by your supervisor.
- STEP 2: **At the end of each pay period**, you must submit your time sheet. Your supervisor will then approve it and it will be sent to Payroll. Speak to your supervisor to determine the submission date.

How do I find out my Work Study balance?

You can contact the PeopleLink to find out your 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.

- Managing Your Payment Elections in PeopleSync
- PeopleSync for Students

Step 1: Recording Your Work Hours

You will record your work hours using one of the following methods: WebClock, Hand Recognition Terminal, ID card reader, or manual time entry. 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)

Using WebClock

1. Log into myTime from the Work page on NYUHome (**home.nyu.edu/work**)
2. Select Go to WebClock from the dashboard.
3. If you have more than one job, select the appropriate assignment.
4. To **clock in**, click the *In* button. To **clock out**, click the *Out* button.
5. You will receive a "Swipe Recorded Successfully" message. If your swipe is not recorded you will see a red ERROR message. Click Log Out. NYU myTime will automatically record your time on your time sheet.

Using the ID Card Reader

To clock in:

1. Immediately before you are scheduled to start work, go to the ID Card Reader that you have been instructed to use.
2. Press the F1 key.
3. Swipe your NYU ID card (shown in the image below).
4. If you have more than one job, select the appropriate assignment.

To clock out:

1. At the end of your scheduled work period, go to the ID Card Reader that you have been instructed to use.
2. Press the F5 key.
3. Swipe your ID card.
4. If you have more than one job, select the appropriate assignment.

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

Using the Hand Recognition Terminal

To clock in:

1. Immediately before you are scheduled to start work, go to the Hand Recognition Terminal that you have been instructed to use.
2. Press the **Punch In** key.
3. Enter the 8 digits of your NYU ID (without the N) and press Enter.
4. Place your right hand, palm side down, in the terminal.
5. If you have more than one job, use the arrow keys to the left of the key pad to find the correct job. Hit enter when the appropriate job is highlighted. (see image below)

To clock out:

1. At the end of your work day, go to the Hand Recognition Terminal that you have been instructed to use.
2. Press the **Punch Out** key.
3. Enter the 8 digits of your NYU ID (without the N) and press Enter.
4. Place your right hand, palm side down, in the terminal.
5. If you have more than one job, use the arrow keys to the left of the key pad to find the correct job. Hit enter when the appropriate job is highlighted.
   You will receive a confirmation message. The times you clock in and out will be recorded on your myTime time sheet.
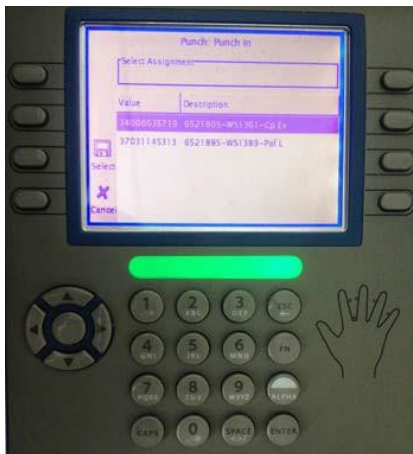
Manually Record Hours in your Time Sheet

1. Log into myTime from the Work page on NYUHome (home.nyu.edu/work)
2. Select **My Time** in the Time Entry area of your dashboard to navigate to your time sheet.
3. Locate the date on which you want to enter time worked.
4. In the first row, on that date, enter the time you started working.
5. In the second row on that date, enter the time you finished working.
6. If you worked multiple times in the same day, click the "+" sign to add a new Worked row and enter the additional times you started and finished work that day.
7. Click Save at the top of the screen. Then click Log Out.

Step 2: Submitting your Time Sheet

1. Log into myTime from the Work page on NYUHome (home.nyu.edu/work)
2. Select **My Time** in the Time Entry area of your dashboard to navigate to your time sheet.
3. Click **Submit** at the top of the screen.
4. Check the box to indicate that time recorded is true and accurately reflects actual hours worked. Click **Submit Time Sheet**.
5. If you need to update your time sheet after submitting, click **Recall**. After updating, it must be submitted again.

Requesting Time Off

1. Select **My Time Off** in the Schedules area of your dashboard.
2. Select **Create New Request**.
3. Select the Pay Code
4. Enter the Start and End Dates for the time off. If you are requesting one day off then enter the same date in the Start Date and End Date fields. Click **Next**.
5. Review the request and write comments to manager, if necessary. Then click **Submit** to send the request to your Time Off Approver.