



The City of New York

Financial Information Services Agency

Office of Payroll Administration

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First Deputy Executive Director

TO: Agency HR/Payroll Training Contacts

FROM: FISA-OPA Training

DATE: June 22, 2026

SUBJECT: CityTime Class Schedule

Please login to NYCAPS HRB to waitlist your employees to the appropriate CityTime training session.

<u>Class Name</u>	<u>Class Date & Time</u>	<u>NYCAPS Course Code</u>	<u>NYCAPS Session Nbr.</u>
CityTime Timekeeper 1 In-Person at FISA-OPA	October 14, 2026, 9:15am to 5:00pm	11C	F260
	December 1, 2026, 9:15am to 5:00pm		F261
CityTime Timekeeper 2 In-Person at FISA-OPA	September 29, 2026, 9:15am to 5:00pm	11D	F260
	December 9, 2026, 9:15am to 5:00pm		F261
CityTime Agency Administrator In-Person at FISA-OPA	October 21, 2026, 9:15am to 5:00pm	11E	F260
	December 22, 2026, 9:15am to 5:00pm		W270

The above dates/times are subject to change without notice.

CITYTIME classes are held [In-Person at FISA-OPA](#), 5 Manhattan West, NY, NY 10001.

Trainees **must** attend a **CITYTIME** class from start to finish in order to receive a Certificate of Completion.

Please do not arrive at FISA-OPA without an e-mail from [FISATraining](#) confirming your enrollment.

CITYTIME Web page: <https://cityshare.nycnet/content/cityshare/pages/hr-payroll-systems-training/citytime>.

Accessibility & Reasonable Accommodations

If your employee requires a reasonable accommodation to attend a training, please contact the FISA-OPA Training Unit at FISA-OPATraining@fisa-opa.nyc.gov at least 7 days before the training start date.

COURSE DESCRIPTIONS

1. 11C - Timekeeper Level 1 - (7 hrs.) - **In-Person at FISA-OPA.**

This course, designed for Timekeepers, shows the basics of Timekeeping functionality in CityTime, including:

- Role and Responsibilities of a Timekeeper
- ETR Timelines
- PayCalc Friday and Timekeeper Workflow
- Basic Navigation
- Creating, Modifying, Approving & Adjusting Others' Timesheets
- Cancelling & Adjusting Approved Leave, Overtime, and Recall Request
- Correcting DCD and Web Clock punches
- Assigning a Backup Approver
- When to Lock or Unlock Timesheets
- Duration-Based schedules vs. Shift-Based schedules
- Working with Schedules
- Schedule assignments
- Schedule Overrides
- Understanding FLSA Overtime & Misc. Payments

Please note that this is a *seven (7) hour course (1 day: 9:15 am -5:00 pm)*.

Trainees **must** attend a CityTime course from start to finish in order to receive a Certificate of Completion. The Certificates of Completion will be sent via email on Friday, after completion of the course.

2. 11D - Timekeeper Level 2 - (7 hrs.) - **In-Person at FISA-OPA.**

This course, designed for Timekeepers, shows the more advanced topics of Timekeeping functionality in CityTime, including:

- Job Management
- Entering LWOP for the Anticipatory Week
- Manual Event Entry
- Labelling Timekeeping Events for Supp. Payroll
- Calendar Proration of Regular Gross Pay
- Mid-Week Changes
- Manual Leave Adjustments
- Processing 0150/0180 Transactions
- Running CityTime Reports

Please note that this is a *seven (7) hour course (1 day: 9:15 am -5:00 pm)*.

Trainees **must** attend a CityTime course from start to finish in order to receive a Certificate of Completion. The Certificates of Completion will be sent via email on Friday, after completion of the course.

3. 11E - Agency Administrator - (7 hrs.) - **In-Person at FISA-OPA.**

This course, designed for CityTime Administrators, includes the following:

- Introduction to the Agency Administrator Role
- Setting Up New Employees
- Creating a Consultant
- Working with Schedules
- Maintaining Agency Hierarchies
- Expiring Personnel
- Time Entry Methods
- Setting Up a User to Run CityTime Reports
- Labor Allocation Validation

Please note that this is a *seven (7) hour course (1 day: 9:15 am -5:00 pm)*.

Trainees **must** attend a CityTime course from start to finish in order to receive a Certificate of Completion. The Certificates of Completion will be sent via email on Friday, after completion of the course.