TO: Agency Training Contacts

FROM: FISA-OPA Training

DATE: April 3, 2023

SUBJECT: CityTime Training Schedule

NYCAPS agencies: Please log into NYCAPS HRB to waitlist your employees to attend a CityTime training session.

Non-NYCAPS agencies: Please complete and send the accompanying CityTime Training Request form via Remedy ticket (as you currently do today). If a class is full, your employees will be placed on the waitlist.

NOTE: Employees who are on our CityTime training waitlist will be enrolled to the corresponding session(s) below.

Class Name	Class Date & Time	NYCAPS Course Code	NYCAPS Course Session Nbr:
CityTime Timekeeper 1	July 11, 2023, 9:30am – 1:00pm and July 12, 2023, 9:30am – 1:00pm	11C	H230
CityTime Timekeeper 2	August 15, 2023, 9:30am – 1:00pm and August 16, 2023, 9:30am – 1:00pm	11D	H230
CityTime Agency Administrator	September 19, 2023, 9:30am – 1:00pm and September 20, 2023, 9:30am – 1:00pm	11E	H230

The above dates/times are subject to change without notice.
Attendees **must** have access to CityShare (*https://cityshare.nycnet/*) and be able to access Webex.

COURSE DESCRIPTIONS

1. Timekeeper Level 1 - (7 hrs.)

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

- Role and Responsibilities of a Timekeeper
- ETR vs. ETR Adjustments
- 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* and is divided into two (2) sessions. Each session is 3½ hours.

You **must** attend both sessions from start to finish in order to receive a Certificate of Completion. The Certificates of Completion will be sent via email after completion of the course.

2. Timekeeper Level 2 - (7 hrs.)

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
- Reprocessing Events
- Mid-Week Changes
- Manual Leave Adjustments
- Processing 0150/0180 Transactions
- Running CityTime Reports

Please note that this is a *seven (7) hour course* and is divided into two (2) sessions. Each session is 3½ hours.

You **must** attend both sessions from start to finish in order to receive a Certificate of Completion. The Certificates of Completion will be sent via email after completion of the course.

3. **Agency Administrator -** (7 hrs.)

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* and is divided into two (2) sessions. Each session is 3½ hours.

You **must** attend both sessions from start to finish in order to receive a Certificate of Completion. The Certificates of Completion will be sent via email after completion of the course.

REQUEST FOR CITYTIME TRAINING (Non-NYCAPS Agencies)

NYC FISA Payroll

Agency Name: _____

Agency Training Contact: _____ **Phone No:** _____

Agency Payroll No.: _____ **Date:** _____

PARTICIPANT'S NAME AND EMPL NUM *(Please Print or Type)*	In order to ensure a good match between participant and course, please answer the following questions.				
	11C TK1	11D TK2	11E Agency Admin	**1.** Is the employee currently a CityTime Timekeeper or Administrator?	**2.** If Yes to #1, how long has employee worked on CityTime?
1. Name: Empl Num:					
2. Name: Empl Num:					
3. Name: Empl Num:					
4. Name: Empl Num:					
5. Name: Empl Num:					

Submitted by:_____ Tel. No./Email: _____

Approved by:_____ Tel. No./Email: _____

Non-NYCAPS Agencies: Please submit the completed Request for Training form via a Remedy ticket.

We look forward to seeing your employees at CityTime Training.