



Office of General Services
Business Services Center

Timekeeper Requests

September 18, 2019

Changes to Submitting Timekeeper Requests



Changes to submitting timekeeper requests

- Effective pay period 13 (9/19/19 – 10/2/19), you will be able to enter a timekeeper request when you submit an applicable template in HCM. Just enter the request in the comments section of the template. This is a change from the previous process which required you to complete a time and attendance transaction form.
- Choose a specific timekeeper activity code to populate the comment section of the template indicating to time and attendance that a timekeeper will be activated. Also choose the timekeeper activity code associated with the transaction for that particular template.
 - After the prompt “Timekeeper” enter Employee N#, last name, first name: “Timekeeper: N12345678, Smith, Joseph”



Changes to timekeeper requests

- Submit timekeeper requests that are not part of another transaction using the time and attendance transaction request form or the BSC time and attendance transaction spreadsheet.
- Timekeeper requests are not based on information previously provided by the agency and are not automatic. If you want to add a Timekeeper, please include it in the comments section.



HCM transaction review

- The function of an activity code is to generate comments. You will be able to select multiple activity codes for a single template.
- The HCM transactions team will process timekeeper requests by using comments only.
- If both the timekeeper field and the comment field of the template populates, we will remove the information in the timekeeper field and proceed with processing.
- If the timekeeper field populates, comments must be present. If comments are not present, we will not be able to process the template and it will go back to the agency for correction.



Submitting a timekeeper request in HCM

- Select the timekeeper activity code “Timekeeper.”
- Enter the timekeeper information in the following format once the comment populates: “Timekeeper: N#, last name, first name.”
- This change will save you time since we no longer require both a template and a time and attendance transaction form or a spreadsheet to add a timekeeper role.



Submitting a Timekeeper Request in HRIS

- In the comment section, enter the timekeeper information in the following format: “N#, Last Name, First Name”
 - The comment will appear as follows: “Timekeeper: N12345678, Smith, Joseph”



Contact us

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Questions?

