



Instructions for Accessing the TouroOne Portal and Completing Your TouroOne Timesheet

Employees who have not entered their timesheet previously and who will be accessing the portal for the first time should follow the procedure outlined below—based on employee type—to access the portal and complete their timesheet. All employees must submit a timesheet each pay period in order to be paid.

If you need assistance, please contact Payroll at info.payroll@nymc.edu or Human Resources at kayla.harris@nymc.edu.

GROUP 1: Faculty, Exempt, Fellows, GRAs—Salaried full-time and part-time employees

1. Go to <https://touroone.touro.edu>
2. **Select the “Revalidate” button** and enter the following personal information: Legal First Name and Last Name / TouroOne ID number / Month and Day of Birth / Last 4 digits of SSN. (Your TouroOne ID number starts with a “T” plus 8 digits, and was distributed via letter in December.) If you do not have this information, call Human Resources at 914-594-4560 or 914-594-4463.
3. When you complete this process, you will be able to create your password and your TouroOne portal username will be displayed on your screen. In most cases your TouroOne username will follow this format: First Name_Last Name.
4. Then log in with your username and password.
5. Once you successfully log in, select the “Time Entry” tab and then in the “Time Entry” portlet (the box below the tabs), select the current pay period link to access your current timesheet.
 - **If you DID NOT take any time off for vacation, sick or personal time during the pay period**, in the Attendance Certification row (the first row of the timesheet), double click the “Enter Units” link on the first Monday of the pay period. This will open a box above the timesheet. Enter “1” in the box and select the “Save” button. **Note:** You only need to enter “1” one time during the entire time period. You *do not* need to enter it every day.
 - **If you DID take leave time during the pay period**, go to the rows for vacation, personal or sick, etc. pay and double click the “Enter Hours”

link under the day/s you were out. This will open a box above the time sheet. Enter the number of hours you took off that day and select the “Save” button. Repeat this step for each day that you took leave. Remember that even though each pay period is two weeks, you will only see one week at the time. To access the second week in the pay period, select the “Next” button at the bottom of the timesheet.

Please Note: If you enter leave time, you do not need to enter “1” in the Attendance Certification row for that pay period.

6. When you’re ready to submit your time sheet for approval, select the “Submit for Approval” button at the bottom of your timesheet. Once you submit your timesheet, you should see a “Your timesheet was submitted successfully” message at the top of your screen.

GROUP 2: Union, Non-Exempt and Hourly Paid Employees (including Adjunct Faculty and Faculty Weekday and Weekend Session Pay Hours)

1. Go to <https://touroone.touro.edu>
2. **Select the “Revalidate” button** and enter the following personal information: Legal First Name and Last Name / TouroOne ID number / Month and Day of Birth / Last 4 digits of SSN. (Your TouroOne ID number starts with a “T” plus 8 digits, and was distributed via letter in December.) If you do not have it, call Human Resources at 914-594-4560 or 914-594-4463.
3. When you complete this process, you will be able to create your password and your TouroOne portal username will be displayed on your screen. In most cases your TouroOne username will follow this format: First Name_Last Name.
4. Then log in with your username and password.
5. Once you successfully log in, select the “Time Entry” tab and then in the “Time Entry” portlet (the box below the tabs), select the current pay period link to access your current timesheet. (Part-time employees who have more than one pay rate will have two timesheets. Please contact your department administrator or Human Resources for guidance on how to properly submit hours on the appropriate timesheet.)
6. In the Hours Reported/Regular Pay row (the first row of the timesheet), select the “Enter Hours” link on the day(s) you worked to enter your “Time In” and “Time Out,” including your meal break. Be sure to select the “Save” button once you’ve entered your hours for each day.
7. **If you took leave time during the pay period**, go to the rows for vacation, personal or sick, etc. pay and double click the “Enter Hours” link under the day/s you were out and enter “Time In” and “Time Out” for those days. “Time In” and “Time Out” values reflect the time you *would have* reported to work, including the meal break. Be sure to click the “Save” button once you’ve entered

your hours.

8. At the end of the pay period, when you are ready to submit your timesheet for approval, remember to select the “Submit for Approval” to submit the timesheet. Once you submit your timesheet, you should see a “Your timesheet was submitted successfully” message at the top of your screen.

Thank you for your attention to this request. If you experience any difficulties, or would appreciate guidance, please contact Payroll at info.payroll@nymc.edu or Human Resources kayla.harris@nymc.edu and we will help you with this process.