HRAssist - Full Time Employee Time and Leave System

User Guide for Supervisors

HRAssist is the College's official Time and Leave application for full time employees.

To log in (see Fig. 1), enter your college username and password.

Username: Firstname.LastName
Password: Email Password

*Do not include @law.cuny.edu in your username.

Figure 1

Upon a successful log in, you will be able to select from 6 options (see Fig. 2).

Figure 2

1. **Approve Timesheets** – click this link to see a list of employees whose timesheets are awaiting your approval. Depending on how many employees report to you, there may be additional pages.

Figure 3

- ✓ To review a timesheet, click on the **Timesheet** link. Supervisors can make changes and enter comments on the timesheet.
- ✓ To approve all submitted timesheets, click on the **Approve All T/S** button. You are expected to review timesheets prior to approval. Once you approve a timesheet, you may not make further changes.
- ✓ To approve some timesheets, click the check box on the selected timesheet rows and click on the **Approve Selected T/S** button. Please note that only submitted and not approved timesheets can be selected.

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2. **Management Reports** – Reports are housed within this section of the system for you to run. See figure 4 for a sample list of reports.

3. **Review Posted Timesheets** – Once an employee timesheet is processed, it is housed (by year) in this section of the application. You can search for timesheets by Employee Name, ID or by pay period. See figure 5.

Emp. Name		ID:		Period		Year	2018 ▼
Department	BCTC - Computing & Tech Ctr ▼					Search	Close

Figure 5

4. **Leave Requests** – Once an employee creates a leave requests, it can be reviewed within this part of the application.

Emp. Name		ID:		○ Approved ○ Rejected ○ Both
Department	BCTC - ESS ▼			Search Close

Employee Name	ID	Department	Start Date	End Date	Days	Status	
		BCTC - ESS	07/19/2018	07/24/2018	10		View
		BCTC - ESS	08/30/2018	08/31/2018	2		View
		BCTC - ESS	08/17/2018	08/17/2018	1		View

Figure 6

a. Once the employee creates the request, you will receive an email. You can then view the request by click on **View** on the list of requests. See figure 6.

   i. **Note**

      ✓ You have the option of **Approving** or **Rejecting** the request.

      ✓ Employees have the option of cancelling a request. Once a request is cancelled, it will display on Status as **Cancelled**.

Submission Date: 08/14/2018	
Name:	
Department: BCTC - ESS	
Title:	
Current Available A/L: 10 Days 4 Hours 15 Minutes	
Current Available S/L: 0	
Current Available U/H: 0 Day	
Date Request: From 08/30/2018 To 08/31/2018	
Leave Type: Annual Leave	
Total Days: 2	
Comments: Will be out of the country with no access to email.	

Department Action	
Comments	
Approval Status	Approve Reject Close

Figure 7

5. **Change Department** – If you approve timesheets for more than one department, this link allows you to toggle between them.

Select Department	BCTC - Computing & Tech Ctr - 80073 ▼
	Select Close

Figure 8

6. **Logoff** – use this link to logoff the system. Close your browser as soon as you log off.