



TimeKeeper's and Supervisor's Guide to Submitting/Confirming/Approving Time Sheets

PRAssist is the College's official Time and Leave application for part time employees. It can be accessed by visiting http://apps.qc.cuny.edu/pr_assist/prlogon.aspx or by going to the QC website and looking under Login to...

To log in enter your QC Username and password.

Please note that these are the same credentials you use for MyQC.

Welcome to PRAssist, the College's Part Time Employee Time & Leave Application.

QC Username:
Password:

Upon a successful log in, you will be prompted to click on **Employee Login** or **Department Login**.

[Employee Login](#)
[Department Login](#)
[Cancel](#)

Click on **Department Login**

You should now be able to select from 7 options: Timesheet Entry, Review Appointments, Review Employee Action, Message Center, Reports, Change Department and Logoff.

Home

- Timesheet Entry
- Review Appointments
- Review Employee Action
- Message Center
- Reports
- Change Department
- Logoff

1. **Timesheet Entry** - clicking on the link will display a list of employees for your area. Select an employee by clicking on the timesheet link to the right hand-side of their name.

QUEENS COLLEGE Part-time Employment / Time and Leave System

DEPARTMENT TIME ENTRY, PAF & REPORTS

Home Employee Timesheet for Period 25/2014 -- Office of Converging Technologies - Web Services [1080073h]

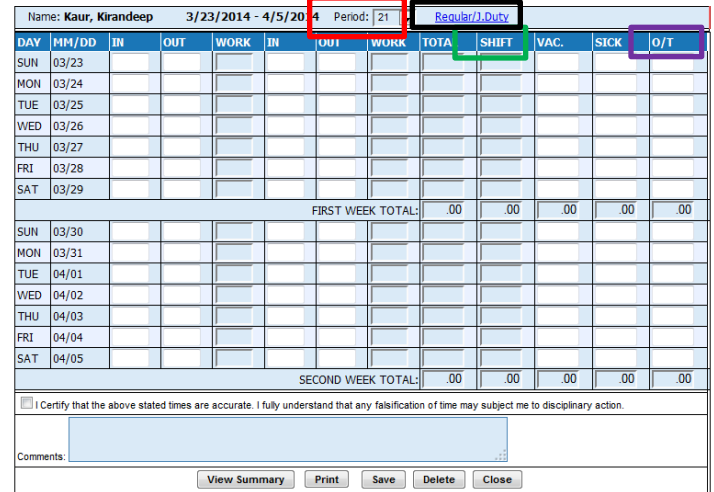
All the timesheets for the period must be entered and confirmed the Supervisor by 6/4/2014

Last Name	First Name	Category	Rate	Period	Amount	Confirm	
		IT	17.83	24	1,132.21		Timesheet
		IT	17.83	25	936.08		Timesheet

a. **Creating a time sheet** – The employee’s timesheet will appear upon clicking Timesheet.

A few things to note as you enter time into the sheet:

- You will need to select the correct **Period** for the time sheet you are submitting. *Should you forget to submit a timesheet, you are allowed to submit a timesheet during the next pay period for a previous period but only if they fall within the same fiscal year.*
- Be sure to enter time in intervals of 15 minutes: for example: 9, 9:15, 9:30, 9:45.
- Use **military time** – for example: 3pm would translate to 15:00 and 9pm translates to 21:00. Simply add 12 to any time after 1pm and before midnight.
- **Shift** hour will be added for the hours entered prior to 8am or after 6pm (18 in military time).
- Manually enter **overtime** hours in the last column.



If you need to enter Jury Duty information, click on the **Regular/J.Duty** link to toggle to the Jury Duty sheet. *QC only pays for up to three (3) days of Jury Duty.* Once you are done, click on the **Regular/J.Duty** link to toggle back to the timesheet to complete the rest of the timesheet.

If you entered Jury Duty information, a new timesheet for Jury Duty only is created. The example below shows 2 time sheets submitted: 1 for regular hours and 1 for Jury Duty (J).

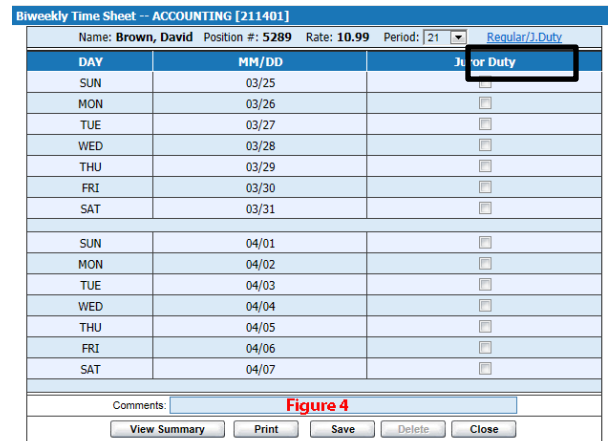
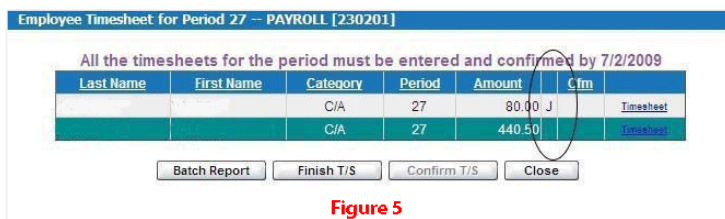



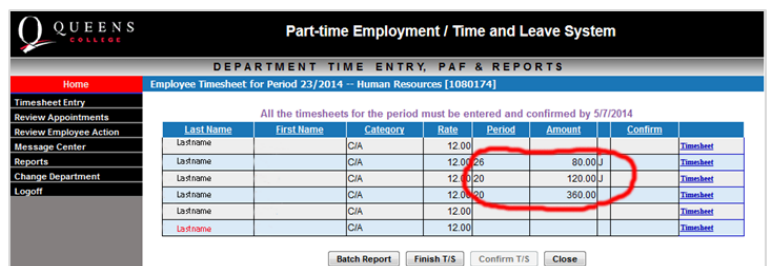
Figure 5

Note: NTA's get paid regular salary if scheduled to work. Please enter Jury Duty hours on regular timesheet and submit documentation to Payroll.

When finished, simply click on **Save**. The timesheet can now be seen and is ready for approval.

b. **Review/approve a timesheet submitted by an employee**

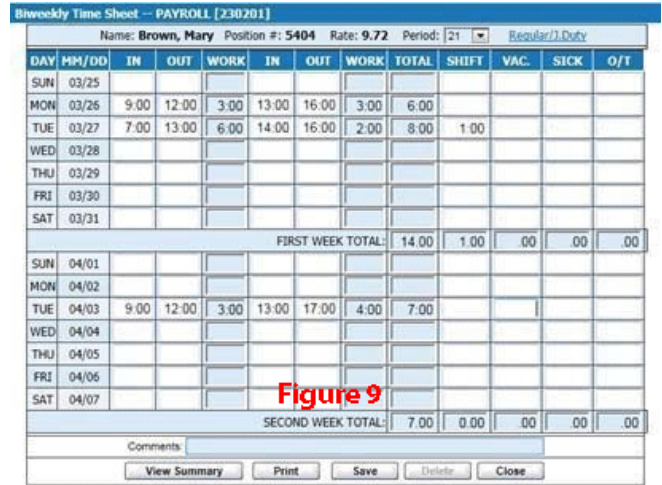
- Employee timesheets that are ready for your approval are denoted by data in the **Period** and **Amount** columns and you would have been notified by email that timesheets are ready for your approval.



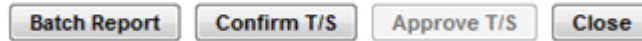
- ii. To confirm/approve timesheets
 1. Click on **Timesheet** to review the days/hours entered by the employee (see figure 9).
 2. If you agree with the hours entered by the employee then click **save**, then click **close**.

Be sure to review all timesheets before moving to the next step.

- 3. To confirm/approve the timesheets on your list, you will need to click on **Confirm T/S** and/or **Approve T/S** to complete the transaction.



DAY	MM/DD	IN	OUT	WORK	IN	OUT	WORK	TOTAL	SHIFT	VAC.	SICK	O/T
SUN	03/25											
MON	03/26	9:00	12:00	3:00	13:00	16:00	3:00	6:00				
TUE	03/27	7:00	13:00	6:00	14:00	16:00	2:00	8:00	1:00			
WED	03/28											
THU	03/29											
FRI	03/30											
SAT	03/31											
FIRST WEEK TOTAL:								14.00	1.00	.00	.00	.00
SUN	04/01											
MON	04/02											
TUE	04/03	9:00	12:00	3:00	13:00	17:00	4:00	7:00				
WED	04/04											
THU	04/05											
FRI	04/06											
SAT	04/07											
SECOND WEEK TOTAL:								7.00	0.00	.00	.00	.00



A message displays "Are you sure..." Click **OK**.

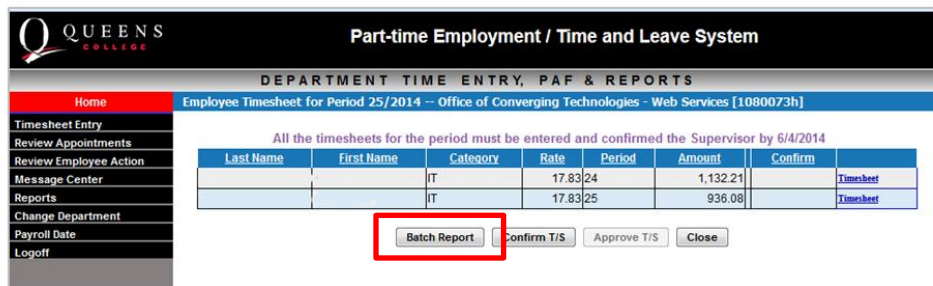
- 4. **TIMEKEEPER ONLY** – Once you click on Confirm T/S an email is generated and sent to the Supervisor as he/she will need to approve the timesheet.
- SUPERVISORS ONLY** – You will need to approve the timesheets by providing your QC Username Password.

Please enter your QC Password for verification:

Click **continue**. You should now see a Y in the confirm column on the employee list. This action will also send an email to Payroll that your area's timesheets are ready.

- 5. Once you are done confirming/approving timesheets, click **close** to return to the main menu.

- iii. **SUPERVISORS ONLY** – A signed batch report is required after you approve timesheets for a given period. To create a batch report
 1. Click **Timesheet Entry** on the main menu.
 2. Click the Batch Report button.



Last Name	First Name	Category	Rate	Period	Amount	Confirm
		IT	17.83	24	1,132.21	Timesheet
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3. Print and Sign the report. Be sure to submit your reports on time as they are required for payment.
4. Note: Reports may also be downloaded in Excel and CSV formats.

2. **Review Appointments** – (Supervisors only) Use this link to review your employee ePAFs. Should there be any discrepancies on the ePAF, please contact the Office of Human Resources.

3. **Review Employee Action** – View employee annual and sick leave balances.

a) When you click on this link, you can search for an employee by their **Last Name** or their **NYS Empl ID**. For a complete list of employees, simply click search. *Note: if you are a timekeeper for more than 1 department, be sure to click **Change Department** to view other lists of employees that have been assigned to you.*

b) You will now be able to see an employee list. To view an employee's time and leave balances, click **Select**.

Begin Date:	01/01/2014	End Date:	06/30/2014	Active	
Budget Hours:	720.00	Rate:	14.50	Prior S/L:	0.00
Hours Worked:	14.50	A/L Earned:	1.00	S/L Earned:	0.75
O/T Worked:	0.00	A/L Transferred:	0.00	S/L Transferred:	0.00
Shift Worked:	5.00	A/L Used:	0.00	S/L Used:	0.00
Hour Available:	705.50	A/L Available:	0.00	S/L Available:	0.00

4. **Message Center** – This function is not currently being used by Payroll.

5. **Reports** – click here to run view/run reports. These reports may be downloaded as Excel and CSV files.

6. **Change Department** – If you submit or approve timesheets for multiple departments, click here to change departments to view a list of employees within them.

7. **Pay Period Dates** – click this to view the list of when timesheets are due in payroll.

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