



Part Time Employee Guide to Submitting Time Sheets

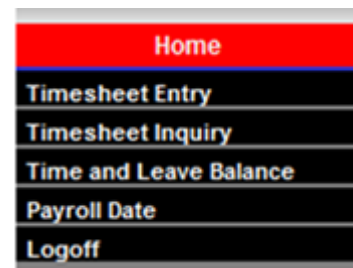
PRAssist is the College's official Time and Leave application for part time employees. It can be accessed by visiting http://apps.qc.cuny.edu/pr_assist/prlogon.aspx or by going to the QC website and looking under Login to...

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.

Upon a successful log in, you will be able to select from 5 options. They include: Timesheet Entry, Timesheet Inquiry, Time and Leave Balance, Payroll Date and Logoff.



1. Timesheet Entry - click on this link to enter time on the timesheet screen.

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.

DAY	MM/DD	IN	OUT	WORK	IN	OUT	WORK	TOTAL	SHIFT	VAC.	SICK	O/T
SUN	03/23											
MON	03/24											
TUE	03/25											
WED	03/26											
THU	03/27											
FRI	03/28											
SAT	03/29											
FIRST WEEK TOTAL:								.00	.00	.00	.00	.00
SUN	03/30											
MON	03/31											
TUE	04/01											
WED	04/02											
THU	04/03											
FRI	04/04											
SAT	04/05											
SECOND WEEK TOTAL:								.00	.00	.00	.00	.00

I certify that the above stated times are accurate. I fully understand that any falsification of time may subject me to disciplinary action.

Comments:

View Summary Print Save Delete Close



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).

Employee Timesheet for Period 27 -- PAYROLL [230201]

All the timesheets for the period must be entered and confirmed by 7/2/2009

Last Name	First Name	Category	Period	Amount	Cfm	
		C/A	27	80.00	J	Timesheet
		C/A	27	440.50		Timesheet

Buttons: Batch Report, Finish T/S, Confirm T/S, Close

Figure 5

Biweekly Time Sheet -- ACCOUNTING [211401]

Name: Brown, David Position #: 5289 Rate: 10.99 Period: 21 Regular/J.Duty

DAY	MM/DD	Jury Duty
SUN	03/25	<input type="checkbox"/>
MON	03/26	<input type="checkbox"/>
TUE	03/27	<input type="checkbox"/>
WED	03/28	<input type="checkbox"/>
THU	03/29	<input type="checkbox"/>
FRI	03/30	<input type="checkbox"/>
SAT	03/31	<input type="checkbox"/>
SUN	04/01	<input type="checkbox"/>
MON	04/02	<input type="checkbox"/>
TUE	04/03	<input type="checkbox"/>
WED	04/04	<input type="checkbox"/>
THU	04/05	<input type="checkbox"/>
FRI	04/06	<input type="checkbox"/>
SAT	04/07	<input type="checkbox"/>

Comments: Figure 4

Buttons: View Summary, Print, Save, Delete, Close

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

Before clicking **Save**, you must check the "I certify" box. When finished, simply click on **Save**. Your timesheet can now be seen and is ready for approval.

- Timesheet Inquiry** – use this link to view current and previous timesheets.
- Time and Leave Balance** – use this link to view your annual and sick leave balances.

Employee Name		iparty, Dog										
Department		Art - 1010021										
Hours Worked	A/L Earned	A/L Transfer	A/L Used	A/L Available	Prior S/L Hrs	S/L Earned	S/L Transfer	S/L Used	S/L Available	S/L Available	Status	
Total Budget Hours							0.00					
Total Hours Worked							0.00					
Total Hours Available							6.00					

Note: NTA's do not accrue annual time.

- Payroll Date** – click this link to view the timesheet due dates.

Payroll Period #	Payroll Period Covered Sunday - Saturday	Dates System Available For Entering Hours Worked:	Timesheets MUST be Approved by 5:00 PM on Wednesday:	Paycheck Issued Dates:
1	06/29/14-07/12/14	07/07/14	07/16/14	08/07/14
2	07/13/14-07/26/14	07/21/14	07/30/14	08/21/14
3	07/27/14-08/09/14	08/04/14	08/13/14	09/04/14

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