**HRAssist** is the College’s official Time and Leave application for full time employees (excluding faculty). It can be accessed by visiting [https://apps.qc.cuny.edu/hr_assist/hrlogon.aspx](https://apps.qc.cuny.edu/hr_assist/hrlogon.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.

Upon a successful log in, you will be able to select from 7 options. They include: Timesheet Entry, Balance Inquiry, Posted Timesheets, Request Annual Leave, Information, Pay Period Dates and Logoff.

1. **Timesheet Entry** - click on this link to enter time on the timesheet screen.  
   Then Click Add a New T/S.

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.
- Manually enter Other Leave Type hours earned in the Hours column.
- **Shift** hour will be added for the hours entered prior to 8am or after 6pm (18 in military time).
Sick Leave: Hours should be entered in the S/L column for days where sick leave is being used.

Annual Leave: Hours should be entered in the A/L column for days where annual leave is being used.

Other Leave Types:
- BL – Bereavement Leave
  - Up to 4 days can be used for loss of an immediate family member. Enter amount in Hours column to the right.
- CSL – Catastrophic Sick Leave
- CTE – Comp Time Earned
  - Enter hours earned in Hours section
- CTU – Comp Time Used
  - Comp time earned can be used by choosing CTU and entering amount in Hours column to the right.
- DAL & DSL – Dedicated Leave
  - Donating time
- HL – Holiday
- JD – Jury Duty
  - Choose Jury Duty and enter hours to the right. Please make sure to send documentation to the Payroll Office.
- UH – Unscheduled Holiday
  - Now separate from Annual Time. Any unscheduled holidays available will be shown above with the title U/H.

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

2. Balance Inquiry – use this link to view your balances. Please make sure all information is correct including title and Appt Date.
3. **Posted Timesheets** – use this link to view your previously entered timesheets.

All the timesheet for the period must be entered and approved by the Supervisor by 9/16/2015

<table>
<thead>
<tr>
<th>Period #</th>
<th>Start Date</th>
<th>Date Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>07/31/15</td>
<td>08/03/15</td>
</tr>
<tr>
<td>31</td>
<td>08/15/15</td>
<td>08/17/15</td>
</tr>
</tbody>
</table>

Add a New T/S  Close

4. **Request Annual Leave** – All requests will be listed on this screen whether approved, rejected or cancelled. To start new request click **Create a New Request**.

<table>
<thead>
<tr>
<th>Department</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>09/03/2015</td>
<td>10/06/2015</td>
<td>5</td>
<td>Approved</td>
</tr>
<tr>
<td>Human Resources</td>
<td>12/28/2015</td>
<td>12/30/2015</td>
<td>3</td>
<td>Rejected</td>
</tr>
<tr>
<td>Human Resources</td>
<td>08/23/2015</td>
<td>08/25/2015</td>
<td>3</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

Create new request and click **Submit the Request**. Your supervisor will get an email to approve or reject your request.

5. **Information** – Time and Leave forms will be available here.

6. **Pay Period Dates** – click this link to view the timesheet due dates.

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