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 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 Employee Login or Department Login. Choose Department Login.

You will have 5 options. They include: Timesheet Entry, Management Reports, Annual Leave Request, Change Department and Logoff.

1. **Timesheet Entry** – Once you click on the link you should see employee timesheets that report to you.

   a. To view employee timesheet, click on the link Timesheet

   Note: **Depending on how many employees report to you, there may be additional pages.**

   b. Once you’ve checked all completed timesheets, click on Approve T/S to approve timesheets.
2. **Management Reports** – Depending on your role, reports will be in this section for you to run.

![Report Selection](image)

3. **Annual Leave Requests** – All pending requests will be listed on this screen whether approved, rejected or cancelled.

![Leave Request Table](image)

a. To view request, click on **View**.

![Employee Information](image)

b. Verify employee has enough time to take annual leave and click **Approve**. If rejecting annual request, please enter comments.
4. **Change Department** – If you have more than one department to approve timesheets for, select other department in this section.

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