HRAssist is the College's official Time and Leave application for full time employees who submit timesheets. It's accessible by visiting http://www.baruch.cuny.edu/hrassist.

To log in (see fig. 1), enter your BC Username and password.

Please note that these are the same credentials you use to access your office PC.

Upon a successful log in, you will be able to select from 6 options (see fig. 2). They include: Approve Timesheets, Management Reports, Review Posted Timesheets, Leave Requests, Change Department, and Logoff.

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.

   - To review a timesheet, click on the **Timesheet** link. Click close to return to the list of employees.
   - To approve all timesheets, click on the **Approve All T/S** button.
   - To approve some timesheets, click on the **Approve Selected T/S** (selections are made by checking on the box next to the employee timesheet).
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.

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

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

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