

## 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 [www.baruch.cuny.edu/prassist](http://www.baruch.cuny.edu/prassist) or by going to the Baruch College website and looking under Login to...

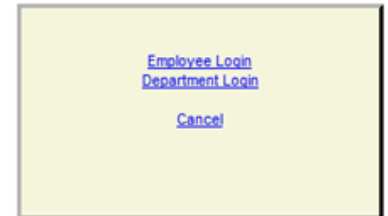
To log in enter your Baruch College Username and password.

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



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

- Click on **Employee login** to create timesheet(s) for the employee.
- Click on **Department Login** to confirm/approve timesheet(s).



### Employee Login

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.**
- **Shift** hour will be added for the hours entered prior to 8am or after 6pm.
- Manually enter **overtime** hours in the last column.

Appt. Start: 01/01/2018		Budget Hours: 500.00		Prior S/L: 0.00	
Appt. End: 06/29/2018		Hours Worked: 83.00		A/L Earned: 5.50	
Pay Period: 7		O/T Worked: 0.00		S/L Transferred: 0.00	
Timesheet Due Date: 6/12/2018		Shift Worked: 33.00		A/L Used: 0.00	
Regular/J.Duty		Hours Available: 417.00		S/L Available: 0.00	

DAY	MM/DD	IN	OUT	WORK	IN	OUT	WORK	TOTAL	SHIFT	VAC.	SICK	O/T
SUN	05/27											
MON	05/28 H											
TUE	05/29											
WED	05/30											
THU	05/31											
FRI	06/01											
SAT	06/02											
FIRST WEEK TOTAL:									.00	.00	.00	.00
SUN	06/03											
MON	06/04											
TUE	06/05											
WED	06/06											
THU	06/07											
FRI	06/08											
SAT	06/09											
SECOND WEEK TOTAL:									.00	.00	.00	.00
GRAND TOTAL:									.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:

Print Save Delete Close

If the employee qualifies for and needs to enter Jury Duty information, click on the **Regular/ J.Duty** link to toggle to the Jury Duty sheet. *BC 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).

Biweekly Time Sheet -- ACCOUNTING [211401]

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

DAY	MM/DD	Juror 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

View Summary Print Save Delete Close

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	Timesheet
		C/A	27	80.00	J	Timesheet
		C/A	27	440.50		Timesheet

Batch Report Finish T/S Confirm T/S Close

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.

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.

## Department Login

Upon a successful log in, you should now be able to select from 7 options: Timesheet Entry, Review Appointments, Review Employee Action, Review Posted Timesheets, Reports, Change Department, Payroll Dates and 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.

Home
Timesheet Entry
Review Appointments
Review Employee Action
Review Posted Timesheets
Reports
Change Department
Payroll Dates
Logoff

Baruch COLLEGE Part-time Employment / Time and Leave System

DEPARTMENT TIME ENTRY, PAF & REPORTS

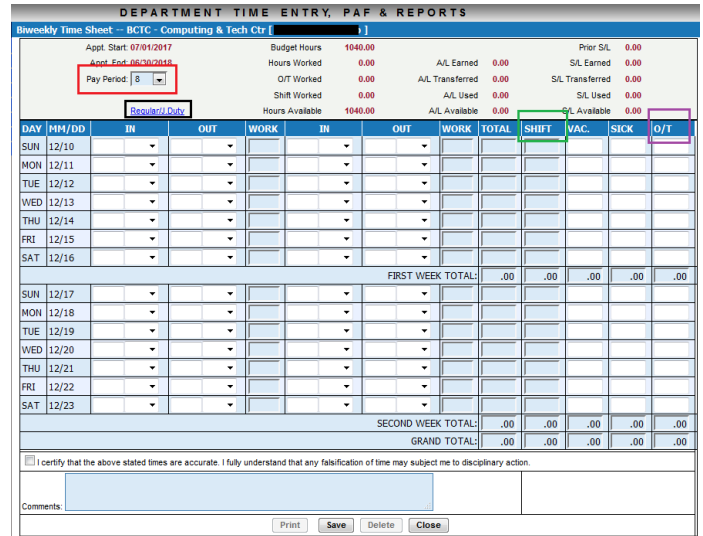
Home Employee Timesheet for Period 8/2018 -- BCCTC - Computing & Tech Ctr [80073]

All the timesheet for the period must be entered and approved by the Supervisor by 10/18/2017

Last Name	First Name	EmpID	Category	Rate	Period	Amount	Approve	Timesheet
			C/A	12.00				Timesheet
			C/A	22.35				Timesheet
			C/A	17.00				Timesheet
			C/A	16.00				Timesheet
			C/A	13.50				Timesheet

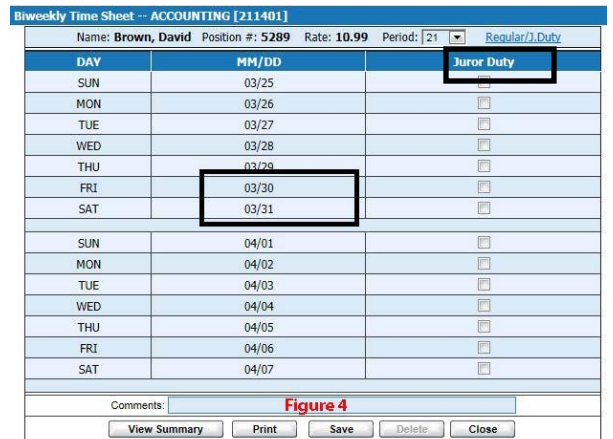
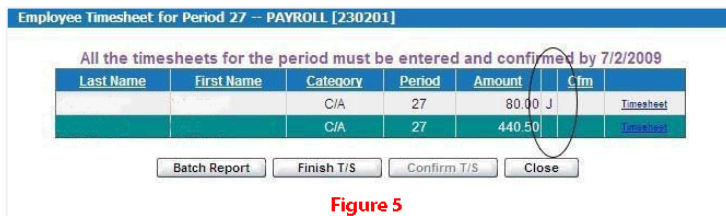
The employee's timesheet will appear upon clicking Timesheet. A few things to note as you enter time into the sheet:

- 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 with AM or PM.
- **Shift** hour will be added for the hours entered prior to 8am or after 6pm.
- 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. *Baruch College 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).

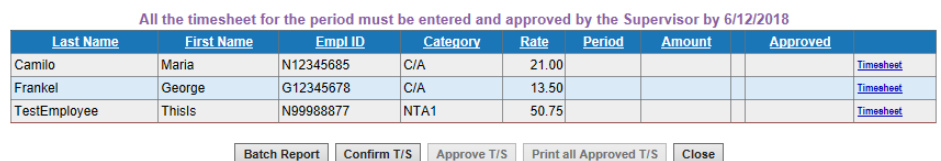
**Figure 5**

*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.

**a. 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.



**Figure 5**

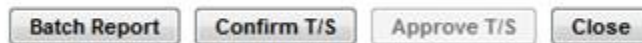
- ii. To confirm/approve timesheets
1. Click on **Timesheet** to review the days/hours entered by the employee (see figure 6).
  2. If you agree with the hours entered by the employee then click **save**, then click **close**.

Biweekly Time Sheet -- BCTC - Video Services												
Appt. Start: 07/01/2017		Budget Hours		922.00		Prior S/L		0.00				
Appt. End: 06/30/2018		Hours Worked		0.00		A/L Earned		0.00				
Pay Period: 8		O/T Worked		0.00		A/L Transferred		0.00				
Regular/Duty		Shift Worked		0.00		A/L Used		0.00				
		Hours Available		922.00		A/L Available		0.00				
						S/L Available		0.00				
DAY	MM/DD	IN	OUT	WORK	IN	OUT	WORK	TOTAL	SHIFT	VAC.	SICK	O/T
S.N	06/25											
MON	06/26											
TUE	06/27											
WED	06/28											
THU	06/29											
FRI	06/30											
SAT	07/01											
FIRST WEEK TOTAL:								00	.00	00	00	.00
S.N	07/02											
MON	07/03	6:00 AM	12:30 PM	6:00				6:00	2:00			
TUE	07/04			0:00				0:00				
WED	07/05	8:00 AM	12:30 PM	4:30	1:00 PM	8:00 PM	7:00	11:30	2:00			
THU	07/06	7:00 AM	3:00 PM	7:30				7:30				
FRI	07/07	3:00 PM	9:00 PM	5:30				5:30	3:00	7:00		
SAT	07/08										6:00	
SECOND WEEK TOTAL:								30:50	7:00	00	00	.00
GRAND TOTAL:								30:50	7:00	00	00	.00
<input type="checkbox"/> I certify that the above stated times are accurate. I fully understand that any falsification of time may subject me to disciplinary action.												
Comments:												
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>												

Figure 6

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

3. **TIMEKEEPER ONLY** – To confirm the timesheet on your list, you will need to click on Confirm T/S.



Once you click ok to confirm an email is generated and sent to the Supervisor as he/she will need to approve the timesheet. Note that if you are both Timekeeper and Supervisor no email will be sent.

**SUPERVISORS ONLY** – You will need to approve the timesheets by providing your BC Username Password.

Please enter your BC Password for verification:

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

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

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.