QUEENS COLLEGE

HRAssist
Full Time Staff Time and Leave System

Full Time Employee Guide to Submitting Time Sheets

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.

Welcome to HRAssist

Queens College's Full Time Employee Time and Leave Management System

Login ID: **ACruz**
Password: ●●●●●●●●

Log On

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.

Home
Timesheet Entry
Balance Inquiry
Posted Timesheets
Request Annual Leave
Information
Pay Period Dates
Logoff

1. **Timesheet Entry** - click on this link to enter time on the timesheet screen. Then Click **Add a New T/S.**   Add a New T/S
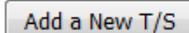
A few things to note as you enter time into the sheet:

- 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).

Name: **Amy Cruz** Title: IT Academic Technology Mgr Contract: PSCNO-10 Period: 34

Balances -   A/L: **54D 5H 25M**   S/L: **95D 5H**   U/H: **0D**   C/T: **0D**

DAY	MM/DD	In	Out	In	Out	Total	S/L	A/L	Other Leave Types	Hours	Shift
SUN											
MON											
TUE											
WED											
THU	10/01	7:00	12:00	13:00	17:00	9:00			CTE - COMP TIME EARNED	2:00	
FRI	10/02	10:00	15:00	17:00	21:00	9:00					3:00
SAT	10/03										
						18.00	.00	.00	BL - BEREAVEMENT LEAVE / CSL - CATASTROPHIC SICK LEAVE / CTE - COMP TIME EARNED / CTU - COMP TIME USED / DAL - DEDICATED ANNUAL LEAVE / DSL - DEDICATED SICK LEAVE / HL - HOLIDAY / JD - JURY DUTY / UH - UNSCHEDULED HOLIDAY	2.00	3.00
SUN	10/04										
MON	10/05	8:30	13:00	14:00	16:30	7:00					
TUE	10/06										
WED	10/07	8:30	16:30			7:00					
THU	10/08										
FRI	10/09										
SAT	10/10										
						14.00	.00	.00		.00	0.00
						32.00	.00	.00		2.00	3.00

Comments:

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

Print   Save   Delete   Close

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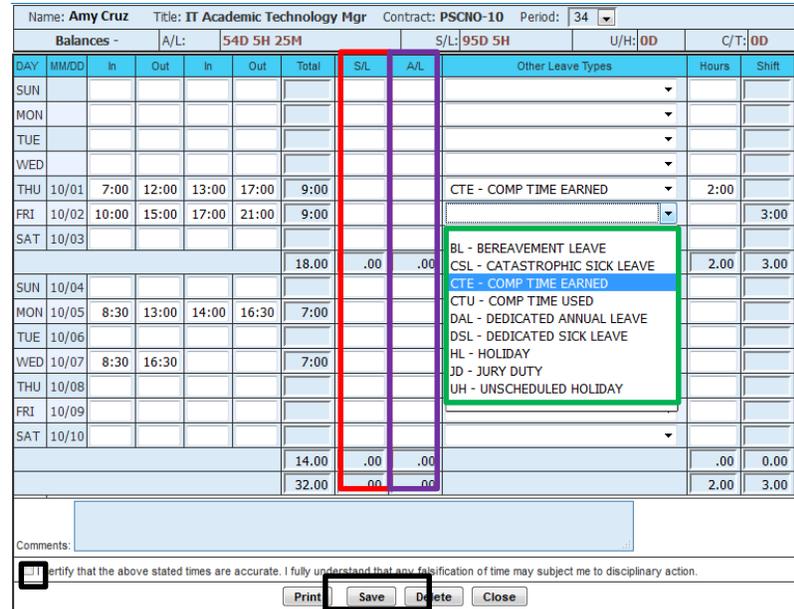
Before clicking Save, you must check the "**I certify**" box. When finished, simply click on **Save.** Your timesheet can now be seen by your supervisor and is ready for approval.

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

Employee Name	Amy Cruz		
Department	Human Resources		
Title	IT Academic Technology Mgr		
Original Appt Date	05/16/2005		
	Annual Accrual Rate	Monthly Accrual Rate (Approx)	Current Balance
Annual Leave	24 Days	2 Days	54 Days 5 Hours 25 Minutes
Sick Leave	20 Days	1 Day 4 Hours 40 Minutes	95 Days 5 Hours
Unscheduled Holiday	4 Days		0 Day
Compensatory Time			0
Max Annual Leave Accrual Cap	45 Days		
Max Sick Leave Accrual Cap	160 Days		
Anniversary Increment 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			
Period #	Start Date	Date Entered	
30	07/31/15	08/03/15	View Timesheet
31	08/15/15	08/17/15	View Timesheet

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.

Department	Start Date	End Date	Days	Status	
Human Resources	09/30/2015	10/06/2015	5	Approved	View
Human Resources	12/28/2015	12/30/2015	3	Rejected	View
Human Resources	08/23/2015	08/26/2015	3	Cancelled	View

Create a New Request   Close

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

Name:	**Amy Cruz**
Department:	**Human Resources**
Title:	**IT Academic Technology Mgr**
Current Available A/L:	**54 Days 5 Hours 25 Minutes**
Current Available UH:	**0 Day**
Date Request:	From ____ To ____
Total Days:	____
Comments:	

Submit the Request   Close

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.