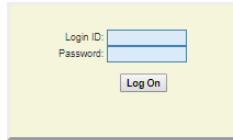


Welcome to HRAssist

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



[FAQ's](#)

SUMMER TIMESHEET ENTRY (EXAMPLE)

NOTE: COLLEGE CLOSING = OTHER LEAVE ON YOUR TIME SHEETS

Please contact OHR Payroll with any questions at 718-997-5765

Part Time Employees: [Click here to go to PRAssist.](#)

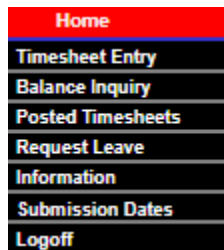
[Click here for Individual Employee's Time and Leave Balance Inquiry](#)

HRAssist:

https://apps.qc.cuny.edu/hr_assist/hrlogon.aspx

To log in, enter your QC Username and password (*Please note these are the same credentials used to access your office PC*).

- Once you have logged in, you will be able to select from seven options (*please see image below*). The options include: Timesheet Entry, Balance Inquiry, Posted Timesheets, Request Leave, Information, Submission Dates, and Logoff.



Timesheet Entry

- Timesheet Entry* option allows you to access your timesheet. To create a new timesheet, select, **"Add a New T/S."**

DEPARTMENT TIME ENTRY, & REPORTS

Biweekly Timesheet -- HR Payroll - Submits-Paper-Timesheet [1080174h]

Name: Last Name, First Name	Title: Your Title	Contract: Your Contract	Period: 3
Balances -	A/L: 0D 0H 0M	S/L: 0D	U/H: 0D C/T: 0D

DOW	Date	Leave	Doc	Late	Unit	Day	Hours	Mins
SUN	09/22/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
MON	09/23/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
TUE	09/24/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
WED	09/25/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
THU	09/26/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
FRI	09/27/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
SAT	09/28/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
SUN	09/29/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
MON	09/30/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
TUE	10/01/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
WED	10/02/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
THU	10/03/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
FRI	10/04/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			
SAT	10/05/2019		<input type="checkbox"/>	<input type="checkbox"/>	A			

No Absence Comments:

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

- Prior to entering your time, you will need to ensure you are in the correct period (*please refer to the HR Assist submission dates calendar*). Should you forget to submit a timesheet, you are allowed to submit a retro-timesheet during the following period.
- If you use any *leave type* such as sick leave, annual leave, unscheduled holiday, other leave, or bereavement leave; you will click the drop-down arrow and select the intended leave type next to the date. On the two right hand columns, you will enter the hours and minutes you anticipate to use for the leave type. *Please see below for an example on how to enter a leave type,*

DEPARTMENT TIME ENTRY, & REPORTS

Biweekly Timesheet -- HR Payroll - Submits-Paper-Timesheet [1080174h]

Name: Last Name, First Name		Title: Your Title	Contract: Your Contract	Period: 3 ▼
Balances -		A/L: 40D 6H 30M	S/L: 160D	U/H: 4D C/T: 0D

DOW	Date	Leave	Doc	Late	Unit	Day	Hours	Mins
SUN	09/22/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		
MON	09/23/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		
TUE	09/24/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		
WED	09/25/2019	AL - ANNUAL LEAVE ▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼	5	:30
THU	09/26/2019	SL - SICK LEAVE ▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼	7	
FRI	09/27/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		
SAT	09/28/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		
SUN	09/29/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		
MON	09/30/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		
TUE	10/01/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		
WED	10/02/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		
THU	10/03/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		
FRI	10/04/2019	UH - UNSCHEDULED HOLIDAY ▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼	7	
SAT	10/05/2019	▼	<input type="checkbox"/>	<input type="checkbox"/>	A ▼	▼		

No Absence | Comments:

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

- If you are not using any leave types or was not absent for any dates during the period, click, "No Absence," and, "I certify that the above stated times are accurate..."
- Select, "Save Timesheet," to save your timesheet. Once the timesheet is saved; an email will be sent to your supervisor to review and approve your timesheet.

Balance Inquiry

1. *Balance Inquiry* option gives you the ability to view your information which includes, your department, title, original appoint date, FLSA status, annual and sick leave monthly accruals, unscheduled holidays, current balance, as well as, your annual and sick leave accrual cap.

EMPLOYEE TIME & LEAVE INQUIRY

Employee Balance Inquiry

Employee Time and Leave Balance Summary

Employee Time and Leave summary is updated as of 9/30/2019
(Please note if your department was late in time submission the balance is not accurate)

Employee Name	Last Name, First Name		
Department	Employee's Department		
Title	Your Title		
Original Appt Date	Your Original Appt. Date		
FLSA Status	Your FLSA Status		
	Annual Accrual Rate	Monthly Accrual Rate (Approx)	Current Balance
Annual Leave	00 Days	00 Day 00 Hours 00 Minutes	00 Day 00 Hours 00 Minutes
Sick Leave	00 Days	00 Day 00 Hours 00 Minutes	00 Day 00 Hours 00 Minutes
Unscheduled Holiday	00 Days		00 Days
Compensatory Time			0
Max Annual Leave Accrual Cap	00 Days		
Max Sick Leave Accrual Cap	000 Days		
Anniversary Increment Date			

If your balance is indicated in red, you are in excess of your maximum annual leave accrual.
Please read the [Time Leave Rules and Regulations](#) for further information regarding excess time.

If you have any question regarding to above information, you can
[click here for a detailed leave history report.](#)

Close

Posted Timesheets



1. *Posted timesheets* option provides you with the ability to view previously entered and approved timesheets.

Request Leave

1. *Request Leave* option allows you to request any leave type in advance. To start a request, select, “*Create a new request.*”
2. Once you have selected, “*Create a new request,*” your time and leave balance will be made available so you can plan accordingly. You will then proceed to enter the dates you anticipate on requesting off. The *leave types* made available are annual leave, sick leave, and unscheduled holiday. After you have selected the *leave type*, you will enter the total days you are requesting to take off.

EMPLOYEE TIME & LEAVE INQUIRY

Request Annual & Sick Leave Time & Unscheduled Holidays

Submission	Date:	10/8/2019			
Name:	Last Name, First Name				
Department:	Your Department				
Title:	Your Title				
Current Available A/L:	Your Annual Leave Balance				
Current Available S/L:	Your Sick Leave Balance				
Current Available UH:	00 Days				
Date Request:	From	<input type="text"/> 	To	<input type="text"/> 	
Leave Type:	Annual Leave ▼				
Total Days:	<input type="text"/>				
Comments:	<input type="text"/>				
		<input type="button" value="Submit the Request"/>		<input type="button" value="Close"/>	

3. Click, “*Submit the Request,*” to save and submit your request for the supervisor to review.
4. Once the request is saved, you will have the option to review the status of the request by selecting, “*Request Leave.*”

Information

1. The, *information* option gives you access to time and leave forms that are available to download.

Submission Dates

1. The *submission dates* option provide you with, HRAssist time and leave calendar. The calendar shows the period, period covered, dates HRAssist is available for entering hours worked, and timesheet due dates.

Log Off

1. Use *Log Off* to logout of HRAssist. Close your browser as soon as you log off.