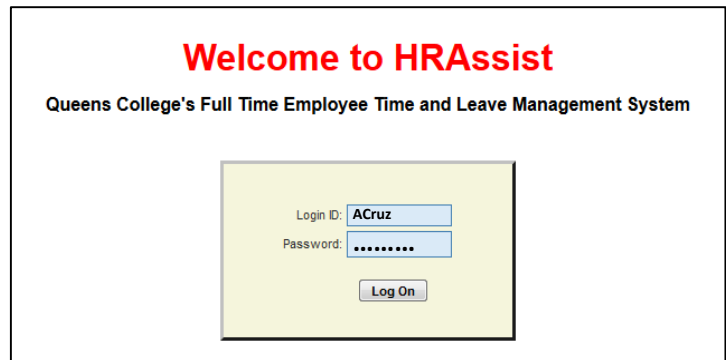# HRAssist
Full Time Staff Time and Leave System

Full Time Supervisor Guide

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 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.

Home
Timesheet Entry
Management Reports
Annual Leave Requests
Change Department
Logoff
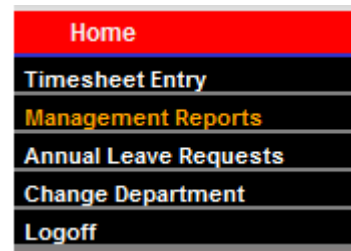
1. **Timesheet Entry** – Once you click on the link you should see employee timesheets that report to you.

   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.

Employee Timesheet for Period 34/2015 -- Office of Information Technology [1080073]

All the timesheet for the period must be entered and approved by the Supervisor by 10/16/2015

Last Name	First Name	Empl ID	Contract	Period	
Alarcon	Jonathan	10860068	DC37W		Timesheet
Altman	Morris	10856069	PSCNO-10	31	Timesheet
Aras	Tufan	10838730	DC37W		Timesheet
Arcelay	Angel	10902325	PSCNO-10	10	Timesheet
Arcelay	Angel	10902325	PSCNO-10	11	Timesheet
Arcelay	Angel	10902325	PSCNO-10	34	Timesheet
Bartow	Alan	10849008	PSCNO-10		Timesheet
Betances	Jose	10858893	DC37W		Timesheet
Brodman	Roslyn	10857357	DC37W		Timesheet
Brooks	Roland	10838385	DC37W		Timesheet
Chai	Weili	10838135	DC37W		Timesheet
Chan	Bryan	10852783	DC37W		Timesheet
Chan	Ho C	23001068	DC37W		Timesheet
Chow	Jennifer	10849003	DC37W		Timesheet
Clark	Roland	10840931	DC37W		Timesheet
Cruz	Sergio	10846329	DC37W		Timesheet

1 2 3 4

Batch Report   Approve T/S   Close

2. **Management Reports** – Depending on your role, reports will be in this section for you to run.

> **Please select a report**
>
> Employee List By Name
> Employee List By ID
> Summary By Department
> Posted Timesheet Report
>
> [Print] [Close]

3. **Annual Leave Requests** – All pending requests will be listed on this screen whether approved, rejected or cancelled.
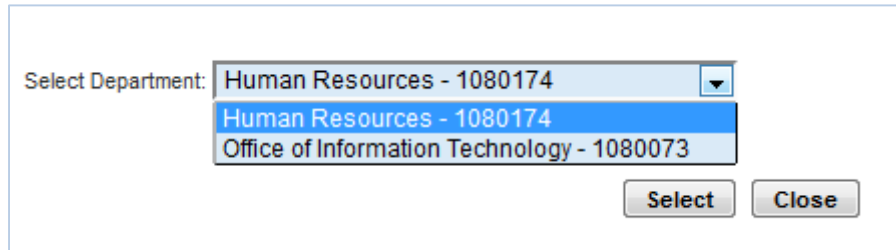
Emp. Name:		ID:		○ Approved ○ Rejected ○ Both	
Department: Human Resources				Search Close	

Employee Name	ID	Department	Start Date	End Date	Days	Status	
Bube, Violet	10840810	Human Resources	09/01/2015	09/25/2015	15	Approved	View
Medina, Reinalda	10842997	Human Resources	08/31/2015	09/01/2015	2	Approved	View
Medina, Reinalda	10842997	Human Resources	08/03/2015	08/04/2015	2	Approved	View
Megnath, Sharon	11019405	Human Resources	08/30/2015	09/04/2015	4	Approved	View
Torres, Liza	10956349	Human Resources	09/14/2015	09/15/2015	2	Rejected	View
Torres, Liza	10956349	Human Resources	09/21/2015	09/22/2015	2		View
Torres, Liza	10956349	Human Resources	09/30/2015	10/06/2015	5	Approved	View

a. To view request, click on View.

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 09/21/2015 To 09/22/2015
Total Days:	2
Comments:	

Department Action

Comments:	
Approval Status:	[Approve] [Reject] [Close]

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.