

Full Time - Time and Leave System - ECP

User Guide to Submitting Time Sheets

Full Time – Time and Leave System is the College’s official Time and Leave application for full time employees who submit timesheets. It’s accessible by visiting <https://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.



Figure 1

Upon a successful log in, you will be able to select from 7 options (see fig. 2). They include: Timesheet Entry, Balance Inquiry, Posted Timesheets, Request Leave, Information, Submission Dates and Logoff.

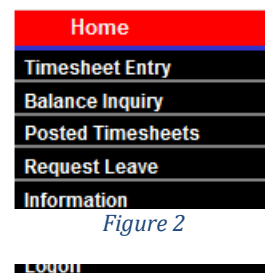


Figure 2

- 1. Timesheet Entry** - click to access your timesheet. To create a new timesheet, click **Add a New T/S**.

Note: as you enter time (see fig. 3):

- ✓ 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.*
- ✓ Select “**Leave**” type then manually enter hours and minutes in the Hours/Mins column.
- ✓ If there are not hours to post, click **No Absence**.

Biweekly Timesheet -- Deans Office - SPA [10405]

Name: AccrualTest, Jones Title: Dean Contract: PSCEX Period: 19
 Balances - A/L: 0D S/L: 0D U/H: 4D C/T: 0D

DOW	Date	Leave	Doc	Late	Unit	Day	Hours	Mins
SUN	11/11/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
MON	11/12/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
TUE	11/13/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
WED	11/14/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
THU	11/15/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
FRI	11/16/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
SAT	11/17/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
SUN	11/18/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
MON	11/19/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
TUE	11/20/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
WED	11/21/2018		<input type="checkbox"/>	<input type="checkbox"/>	A			
THU	11/22/2018 H		<input type="checkbox"/>	<input type="checkbox"/>	A			
FRI	11/23/2018 H		<input type="checkbox"/>	<input type="checkbox"/>	A			
SAT	11/24/2018		<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.

Close Save Timesheet Delete Timesheet

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

DOC	Check this button if documentation is being submitted for that leave type.
LATE	Check if leave type is also a lateness.
UNIT	A regular schedule work hours. B summer schedule work hours.
DAY	F Full Day - 7 hrs (or 8 hrs, depending on title) H Half Day - input hours and minutes manually.

- 2. Balance Inquiry** – Use this link to view your balances (see fig. 5). Please make sure all information

Full Time - Time and Leave System - ECP

is correct including your Title and Appt (appointment) Date.

Employee Time and Leave Balance Summary			
Employee Time and Leave summary is updated as of 3/31/2016 (Please note if your department was late in time submission the balance is not accurate)			
Employee Name	Amy Cruz		
Department	Human Resources		
Title	IT Academic Technology Mgr		
Original Appt Date	05/16/2005		
FLSA Status	Exempt		
	Annual Accrual Rate	Monthly Accrual Rate (Approx)	Current Balance
Annual Leave	25 Days	2 Days 35 Minutes	58 Days 6 Hours 20 Minutes
Sick Leave	20 Days	1 Day 4 Hours 40 Minutes	142 Days 2 Hours 15 Minutes
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			

Figure 4

- Posted Timesheets** – Use this link to view your previously entered timesheets (see fig. 6).

Fiscal Year:

Period #	Start Date	Date Entered	
1	08/30/15	10/08/15	View Timesheet
2	09/13/15	10/08/15	View Timesheet
3	09/27/15	10/08/15	View Timesheet
4	10/11/15	10/19/15	View Timesheet

Figure 5

- Request Leave** – To start new request, click **Create a new request**. All requests will be listed on this screen whether approved, rejected or cancelled.

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

Figure 6

Full Time - Time and Leave System - ECP

Create new request and click Submit the Re (see fig. 8). Your supervisor will get an email to review the request.

Submission Date:	4/4/2016
Name:	Amy Cruz
Department:	Human Resources
Title:	IT Academic Technology Mgr
Current Available A/L:	58 Days 6 Hours 20 Minutes
Current Available S/L:	142 Days 2 Hours 15 Minutes
Current Available UH:	0 Day
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"/>	

Figure 7

5. **Information** – Time and Leave forms will be available here for download.
6. **Submission Dates** – click this link to view timesheet due dates.
7. **Logoff** – use this link to logoff the system. Close your browser as soon as you log off.