# Baruch COLLEGE CUNY

# HRAssist - Full Time Staff Time and Leave System

## Supervisor's Guide

**HRAssist** is the College's official Time and Leave application for full time employees who submit timesheets. It's accessible by visiting http://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.*

**Welcome to HRAssist**
Baruch College's **Full Time Employee** Time and Leave Management System

*Figure 1*

Upon a successful log in, you will be able to select from 6 options (see fig. 2). They include: Approve Timesheets, Management Reports, Review Posted Timesheets, Leave Requests, Change Department, and Logoff.

**Home**
Approve Timesheets
Management Reports
Review Posted Timesheets
Leave Requests
Change Department
Logoff

*Figure 2*

1. **Approve Timesheets** – click this link to see a list of employees whose timesheets are awaiting your approval. Depending on how many employees report to you, there may be additional pages.

All timesheets for the current period must be entered by staff, and approved by supervisors, by 8/29/2018

| Last Name | First Name | Empl ID | Contract | Period | Approved | | |
|-----------|-----------|---------|----------|--------|----------|---|---|
| | | | CME | 24 | Y | | Timesheet |
| | | | CME | 25 | | ☐ | Timesheet |
| | | | PSC | 24 | Y | | Timesheet |
| | | | PSC | 25 | Y | | Timesheet |
| | | | PSC | 26 | | ☐ | Timesheet |

Approve Selected T/S  Approve All T/S  Close

*Figure 3*

✓ To review a timesheet, click on the **Timesheet** link. Click close to return to the list of employees.

✓ To approve all timesheets, click on the **Approve All T/S** button.

✓ To approve some timesheets, click on the **Approve Selected T/S** (selections are made by checking on the box next to the employee timesheet).

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2. **Management Reports** – Reports are housed within this section of the system for you to run. See figure 4 for a sample list of reports.

Please select a report

Employee List By Name
Employee List By ID
Summary By Department
Posted Timesheet Report

*Figure 4*

3. **Review Posted Timesheets** – Once an employee timesheet is processed, it is housed (by year) in this section of the application. You can search for timesheets by Employee Name, ID or by pay period. See figure 5.
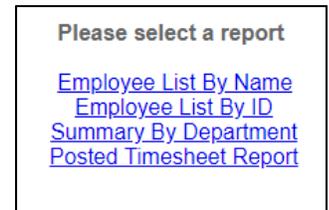
Emp. Name: ____ ID: ____ Period: ____ Year: 2018 ▼
Department: BCTC - Computing & Tech Ctr ▼ Search Close

*Figure 5*

4. **Leave Requests** – Once an employee creates a leave requests, it can be reviewed within this part of the application.

Emp. Name: ____ ID: ____ ○ Approved ○ Rejected ○ Both
Department: BCTC - ESS ▼ Search Close

| Employee Name | ID | Department | Start Date | End Date | Days | Status | |
|---|---|---|---|---|---|---|---|
| | | BCTC - ESS | 07/19/2018 | 07/24/2018 | 10 | | View |
| | | BCTC - ESS | 08/30/2018 | 08/31/2018 | 2 | | View |
| | | BCTC - ESS | 08/17/2018 | 08/17/2018 | 1 | | View |

*Figure 6*

a. Once the employee creates the request, you will receive an email. You can then view the request by click on **View** on the list of requests. See figure 6.

   i. **Note**

   ✓ You have the option of **Approving** or **Rejecting** the request.

   ✓ Employees have the option of cancelling a request. Once a request is cancelled, it will display on Status as **Cancelled**.

Submission Date: 08/14/2018
Name:
Department: BCTC - ESS
Title:
Current Available A/L: 10 Days 4 Hours 15 Minutes
Current Available S/L: 0
Current Available UH: 0 Day
Date Request: From 08/30/2018 To 08/31/2018
Leave Type: Annual Leave
Total Days: 2
Comments: Will be out of the country with no access to email.

Department Action

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

*Figure 7*

5. **Change Department** – If you approve timesheets for more than one department, this link allows you to toggle between them.

Select Department: BCTC - Computing & Tech Ctr - 80073 ▼
[Select] [Close]

*Figure 8*

6. **Logoff** – use this link to logoff the system. Close your browser as soon as you log off.