Part Time Employee Guide to Submitting Time Sheets

PRAssist is the College’s official Time and Leave application for part time employees. It can be accessed by visiting www.baruch.cuny.edu/prassist or from the Baruch College website under Quick Links > Time and Leave > Part Time

You should then see the following screen (figure 1).

To log in, enter your Baruch College Username and Password.

Please note that these are the same credentials you use for your office PC

Upon successful log in, you will be able to select from 5 options (figure 2)

1. **Timesheet Entry** – click on this link to enter time on the timesheet screen (figure 3)

A few things to note as you enter time into the sheet:

- You will need to select the correct **Period** for the timesheet 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 pay period, but only if they fall within the same fiscal year.*

- **Be sure to enter time in intervals of 15 minutes.** *(Ex: 9:00, 9:15, 9:30, 9:45)*

- **Shift** hours will be added for the hours entered prior to 8 am or after 6 pm.

- Manually enter **overtime** hours in the last column.
If you qualify for and need to enter Jury Duty information, click on the **Regular/J.Duty** link to toggle to the Jury Duty sheet (see figure 3, under the **Pay Period** selection box).

*Baruch College only pays for up to three (3) days of Jury Duty.*

Once you are done, click on the **Regular/J.Duty** link to toggle back to the timesheet to complete the rest of the timesheet (figure 4).

If you entered Jury Duty information, a new timesheet for *only* Jury Duty is created.

This example *(figure 5)* shows two timesheets submitted for Period 6. One for regular hours and the other for Jury Duty (J).

Note: NTA's get paid regular salary if scheduled to work. Please enter Jury Duty hours on the regular timesheet and submit documentation to Payroll.

When saving your timesheet, you must check the "I certify" box before clicking **Save** for the time to be recorded. Once it's saved, your timesheet can be seen by your supervisor for approval.

2. **Timesheet Inquiry** – use this link to view your current and previous timesheets

3. **Time and Leave Balance** – use this link to view your annual and sick leave balances *(figure 6)*

*Note: NTA's do not accrue annual or sick leave on PRAssist*

4. **Payroll Date** – click this link to view the timesheet due dates and corresponding check dates

5. **Logoff** – use this link to log off the system. Close your browser when you log off.