

## 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](http://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*).

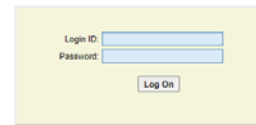
To log in, enter your Baruch College Username and Password.

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

### Welcome to Part Time - Time Keeping

Baruch College's Part Time Employee  
Time & Leave Management System

Figure 1



Please send inquiries to OHR Payroll at [PRAssistTimeandLeave@baruch.cuny.edu](mailto:PRAssistTimeandLeave@baruch.cuny.edu)

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

Home	
1	Timesheet Entry
2	Timesheet Inquiry
3	Time and Leave Balance
4	Payroll Dates
5	Logoff

Figure 2

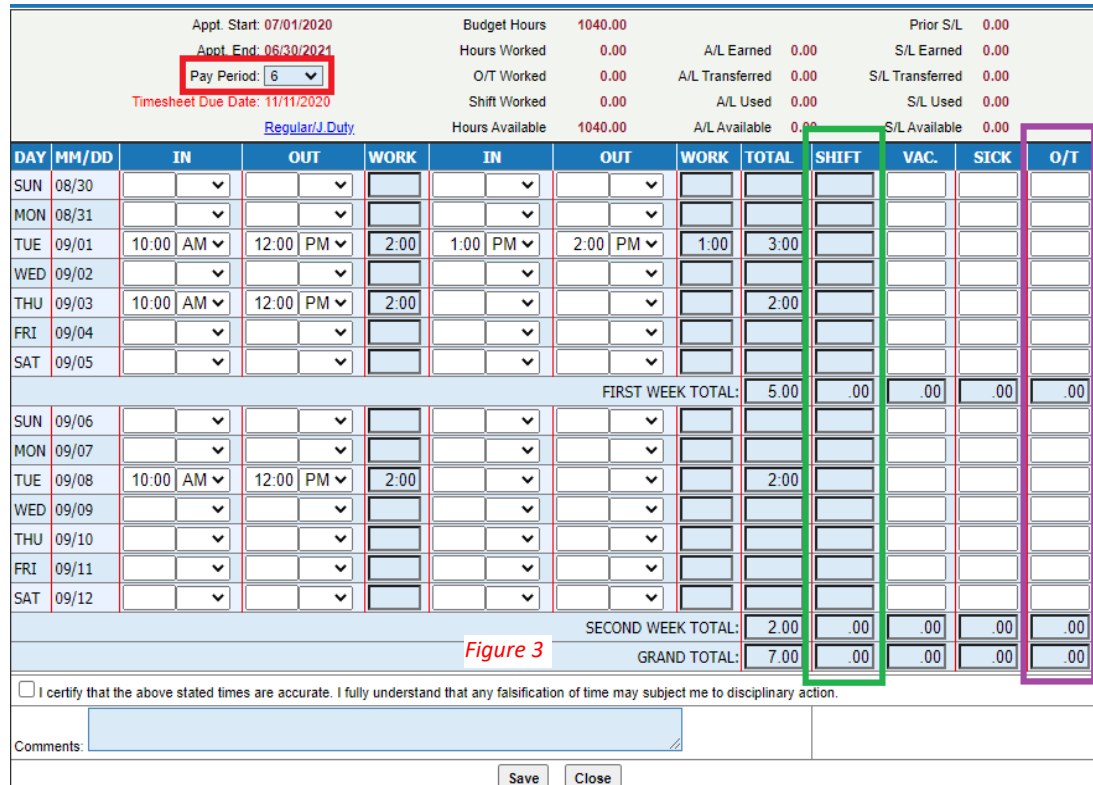
### 1. Timesheet Entry – click on this link to enter time on the timesheet screen (*figure 3*)

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.



DAY	MM/DD	IN	OUT	WORK	IN	OUT	WORK	TOTAL	SHIFT	VAC.	SICK	O/T
SUN	08/30											
MON	08/31											
TUE	09/01	10:00 AM	12:00 PM	2:00	1:00 PM	2:00 PM	1:00	3:00				
WED	09/02											
THU	09/03	10:00 AM	12:00 PM	2:00				2:00				
FRI	09/04											
SAT	09/05											
FIRST WEEK TOTAL:								5.00	.00	.00	.00	.00
SUN	09/06											
MON	09/07											
TUE	09/08	10:00 AM	12:00 PM	2:00				2:00				
WED	09/09											
THU	09/10											
FRI	09/11											
SAT	09/12											
SECOND WEEK TOTAL:								2.00	.00	.00	.00	.00
GRAND TOTAL:								7.00	.00	.00	.00	.00

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

Comments:

Save Close

Figure 3

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).

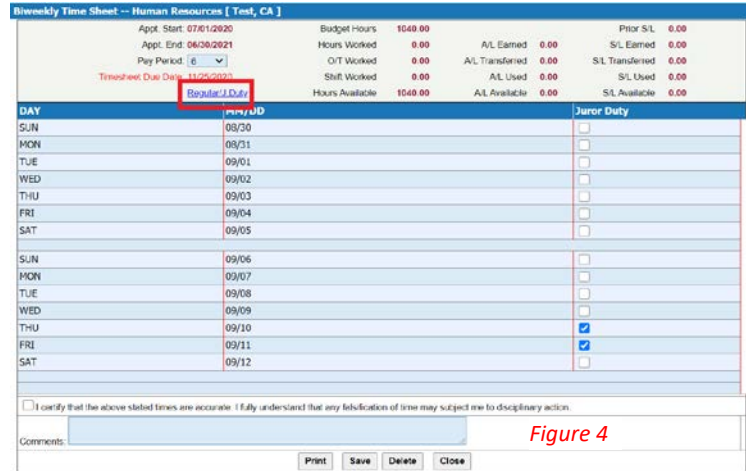


Figure 4

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).

All the timesheet for the period must be entered and approved by the Supervisor by 11/25/2020 2021 ▾

Last Name	First Name	Empl ID	Category	Rate	Period	Amount	Approve	
			C/A	20.00	11	860.00	<input type="checkbox"/>	<a href="#">Timesheet</a>
			C/A	20.00	11	800.00	Y	<a href="#">Timesheet</a>
			C/A	21.00	11	892.50	<input type="checkbox"/>	<a href="#">Timesheet</a>
Test	CA	HRTESTCA0	C/A	15.61	6	109.27	<input type="checkbox"/>	<a href="#">Timesheet</a>
Test	CA	HRTESTCA0	C/A	15.61	6	80.00 J	<input type="checkbox"/>	<a href="#">Timesheet</a>
Test	CA	HRTESTCA0	C/A	15.61	7	62.44	<input type="checkbox"/>	<a href="#">Timesheet</a>

Figure 5

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)

Department: Human Resources - 80174											
Title	Hours Worked	A/L Earned	A/L Transfer	A/L Used	A/L Available	Prior S/L Hrs	S/L Earned	S/L Transfer	S/L Used	S/L Available	Status
COLLEGE ASST	177.50	11.75	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	Active
Total Budget Hours:		520.00									
Total Hours Worked:		177.50									
Total Hours Available:		342.50									

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.