

Dear PRAssist Users,

We are writing to inform you of a recent modification made regarding timesheet submission that you should be aware of.

Currently when a timesheet is saved, only a supervisor may make changes to it. Therefore, we advise only saving the timesheet once all shifts have been completed and to enter and save the time all at once.

If a timesheet is already saved and further changes need to be made, you may either:

- Delete the timesheet, and re-enter and save all the time entry once all shifts for the pay period is complete, or;
- Request a supervisor to modify the timesheet.

We are working with the vendor to enable employees to modify their own timesheets in a future update.

Thank you for your understanding. If you have any questions or concerns, please email prassist.timeandleave@baruch.cuny.edu.

Regards,

Part-Time Timekeeping
Office of Human Resources
Baruch College