

From the Office of Human Resources

June 28, 2018

PR Assist Time and Leave System for *Tax Levy* Hourly Staff to Go Live on Monday, July 2

Dear Department Heads, Office Managers, and Part-Time Staff,

The Office of Human Resources, in collaboration with BCTC, has successfully completed the testing, piloting and user training for the **PR Assist Time and Leave System** over the last four months. We are pleased to announce the launch of the PR Assist Time and Leave System, scheduled for **Monday, July 2**.

Starting next week, the way you report attendance and leave time for part-time (tax-levy) staff will change. This system will allow hourly staff to record their time on an automated web-based system and will replace our current paper-based timesheet process for our part-time staff.

Benefits of the the PR Assist Time and Leave system include:

- Fully automated and web-based access; timesheets and manual time-entry processes will be eliminated
- Ability for supervisors and part-time staff to monitor and track allocated hours and accrual utilization
- Preparation for the successful implementation of CUNY eTime

Supervisor Check List

To ensure a smooth transition, supervisors must:

- ✓ Make sure your direct reports have a Baruch staff account (credentials used to log on to Baruch computers). If you have new hires starting July 1, be sure they are issued a staff account. Staff will need this information to login to PR Assist. If

a staff account needs to be issued please contact BCTC Help Desk at helpdesk1@baruch.cuny.edu.

- ✓ PR Assist relies on the CUNYFirst “Reports To” field for approval process; therefore, it is imperative to maintain accurate information in CUNYFirst. To help you maintain this data, follow the instructions on [how to make reports to changes in CUNYfirst](#).
- ✓ Supervisors must assign their supervisors as designees in PR Assist. Therefore, if a supervisor is not available to approve a timesheet, his/her supervisor will be able to approve the timesheet. To add designees to your PR Assist Time and Leave System approval workflow, please forward the designee’s name, email, and Baruch staff account information to: PRAssist.timeandleave@baruch.cuny.edu and put “Adding Designees” in the subject line.
- ✓ PR Assist extracts appointment information from the ePAF system. In order for part-time staff to submit their timesheets in PR Assist, please make sure appointments for the new fiscal year have been entered and fully approved.
- ✓ Upon logging into PR Assist on Monday, July 2, please be sure all part-time staff from your department are in the system. If any part-time staff are missing from your account, please forward the name(s), email, and Baruch staff account information to PRAssist.timeandleave@baruch.cuny.edu no later than **Thursday, July 5**.
- ✓ The first timesheet to be recorded on PR Assist will be reflected on the August 2 paycheck. Please ensure timesheets submitted for July 2 – July 7 are fully approved no later than 4:59 pm on Tuesday, July 10.

Required Training Opportunities

Supervisors and part-time staff should have attended at least one training session. If not, please ensure attendance at one of the following scheduled sessions. Training sessions are held in the Administration Building, Room 301.

For Part-Time (Hourly) Staff Trainings (College Assistants, Information Technology series, Non-Teaching Adjuncts, Continuing Education Teachers)

Today, June 28
3 pm – 4 pm

Tuesday, July 3

10 am – 11 am

2 pm – 3 pm

Thursday, July 5

10 am – 11 am

2 pm – 3 pm

For Supervisors/Timekeepers

Today, June 28

2 pm – 3 pm

Tuesday, July 3

9 am – 10 am

11 am – noon

3 pm – 4 pm

Thursday, July 5

9 am – 10 am

11 am – noon

3 pm – 4 pm

We know that the implementation of PR Assist Time and Leave System represents a significant change to our part-time staff, their supervisors, and office managers. We respectfully request your support and patience as we work together through this transformation. The Office of Human Resources is here to help. Please send any questions to our dedicated email: PRAssist.timeandleave@baruch.cuny.edu.

Sincerely,

Monique Brown George

Executive Director, Human Resources

Baruch COLLEGE **CUNY**