

Full-Time Time and Leave Management System

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* This manual is subject to changes and updates

** Some parts of the manual might not fit for a particular user

1. System Access, System Modules and Application Users Login

1.1. Access HR-Assist

Hr-Assist can be accessed through any type of explorer over internet.

Human Resources

Full Time Employee Time and Leave Management System

Welcome to HR-Assist

Full Time Employee
Time and Leave Tracking System

Login ID:

Password:

Log On

Please contact the Office of Human Resources with any questions at (718) 482-5518.

 [Click here to view/download Documentation](#)

Each login has to select a college that the employee is belong to. The login ID and password are the same credentials you use to access your office computer.

Once the user passed the authentication, the main page of Hr-Assist will be shown, with the available option links in the middle of page. Based on the role assignment by the system administrator, each user or employee will have different link(s) to access the different module(s) of the system --

Welcome to **HRAssist**

Full Time Employee Time and Leave Management System



1.2. Application Users' Login and Authentication

The user's authentication is done by active directory control of the college.

There are two types of users in Hr-Assist

- 1) Regular Employees -- to access the employee module by click [Employee login](#) command.

This module will allow full-time employees to

- Enter and review timesheet
- Inquiry the leave balance
- Review the posted timesheets
- Make leave request
- Find and download the HR documents
- Check the timesheet submission dates

- 2) Hr-Assist Users -- to access the control and management modules of Hr-Assist.

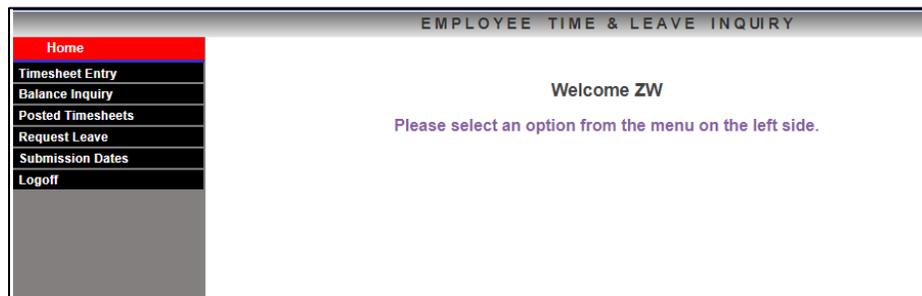
There are three levels of control and management module in Hr-Assist. Each user will be assigned to the access one or multiple modules, and user can access the system module by click command on the left side menu.

- i. Department logon
 - Review and approve employee's timesheets
 - Review and approve employee's leave requests
 - Print management reports
- ii. Human Resource logon
 - Manage employee records
 - Daily transactions
 - a) Leave time adjustment
 - b) review leave transactions

- c) Monthly increment
- d) leave initial balance setup
- e) Recalculate employee's history
- Timesheet entry control
- Year-end processing
- Reports
- iii. System Administrator Logon
 - Application setup
 - Manage application users
 - Pay Period definition
 - Department and titles
 - Documentation posting

2. Employee Module

Once the logged in to this module, the employee will be redirected to the following page with the available options on the left side menu area—



The options are:

- 1) Timesheet Entry -- Enter and review timesheet
- 2) Balance Inquiry -- Check the current leave balance
- 3) Posted Timesheets -- Review the posted timesheets
- 4) Request Leave -- Make leave request
- 5) Submission Dates -- Check the timesheet submission dates
- 6) Logoff – logout from the system

2.1. Bi-Weekly Timesheet

The timesheet browser below will show all the newly entered timesheet(s) in the current time entry period for the employee –

EMPLOYEE TIME & LEAVE INQUIRY			
Employee Timesheet Entry -- Met Brown / 10000082			
All the timesheets during period 25 must be entered and approved by the Supervisor by 2/25/2021			
Period #	Start Date	Date Entered	
25	12/13/20	02/22/21	View Timesheet
24	11/29/20	02/22/21	View Timesheet
<input type="button" value="Add a New T/S"/>		<input type="button" value="Close"/>	

You can click <Add New T/S> button to create a new timesheet, or click the link command [View Timesheet](#) on the right to each timesheet to review it.

2.1.1. Form of Timesheet

a) In/Out Timesheet **with** OT, Shift

Tracking work hours with time in/out, leaves, OT, Shift Holiday, and Comp Time hours

Name: Doe, Jane		Title: CUNY Office Assistant		Contract: DC37W		FLSA Status: Non-Exempt		Year: 2023		Period: 9		Due Date: 5/8/2023	
Balances -		S/L: 2D		A/L: 2D 3H 30M		U/H: 0D		C/T: 0D					
DAY	MM/DD	In	Out	In	Out	Reg Time Total	S/L	A/L	Other Leave	Hours	Overtime	Shift	C/T Earn
SUN	04/23						**						
MON	04/24	9:00 AM	1:00 PM	2:00 PM	5:00 PM	7:00	**						
TUE	04/25						**	7:00					
WED	04/26	9:00 AM	1:00 PM	2:00 PM	5:00 PM	7:00	**						
THU	04/27						**	7:00					
FRI	04/28	9:00 AM	1:00 PM	2:00 PM	5:00 PM	7:00	**						
SAT	04/29						**						
Weekly Total Hours:						35.00	21.00	7.00	7.00		.00	.00	.00
SUN	04/30						**						
MON	05/01	9:00 AM	5:00 PM			7:00	**						
TUE	05/02	9:00 AM	5:00 PM			7:00	**						
WED	05/03	9:00 AM	3:00 PM			5:00	**		UH	2:00			
THU	05/04	9:00 AM	1:00 PM	2:00 PM	5:00 PM	7:00	**						
FRI	05/05	9:00 AM	1:00 PM	2:00 PM	5:00 PM	7:00	**						
SAT	05/06						**						
Weekly Total Hours:						35.00	33.00	.00	.00	2.00	.00	.00	.00
Period Total Hours:						70.00	54.00	7.00	7.00	2.00	.00	.00	.00
Comments:													
<input type="checkbox"/> I certify that the above stated times are accurate. I fully understand that any falsification of time may subject me to disciplinary action.													

b) In/Out Timesheet **without** OT, Shift
Tracking work hours with time in/out, leaves, and Comp Time hours

Name: Doe, Mike		Title: HE Associate - Excluded		Contract: PSCNO-10XE		FLSA Status: Exempt		Year: 2023	Period: 9	Due Date: 5/2/2023	
Balances -		S/L: 0D		A/L: 0D		U/H: 4D		C/T: 0D			
DAY	MM/DD	In	Out	In	Out	Reg Time Total	S/L	A/L	Other Leave	Hours	C/T Earn
SUN	04/16						**				
MON	04/17	9:00 AM	1:00 PM	2:00 PM	5:00 PM	7:00	**				
TUE	04/18	9:00 AM	1:00 PM	2:00 PM	5:00 PM	7:00	**				
WED	04/19						**	7:00			
THU	04/20						**	7:00			
FRI	04/21	9:00 AM	1:00 PM	2:00 PM	5:00 PM	7:00	**				
SAT	04/22						**				
Weekly Total Hours:						35.00	21.00	7.00	7.00	.00	.00
SUN	04/23						**				
MON	04/24						**				
TUE	04/25	9:00 AM	3:00 PM			5:00	**		UH	2:00	
WED	04/26						**		UH	7:00	
THU	04/27	9:00 AM	5:00 PM			7:00	**				
FRI	04/28	9:00 AM	5:00 PM			7:00	**				
SAT	04/29						**				
Weekly Total Hours:						28.00	19.00	.00	.00	9.00	.00
Period Total Hours:						63.00	40.00	7.00	7.00	9.00	.00
Comments:											
<input type="checkbox"/> I certify that the above stated times are accurate. I fully understand that any falsification of time may subject me to disciplinary action.											

c) Leave Only Timesheet
Tracking leaves hours, no working hour needed. Only A/L, S/L and other leaves columns are enabled for this form of timesheet. If there is no leave in the period, check 'No Absence this Period' next to the comments box.

Name: Smith, John		Title: Assc Administrator		Contract: PSCEX		FLSA Status: Exempt		Year: 2023	Period: 9	Due Date: 5/2/2023	
Balances -		S/L: 148D 3H 30M		A/L: 75D		U/H: 3D		C/T: 0D			
DAY	MM/DD	In	Out	In	Out	Reg Time Total	S/L	A/L	Other Leave	Hours	C/T Earn
SUN	04/16										
MON	04/17										
TUE	04/18							7:00			
WED	04/19										
THU	04/20										
FRI	04/21										
SAT	04/22										
Weekly Total Hours:						7.00	.00	7.00	.00	.00	.00
SUN	04/23										
MON	04/24										
TUE	04/25										
WED	04/26										
THU	04/27										
FRI	04/28								UH	7:00	
SAT	04/29										
Weekly Total Hours:						7.00	.00	.00	.00	7.00	.00
Period Total Hours:						14.00	.00	7.00	.00	7.00	.00
Comments:											
											<input type="checkbox"/> No Absence this Period
<input type="checkbox"/> I certify that the above stated times are accurate. I fully understand that any falsification of time may subject me to disciplinary action.											

2.1.2. Timesheet Entry

The default period is set as the current period. If you want to enter the time for the prior period, you need to select the pay period on the top before entered the hours. Once the period being selected, the day of week and date columns on the left will be refreshed.

1) **The rule of time entry**

- a) Using AM/PM with the HH:MM format, where MM is only the quarter values of 00, 15, 30, or 45, example, to input the time 9:45, both 945 or 9:45 are acceptable.
- b) When calculating the total hours in each column, the time will to be converted to decimal number and show the decimal in the total row, like 29.75.
- c) Employee can only enter the timesheet for the current pay period, or the previous pay periods in the same fiscal year. To enter the previous period timesheet, select the Period in the combo list on the top of the page.
- d) Working hours cross the midnight should be separated. Ex. An employee works from 11:00 PM (Monday)-7:00 AM(Tuesday), the time entry should be Monday 11:00PM-12:00AM and Tuesday 12:00AM-7:00AM.

2) **Quick daily entry duplication and removal**

Employee can copy the entry line of a day and paste to the other day by moving the cursor to the double-dot pop-up command tips –

DAY	MM/DD	IN	OUT	WORK	IN	OUT	WORK	TOTAL	SHIFT		VAC.	SICK	O/T
SUN	12/20									**			
MON	12/21	9:00 AM	7:00 PM	10:00				9:00		**			
TUE	12/22	9:00 AM	7:00 PM	10:00				9:00		**			
WED	12/23									Copy			
THU	12/24 H									Paste			
FRI	12/25 H									Clear			
SAT	12/26									**			

Time entry line can also be removed by click 'Clear' button.

3) **Save and Submit timesheet**

Once employee finishes the time entry, click "Save and Submit" button to submit the timesheet for supervisor's approval. Or if the timesheet is not completed, and will return back to finish later, click "Save" button to save the timesheet. Supervisor can't make any changes nor approve the timesheets those are not submitted.

If the timesheet is entered by time clerk or supervisor in department login, the "Save" button will submit the timesheet automatically.

4) **Modify and remove timesheet**

Before the timesheet is submitted, employee can make the changes or remove the timesheet by click "Modify" or "Delete" button. However, once the timesheet is submitted, those two buttons will be disabled. The supervisor can make the changes on the timesheet before approval.

2.2. Balance Inquiry

Employee can check the leave balance in the following balance summary page --

EMPLOYEE TIME & LEAVE INQUIRY			
Employee Balance Inquiry			
Employee Time and Leave Balance Summary			
Employee Time and Leave summary is updated as of 1/16/2023 (Please note if your department was late in time submission the balance is not accurate)			
Employee Name	Doe, John		
Department	Network Management Services		
Title	IT Computer Systems Mgr		
FLSA Status	Exempt		
	Annual Accrual Rate	Monthly Accrual Rate (Approx)	Current Balance
Annual Leave	20 Days	1 Day 4 Hours 40 Minutes	51 Days 4 Hours 40 Minutes
Sick Leave	12 Days	1 Day	71 Days
Unscheduled Holiday	4 Days		4 Days
Compensatory Time			0
Max Annual Leave Accrual Cap	50 Days		
Max Sick Leave Accrual Cap	160 Days		
Anniversary Increment Date			
If your balance is indicated in red, you are in excess of your maximum annual leave accrual.			
If you have any question regarding to above information, you can click here for a detailed leave history report.			
Missing Timesheet Prior to Current Time Entry Period			
19/2023, 20/2023			

Employee can also print the detailed leave history report by click the report link on the lower of the page.

2.3. Posted Timesheets

Employee can review the posted timesheets in the following page –

EMPLOYEE TIME & LEAVE INQUIRY				
Posted Timesheet Review -- Met Brown / 1000082				
		Year: 2020		
Period #	Start Date		Date Entered	
19	09/20/20		11/24/20	View Timesheet
21	10/18/20		12/01/20	View Timesheet
23	11/15/20		12/02/20	View Timesheet
24	11/29/20		12/13/20	View Timesheet
Close				

To view the details, just click the link command View Timesheet on the right of each timesheet--

**Office of Human Resources
Time and Leave Record
Full-Time Non-instructional Employees**

Name: Brown, Met

Period: 24 **Through:** 12/12/2020

Title: Vice President

Department: Provost's Office - AA

Date	Day	Actual Hours Worked				Hours Worked	Leave Used		Other Paid Time		Comp Time Earned	Shift Hours
		In	Out	In	Out		Sick	Annual				
10/11/2020	Sun								HL	8:00		
10/12/2020	Mon								AL	2:45		3:00
10/13/2020	Tue	3:45	9:00			5:15						
10/14/2020	Wed	3:00	11:30			8:00						5:00
10/15/2020	Thur	3:00	11:30			8:00						5:00
10/16/2020	Fri	3:00	11:30			8:00						5:00
10/17/2020	Sat											
Weekly Totals						29.25	0.00	0.00	10.75		0.00	18.00
10/18/2020	Sun											
10/19/2020	Mon	3:00	11:30			8:00						5:00
10/20/2020	Tue	3:00	11:30			8:00						5:00
10/21/2020	Wed	3:00	11:30			8:00						5:00
10/22/2020	Thur	3:00	11:30			8:00						5:00
10/23/2020	Fri	3:00	11:30			8:00						5:00
10/24/2020	Sat											
Weekly Totals						40.00	0.00	0.00	0.00		0.00	25.00
						69.25	0.00	0.00	10.75		0.00	43.00

Comments: 10/13 - late arrival. left early EAL

Approved by James Boyle on 10/28/2020 8:21:00AM

2.4. Request Leave

This option allows employee to submit the leave requests –

You just need to fill out the dates, days and type of leave with comments and click <Submit the Request> in the above page.

EMPLOYEE TIME & LEAVE INQUIRY

Request Annual & Sick Leave Time & Unscheduled Holidays

Submission Date:	2/22/2021
Name:	Brown, Met
Department:	Provost's Office - AA
Title:	Vice President
Current Available A/L:	1 Day 3 Hours 7 Minutes
Current Available S/L:	3 Days 1 Hour 52 Minutes
Current Available UH:	4 Days
Current Available Comp Time:	0
Date Request:	From 3/3/2021 To 2/4/2021
Leave Type:	SL - Sick Leave
Total Days:	2 Hours:Minutes
Comments:	<div style="border: 1px solid black; height: 20px;"></div>

2.5. Submission Dates

Employee can check the scheduled timesheet submission dates posted by the Office of Human Resources. Here is the sample –

Timesheet Submission Date

Year: 2021

Period	Start Date	End Date	Close Date
2	09/13/20	09/26/20	09/30/20
3	09/27/20	10/10/20	10/14/20
4	10/11/20	10/24/20	10/28/20
5	10/25/20	11/07/20	11/11/20
6	11/08/20	11/21/20	11/25/20
7	11/22/20	12/05/20	12/09/20
8	12/06/20	12/19/20	12/23/20
9	12/20/20	01/02/21	01/06/21
10	01/03/21	01/16/21	01/20/21
11	01/17/21	01/30/21	02/03/21
12	01/31/21	02/13/21	02/17/21
13	02/14/21	02/27/21	03/03/21
14	02/28/21	03/13/21	03/17/21
15	03/14/21	03/27/21	03/31/21
16	03/28/21	04/10/21	04/29/21
17	04/11/21	04/24/21	04/28/21
18	04/25/21	05/08/21	05/12/21
19	05/09/21	05/22/21	05/26/21
20	05/23/21	06/05/21	06/09/21
21	06/06/21	06/19/21	06/23/21
22	06/20/21	07/03/21	07/07/21
23	07/04/21	07/17/21	07/21/21
24	07/18/21	07/31/21	08/04/21
25	08/01/21	08/14/21	08/18/21
26	08/15/21	08/28/21	09/01/21
1	08/29/21	09/11/21	09/15/21

3. Supervisor Operation

In this module, time clerk and/or supervisor of the department can review and approve timesheet and leave requests for its employees. Also, the supervisor or head of departments can access the management reports.

Once logged in to this module, department user will be redirected to following page with the available options on the left side menu area—



The options are --

- 1) Approve RGLR Timesheets
- 2) Approve PSC Timesheets
- 3) Review Posted Timesheets
- 4) Leave Requests
- 5) Management Reports
- 6) Submission Dates
- 7) Change Department
- 8) Logoff

3.1. Review and Approve Timesheets

Supervisor, chair of the department and HR users can review the timesheets. Submitted timesheets must be approved by supervisor and/or chair of department before the end of entry period in order to processed by HR.

Time clerk or supervisor can sign in through Department Login, and select Approve RGLR Timesheet (Civil Service titles) or Approve PSC Timesheet (PSC and ECP titles) link on the left side command area.

DEPARTMENT TIME ENTRY, & REPORTS							
Employee Timesheet for Period 25/2020 -- Provost's Office - AA [G80293AA]							
All timesheets for the current period must be entered by staff, and approved by supervisors, by 2/25/2021							
Last Name	First Name	Empl ID	Contract	Period	Approved		Timesheet
Apel	Pol	10000061	PSCEX	2020-23		<input type="checkbox"/>	Timesheet
Brown	Met	10000082	DC37W	2020-24		<input type="checkbox"/>	Timesheet
Brown	Met	10000082	DC37W	2020-25		<input type="checkbox"/>	Timesheet
Green	Jose	10800002	PSCEX	2020-25	Y		Timesheet
Lin	Emily	23000003	PSCEX	2020-25	Y		Timesheet
Olan	Dc	10800006	DC37N				Timesheet
Sun	Julie	23000004	IBT1	2020-25		<input type="checkbox"/>	Timesheet

Approved (pointing to the 'Y' in the Approved column)
Submitted, waiting for approval (pointing to the empty checkbox in the Approved column)
Saved but not submitted yet (pointing to the empty checkbox in the Approved column)

The timesheets can be reviewed by department users or HR users by click the Timesheet link command on each row.

There will be different status of the timesheets in the browser –

1. Timesheets entered but not yet submitted by the employee
 - Employee can make the change or remove the timesheet
 - Supervisor or department users can review the timesheet
 - Supervisor can't approve nor change these timesheets
2. Timesheets submitted but not yet approved
 - Supervisor can review the timesheet and click the check box to mark it and then click 'Approve Selected T/S' button to approve the checked timesheet, or click 'Approve all T/S' button to approve all submitted timesheets.
 - To approve the timesheets, approver have to enter password for the user authentication –

DEPARTMENT TIME ENTRY, & REPORTS							
Employee Timesheet for Period 25/2020 -- Provost's Office - AA [G80293AA]							
All timesheets for the current period must be entered by staff, and approved by supervisors, by 2/25/2021							
Last Name	First Name	Empl ID	Contract	Period	Approved		Timesheet
Apel	Pol	10000061	PSCEX	2020-23		<input checked="" type="checkbox"/>	Timesheet
Brown	Met	10000082	DC37W	2020-24		<input type="checkbox"/>	Timesheet
Brown	Met	10000082	DC37W	2020-25		<input type="checkbox"/>	Timesheet
Green	Jose	10800002	PSCEX	2020-25	Y		Timesheet
Lin	Emily	23000003	PSCEX	2020-25	Y		Timesheet
Olan	Dc	10800006	DC37N				Timesheet
Sun	Julie	23000004	IBT1	2020-25		<input checked="" type="checkbox"/>	Timesheet

Please enter your Password for verification:

- Once the timesheets being confirmed, the column "Approved" of each timesheet will be marked as 'Y'
- Date and Employee or time clerk's name will be stamped on the timesheet
- Employee can't make any change on the submitted timesheets
- Supervisor, department and HR users can review the timesheet
- Supervisor or department users will approve these timesheets

- The timesheets can be changed by supervisor, department or HR users and the date and user name will be stamped with the reasons will be appended to the comments to record multiple changes, if any, on a single timesheet
3. Timesheets are approved
- Date and Approver's name will be stamped on the timesheet
 - Supervisor, department and HR users can review the timesheet, but can't make any changes
 - If any errors found after approved, supervisor, department users, or HR can unapproved the timesheet, the date and user name with reasons will be appended in the comments
 - The email will be triggered to employee indicating the un-approval
 - HR will process approved timesheets after the time entry period is closed

3.2. Review Posted Timesheets

Department users can review the posted timesheets of the employees in the department --

DEPARTMENT TIME ENTRY, & REPORTS							
Review Posted Timesheets							
Emp. Name:	<input type="text"/>	ID:	<input type="text" value="10800006"/>	Contract:	<input type="text"/>	Year:	<input type="text" value="2020"/>
Department:	<input type="text" value="Provost's Office - AA"/>	Title:	<input type="text"/>	Search Close			
Employee Name	ID	Department	Title	Period	Contract		
Olan, Dc	10800006	Provost's Office - AA	Dean	23	PSCEX	Timesheet	
Olan, Dc	10800006	Provost's Office - AA	Dean	22	PSCEX	Timesheet	
Olan, Dc	10800006	Provost's Office - AA	Dean	19	PSCEX	Timesheet	
Olan, Dc	10800006	Provost's Office - AA	Dean	20	PSCEX	Timesheet	
Olan, Dc	10800006	Provost's Office - AA	Dean	21	PSCEX	Timesheet	

In the search area on the top, you can set up the filters to narrow down the searching to find specific timesheet(s), by enter full or partial of employee name or ID, or title, or select the year and period.

3.3. Leave Requests

The supervisor or head of department can review and manage the employees' leave requests.

The following page is the summary list of the leave requests. You can narrow down the search by setting the filters on the top.

DEPARTMENT TIME ENTRY, & REPORTS							
Employee Leave Requests							
Emp. Name:	<input type="text"/>	ID:	<input type="text"/>	<input type="radio"/> Approved <input type="radio"/> Rejected <input type="radio"/> Open <input type="radio"/> All			
Department:	Provost's Office - AA	Year:	2021	Search	Close		
Employee Name	ID	Department	Start Date	End Date	Days	Status	
Brown, Met	10000082	Provost's Office - AA	03/03/2021	03/04/2021	2	Approved	View
Olan, Dc	10800006	Provost's Office - AA	03/08/2021	03/09/2021	2		View

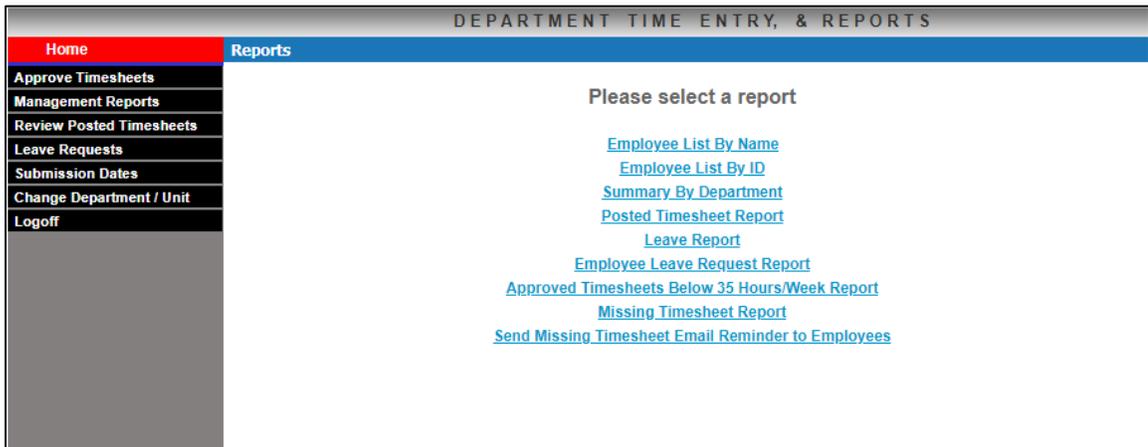
And click the link button View on each line to review the selected request --

DEPARTMENT TIME ENTRY, & REPORTS	
Request Annual & Sick Leave Time & Unscheduled Holidays	
Submission Date: 02/22/2021	
Name: Brown, Met	
Department: Provost's Office - AA	
Title: Vice President	
Current Available A/L: 1 Day 3 Hours 7 Minutes	
Current Available S/L: 3 Days 1 Hour 52 Minutes	
Current Available UH: 4 Days	
Current Available Comp Time: 0	
Date Request: From 03/03/2021 To 03/04/2021	
Leave Type: SL - Sick Leave	
Total Days: 2 Days	
Comments:	
Department Action	
Comments:	<input type="text"/>
Approval Status:	<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Close"/>

The supervisor or head of department can approve or disapprove the request by click the button <Approve> of <Reject> with the comments.

3.4. Management Reports

There are some reports are available to supervisors and head of department --

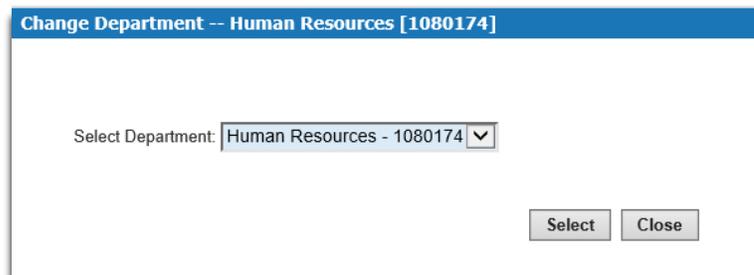


3.5. Submission Date

This is the same function as employee's login to review the timesheet submission schedule

3.6. Change Department

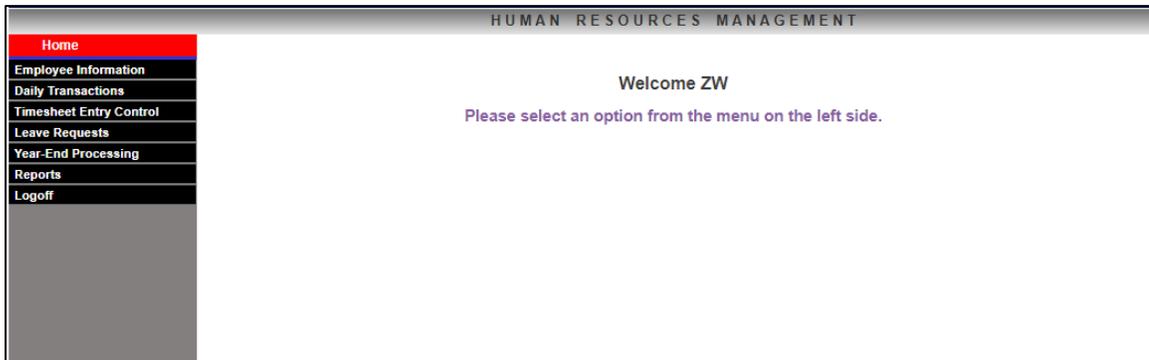
Some users may be assigned to manage the multiple departments. This option allows the user to switch the department without sing-off and sign-in --



4. Human Resources Management Module

Human Resources module is for the users of Human Resources and/or Payroll to manage the employee records, setup pay periods, process the timesheets and manage the employees' time and leaves.

Once logged in to this module, department user will be redirected to following page with the available options on the left side menu area—



The options are --

- 1) Employee Information
- 2) Daily Transaction
- 3) Timesheet processing
- 4) Annual Leave Requests
- 5) Year-End Processing
- 6) Reports
- 7) Logoff

4.1. Employee Information

This option is designed to manage employee records, accrual rates and long term leaves.

4.1.1. Employee Browser

Once Employee Information option being selected, the employee browser will be shown --

HUMAN RESOURCES MANAGEMENT							
Employee Record - Employee Listing							
Home Employee Information Daily Transactions Timesheet Entry Control Leave Requests Year-End Processing Reports Logoff	Specify the parameters you would like to search for						Search Add New Close
	Last Name: <input type="text"/>		First Name: <input type="text"/>		CF Emplid: <input type="text"/>		
	Department: <input type="text" value="Provost's Office - AA"/>		Title: <input type="text"/>		Contract: <input type="text"/>		
	Last Name	First Name	CF Emplid:	Department	Title	Contract	
	Apel	Pol	10000061	Provost's Office - AA	Asst Administrator	PSEX	Select
	Brown	Met	10000082	Provost's Office - AA	Vice President	DC37W	Select
	Green	Jose	10800002	Provost's Office - AA	Dean	PSEX	Select
	Lin	Emily	23000003	Provost's Office - AA	Asst Administrator	PSEX	Select
	Olan	Dc	10800006	Provost's Office - AA	Dean	DC37N	Select
	Sun	Julie	23000004	Provost's Office - AA	Dean	IBT1	Select
Woo	Patricia	23000002	Provost's Office - AA	Administrator	PSEX	Select	

The command links on the upper right:

- Search -- to set up the search filter by enter employee's last name, first name or ID, and select the department
- Add New -- to create a new employee record
- Close -- exit the current page

You can reset the records order by click the header of each column.

4.1.2. Employee Record

To view details or modify the record, click the link button on the last column of the employee record. Then the employee record will be shown --

Employee Record	
Last Name: Doe	First Name: John
Mid Name:	File Date: 1/30/2023 4:23:28 PM
Email: jdoe1@lagcc.cuny.edu	
CF Emplid: 11111111	
Department: Human Resources Operations - 80174	Eff. Date: 1/30/2023 4:23:28 PM
Title: HE Assistant - 04099	
Orig. Appt. Date: 1/1/2023	End Appt. Date:
LG Hire Date: 1/1/2023	FLSA Status: Non-Exempt
Title Group: 14	
Contract: PSCN0-10	
A/L Accrual Rate: 15 Days	A/L Allowed: 45 Days
S/L Accrual Rate: 20 Days	S/L Allowed: 160 Days
U/H Allowed: 4 Days 0 Day Taken	
Leave Code: Leave Start:	Leave End:
Emp. Status: ACTIVE	User Name: jdoe1
A/L Balance: 0	S/L Balance: 0
C/T Balance: 0	Last Transaction Date:
Memo:	
Leave Detail History Report Modify Delete Close	
Missing Timesheet Prior to Current Time Entry Period	

The command button on the lower of the page:

- Leave Detail -- to record the long term leave
- History Report -- to review employee's leave transaction history. This will recalculate the history from the leave image date of this employee. For the detail of leave image, see Refresh History operation in System Maintenance.
- Modify -- to change the employee's information
- Clear Missing Timesheet – to manually adjust the missing timesheet status for some/all timesheets wasn't submitted in the system
- Delete -- to remove this employee from the system
- Close -- exit the current page

4.1.3. Recording long term leave

To record or review the long term leave, click the Leave Detail button, then the following page will be shown:

Leave Detail					
Code	Start Date	End Date	Comment		
ME1	05/01/2020	05/30/2020	Leave for Hospital	Delete	Edit

Just select the corresponding button to add new leave, delete or modify a leave record.

4.2. Daily Transaction

User can perform the daily time and leave transactions in this sub module. On clicking 'Daily Transactions' command in the left side menu, the menu area will be expand and the sub menu will be shown:

The screenshot shows the 'HUMAN RESOURCES MANAGEMENT' interface. On the left is a vertical menu with the following items: Home (highlighted in red), Employee Information, Daily Transactions (highlighted in purple), Leave Time Adjustment, Review Leave Transaction, Monthly Leave Increment, Clear Missing Timesheet, Leave Initial Balance, Bulky Email, Recalculate History, Timesheet Entry Control, Leave Requests, Year-End Processing, Reports, and Logoff. The main content area displays 'Welcome ZW' and a message: 'Please select an option from the menu on the left side.'

4.2.1. Leave Time Adjustment

This option allow user to make adjustment on the leave transactions. First select the employee from employee browser. Then the following page will be shown:

4.2.2. Review Leave Transaction

This option allow user to make adjustment on the leave transactions. First select the employee from employee browser. Then the transaction details will be listed:

Tran. Date	Entry Date	Type	Details	Comments / Reason	
01/30/2023	02/02/2023	ADJ	SL: 2D	Deducting S/L hours not submitted in timesheets	Delete
01/18/2023	02/02/2023	ADJ	AL: 5H	Deducting A/L hours not submitting in timesheet	Delete
01/01/2023	02/02/2023	ADJ	SL: 5H	Adding missing transferred S/L hours	Delete
01/01/2023	02/02/2023	ADJ	AL: 2H	Adding missing transferred hours	Delete
01/01/2023	02/02/2023	ADJ	SL: 20D 2H 30M	Transferred S/L	Delete
01/01/2023	02/02/2023	ADJ	AL: 12D 5H 20M	Transferred A/L	Delete

The transactions can be filtered by setting transaction date range, selecting transaction type or leave type. The selected transaction can be removed from database be click the Delete button. It is strongly suggested to recalculate the leave balances after the deletion of the transaction by click the Refresh History button.

4.2.3. Monthly Leave Increment

This option provides the method of accrual the Annual and Sick leaves to all active employees each month by the current leave rates. Also, it will trigger the anniversary rate change by the definition of the contract, Original Appointment Date and the longevity of the employment of each employee.

For all contracts, the increment is performed at the end of the month.

To do the monthly increment, first enter the effective date. For example, to run the accrual for April 2023, enter the last of date of the month as the effective date (4/30/2023).

Annual / Sick Leave Monthly Increment

Increment Date:

(The date must be the last day of the month)

4.2.4. Set the Initial Leave Balances

This option is to set the initial leave balance for the employees for the transferred from other college or new system setup without all the leave transactions. Once the initial balance is entered, the system will calculate the leave balance from these value. To enter or change the initial balance, first select the employee from employee browser. Then the leave balance will be shown on the top of the page --

Name: **Brown, Met**

AL Balance: (Days-hours-minutes) SL Balance: (Days-hours-minutes)

UH Balance: (Days) CT Balance: (Days-hours-minutes)

Eff. Date: Save [Close](#)

Last Name	First Name	CF Emplid:	Department	Title	Contract	
Apel	Pol	10000061	Provost's Office - AA	Ascc Administrator	PSCEX	Select
Brown	Met	10000082	Provost's Office - AA	Vice President	DC37W	Select
Green	Jose	10800002	Provost's Office - AA	Dean	PSCEX	Select
Lin	Emily	23000003	Provost's Office - AA	Asst Administrator	PSCEX	Select
Olan	Dc	10800006	Provost's Office - AA	Dean	DC37N	Select
Sun	Julie	23000004	Provost's Office - AA	Dean	IBT1	Select
Woo	Patricia	23000002	Provost's Office - AA	Administrator	PSCEX	Select

The format of the balance should be Days-Hours-Minutes.

4.2.5. Bulky Email

Human Resource can send bulky emails to the selected employees with attachments for any occasions at any time. As most of the email system, to compose a bulky email, you just need to enter receipts, subject and email body message. And choose the attached document(s).

HUMAN RESOURCES MANAGEMENT

Sending Bulk Email

From:

Receipts:

[Group of Receipts:](#)

Subject:

Message:

[Add Attachment:](#)

[Send](#) [Close](#)

The email receipts' email address can be entered in the receipts box separated by semicolon ';', or grouped by selected department, title or contract.

From:

Receipts:

[Group of Receipts:](#)

Subject:

Message:

[Add Attachment:](#)

Select Receipt Group

Department:

Title:

Contract:

[Continue](#) [Cancel](#)

To add the attachment, click link command [Add Attachment](#) and choose the file on your computer, and click Upload. And finally click [Send](#) command to send the email --

From:

Receipts:

[Group of Receipts:](#)

Subject:

Message:

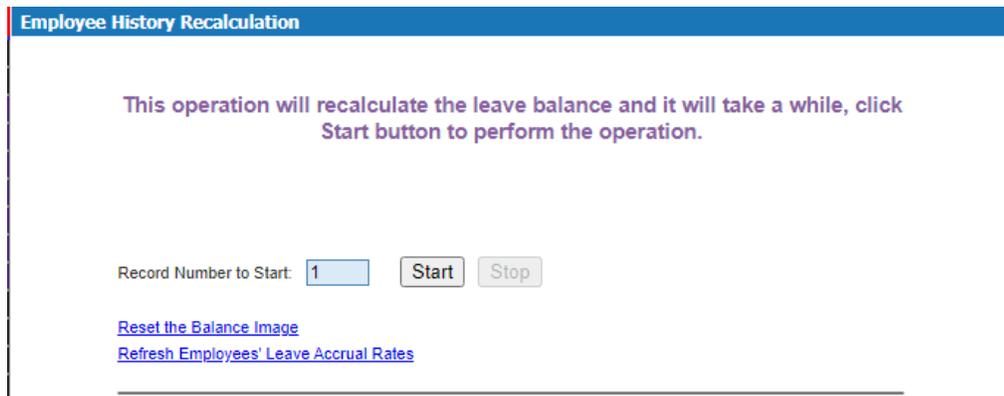
[Add Attachment:](#) No file chosen

WeChat Image_20191209215828.jpg;

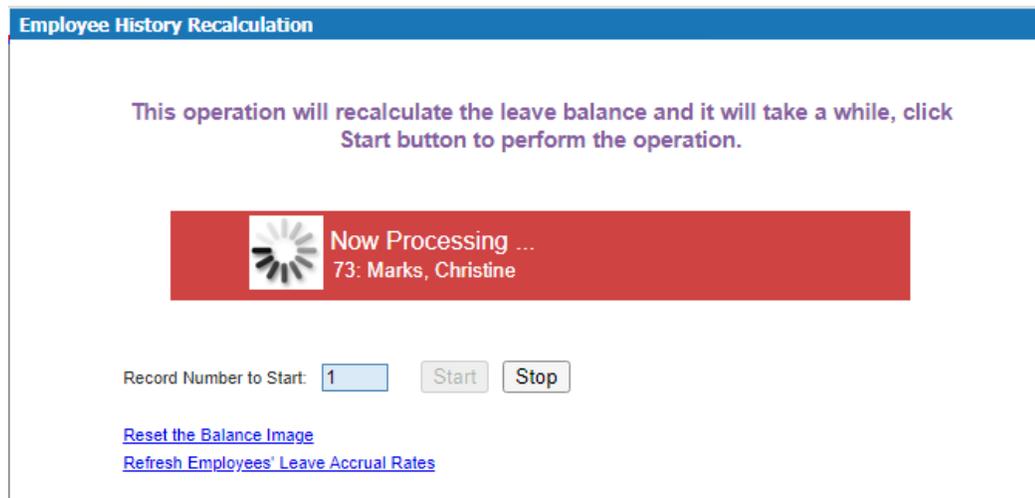
[Send](#) [Close](#)

4.2.6. Recalculate History

This command is for the refreshing the leave balance recalculation for all the employees.



For the regular calculation, just click Star button. It is strongly suggested the calculation being performed after the work hour.



Once the recalculation started, a counter with employee's name will be displayed indicating which employee is working on. HR user can cancel the operation by click Stop button.

In case of system stopped in the middle of the recalculation for any unexpected reason, HR user can restart the operation in the middle of the process by entering the counter number on which stopped.

There are two link commands at the lower page –

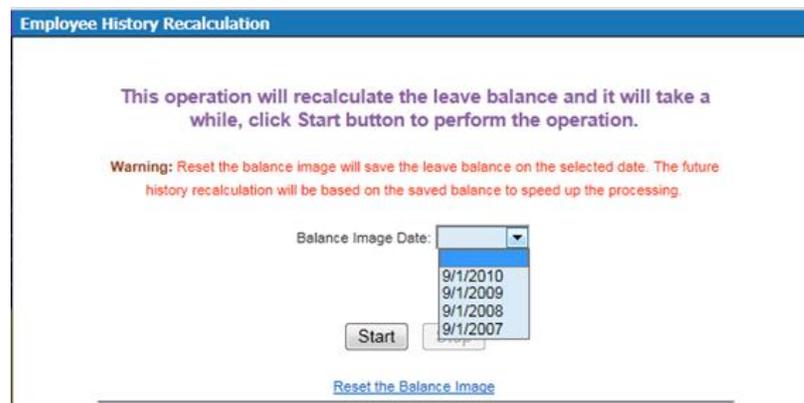
1. Reset the Balance Image

As mentioned, the history recalculation is a very time consuming procedure. The process will be slower as the leave transaction data grows.

Saving the balance image will create the balance image on certain date for each employee, and system will start the calculation from the image point, instead of the earliest leave transaction. This will speed up the process and reduce the operation time.

The image date normally set as the beginning date of the past third or fourth fiscal year. For example, if the current date is December 1 2012, the image date could be 9/1/2009. The system will save balance once the image date is set. The regular balance calculation will be start from the image. Generally, the image date can be reset at the beginning of each fiscal year.

To update the image, click 'Reset the Balance Image' link button, then select the new image date --



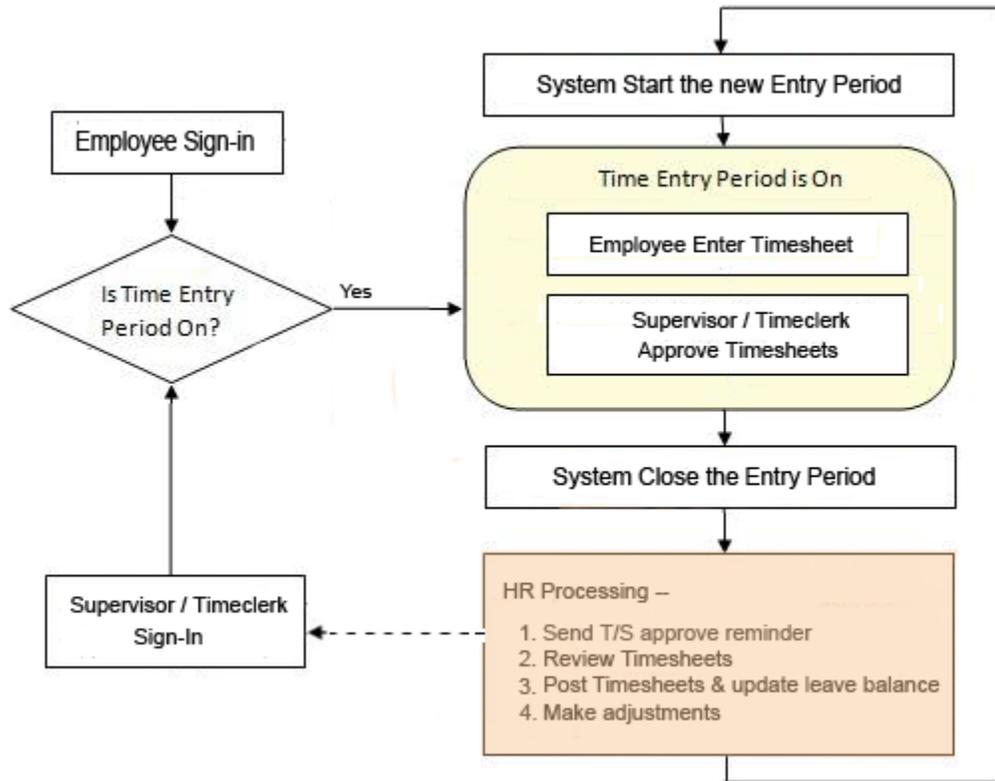
This leave balance image can be also used to archive the leave transaction data to reduce the size of physical database.

2. Refresh Employees' Leave Accrual Rate

This operation is to reset the accrual rate, including the anniversary rate increase for each employee.

4.3. Timesheet Entry Control

This option provides a set of procedures to control cycle of timesheet entry which driven by pay period. For each pay period, the timesheet processing will follow the cycle --



4.3.1. Pay Period Date Definition

In the timesheet processing cycle, the system automatically start and close the timesheet entry period for each pay period. This is driven by the pay dates table defined in the System Administration. Please refer Section 5.3. in this manual for details.

4.3.2. HR Timesheet Processing

System provides the email reminder to send out the emails to Supervisor and time clerk of each department for the timesheet approval before the time entry closing date.

Once the time entry stopped, HR can review the timesheet by print out the timesheet control reports, and may add the missing timesheets. Finally, post the timesheets to update the employee's leave balance.

HUMAN RESOURCES MANAGEMENT	
Bi-Weekly Timesheet Entry Control Close	
Current Time Entry Period	
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> Current Period: 25 - 2020 Date: 12/13/2020 - 12/26/2020 Time Entry End Date: 2/25/2021 Change End Date </div>	
There are 8 Bi-Weekly timesheets entered and 2 approved in this entry period.	
Review Timesheet & Send Notification	Open Timesheet Control Reports
Review Timesheets Send Email Reminder to Employees Send Email Reminder to Approvers Send Missing Timesheet Email Reminder to Employees Review Posted Timesheets	Timesheet Control Summary Report Timesheets not Approved Timesheets Below 35 Hours/Week Report Timesheets Below 40 Hours/Week Report Employees Work Hours on Paid Holidays Employees Work over 70 Hours Employees Other Leave Report Employees Shift Differential Report Employees Extra Payment Report Employees Work on Weekend Timesheets with Three or More A/L or S/L Days Timesheets with Comments
Open New Time Entry Period	
<input type="button" value="Post Timesheets and Start New Period"/>	

4.4. Leave Requests

HR users can review the leave requests from the employees, and the actions made by the supervisors of all the departments. There are no actions for the requests on this level.

4.5. Year End Processing

At the end of the fiscal year, HR needs to reset the Leaves for the new fiscal year, including

- Reset AL for New Fiscal Year
- Reset UH for New Fiscal Year
- Reset ML for New Calendar Year



4.6. Reports

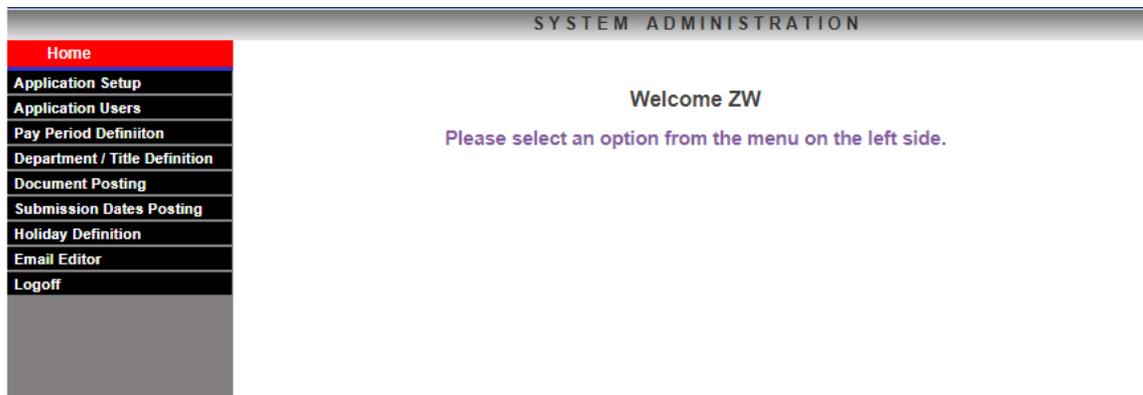
System provides various comprehensive reports for the time and leave control and employment management --



5. Administrator's Module

This module provides the tools to maintain the system definition, document posting, and manage the application users' account.

Once logged in to this module, system administrator will be redirected to following page with the available options on the left side menu area—

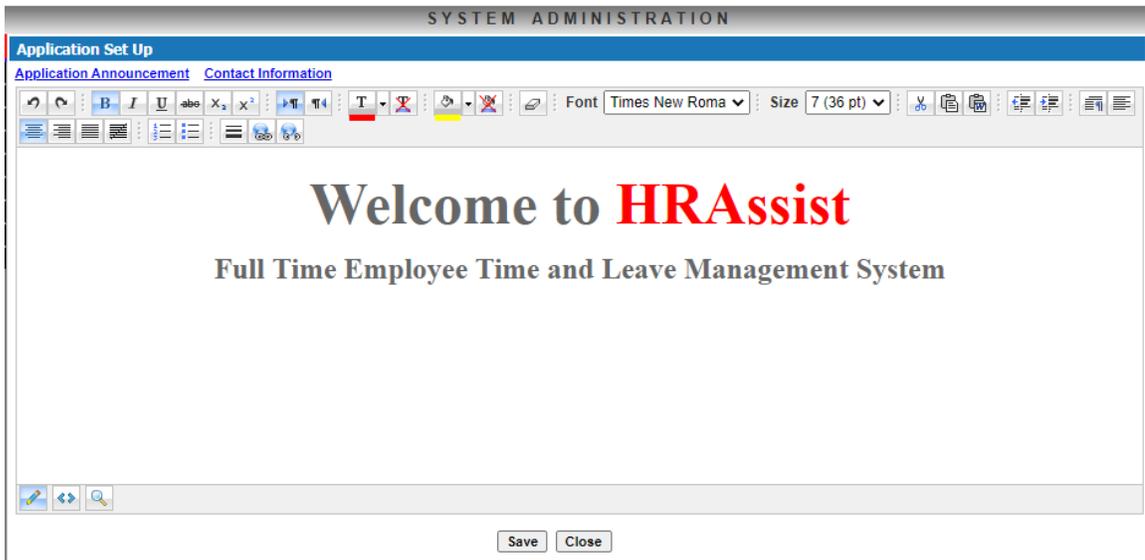


The options are --

- Application Setup
- Application Users
- Pay Period Definition
- Department / Title Definition
- Document Posting
- Holiday Definition
- Email Editor
- Logoff

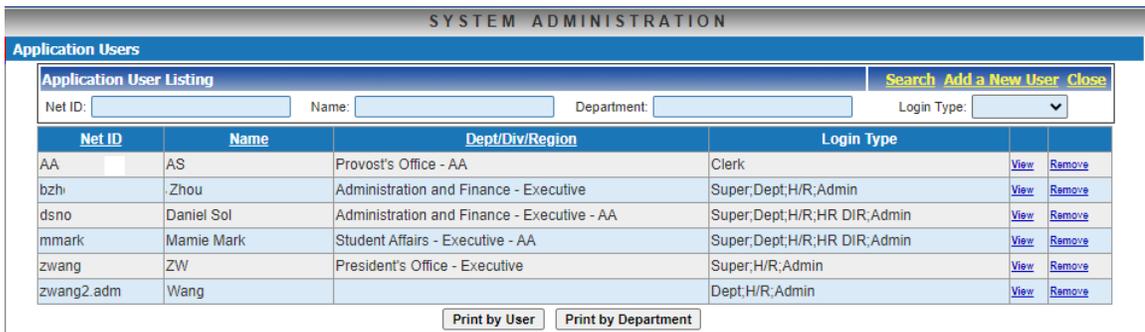
5.1. Application Setup

This option is to customize the welcome page message, Announcement and Contact Information. It is a HTML editor and what you will see on the editor is will be displayed on the main page. The graphic tool bars on the top of the editor can help user to create professional web contents.



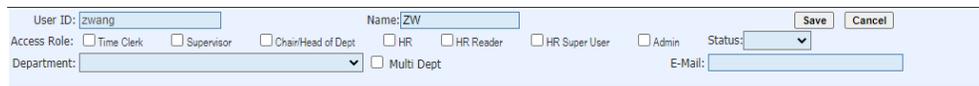
5.2. Application Users

This sub module is to define the application users profile including users login info and access roles. Once the Application Users option is clicked, the user's browser will be shown --



To add a new user's record, click Add a New User button. To change the selected user's info, click the link button View on each row. To delete a selected used, click link button Remove on each row. You can print the user list by click Print button.

When click Add a New User or View button, the detail info will be popped up on the top of the page.



There are seven access roles for the users:

- Time clerk - Time clerk can enter the times for the employees who are not available accessing HrAssist, checking and verify the timesheets employee entered
- Supervisor –

- Check and approve the timesheets,
 - review and approve employee's leave request, and
 - review the management reports
- Chair/Head of Department –
 - Reviewing the management reports,
 - Check and approve the timesheets and/or leave requests if the supervisor is not available
- HR – HR Users manage the daily operations
 - Managing employee records
 - Managing employee's time and leave activities
 - Control the time entry period, overview the timesheet and posting the timesheets.
 - Perform year-end processing.
 - Reviewing the management reports.
- HR Reader – HR Reader cannot add nor make the changes on employee's record and time and leave transactions. They can only --
 - Review employee records,
 - Review employee's time and leave information and
 - Review management report.
- HR Super User – Same as HR user with some exceptional operation
 - Year-End Processing
 - Remove Leave Transactions
 - Batch refreshing employees' leave Accrual Rate
 - Resent employees leave balance image and archive employee's leave information
- Admin - System administrator maintaining the system operation
 - Application setup
 - Manage application User's account
 - Time entry period definition
 - Manage department and title records
 - Document posting
 - Holiday definition
 - Maintain the text of outgoing emails

The Status dropdown box defines the current status of the user. The value can be

- Blank – The user is active for the operations regarding to the roles assigned
- Inactive – The user is inactivated
- Suspended – The user is temporarily disabled to access to HrAssist

If the status is set to Inactive or Suspended, the user can't access to HrAssist and will be excluded to the outgoing emails and reminders from HrAssist.

5.3. Department and Title Definition

Pay Period Date Definition

SYSTEM ADMINISTRATION							
Pay Period Definition							
Year:	2020					Add New	Close
Period	Start Date	End Date	Entry Date	Close Date	Remove	Modify	
19	09/20/20	10/03/20	10/03/20	11/22/20	Remove	Modify	
20	10/04/20	10/17/20	10/17/20	11/22/20	Remove	Modify	
21	10/18/20	10/31/20	10/31/20	11/22/20	Remove	Modify	
22	11/01/20	11/13/20	11/13/20	12/15/20	Remove	Modify	
23	11/15/20	11/28/20	11/28/20	12/04/20	Remove	Modify	
24	11/29/20	12/12/20	12/12/20	12/12/20	Remove	Modify	
25	12/13/20	12/26/20	12/26/20	02/25/21	Remove	Modify	
26	12/27/21	01/09/21	01/09/21	01/29/21	Remove	Modify	

Before the new fiscal year starts, each pay period should be defined in the system --

- Period: The pay period number
- Start Date: The start date of the period
- End Date: The end date of the period
- Entry Date: The start date of the time entry for this period, by default, it will take the end date of the period. It is suggested to have this date defined a few days later than the end date to allow HR process the timesheets without interfering by department's time entry.
- Close Date: The end date of the time entry

5.4. Department and Title Definition

This option allows Administrator to define or change the department and titles --

Department Listing		Add New Department Close	
Code	Department Name		
0477	CUNY COMPUTER ASSOC-TECH. SUP	Delete	Edit
1010	LANGUAGE LABORATORY	Delete	Edit
1080	ACADEMIC COMPUTING SERVICES	Delete	Edit
1111	EXECUTIVE COMPENSATION PLAN	Delete	Edit
1140	ACCOUNTING	Delete	Edit
1143	CASH MANAGEMENT	Delete	Edit
1150	ACCOUNTS PAYABLE	Delete	Edit
1210	ASSISTANT VICE PRESIDENT FOR CAMPUS PLANNING AND OPERATIONS	Delete	Edit
1220	ASSISTANT VICE PRESIDENT FOR ADMINISTRATIVE SERVICES	Delete	Edit
1252	INSTRUCTIONAL COMPUTING & INFORMATION TECHNOLOGY	Delete	Edit
1350	ADMISSIONS	Delete	Edit
1420	INTERNATIONAL ENGLISH LANGUAGE INSTITUTE	Delete	Edit
142A	CONTINUING EDUCATION	Delete	Edit
1520	AMERICAN SOCIAL HISTORY PROJECT	Delete	Edit
1595	ADMINISTRATIVE COMPUTING AND INFORMATION TECHNOLOGY	Delete	Edit
1630	AV-INSTRUCTIONAL RESOURCES CENTER	Delete	Edit
1695	BROOKDALE CENTER ON AGING	Delete	Edit
1705	BUDGET	Delete	Edit

1 2 3 4 5 6 7 8

Title Listing					Add New Title Close	
Code	Title Name	Group	Contract			
00108	INSTRUCTOR	05	PSCTE	Delete	Edit	
04000	ASSISTANT BUSINESS MANAGER	15	PSCNO	Delete	Edit	
04000S	SUB - ASSIST. BUSINESS MANAGER	15	PSCNO	Delete	Edit	
04008	ASSISTANT PROFESSOR	04	PSCTE	Delete	Edit	
04008S	SUB - ASSISTANT PROFESSOR	04	PSCTE	Delete	Edit	
04010	ASSISTANT REGISTRAR	16	PSCNO	Delete	Edit	
04010S	SUB - ASSISTANT REGISTRAR	16	PSCNO	Delete	Edit	
04015	HEO AIDE	14	PSCNO	Delete	Edit	
04015S	SUB - HEO AIDE	14	PSCNO	Delete	Edit	
04016	ASST. TO BUSINESS MGR.	15	PSCNO	Delete	Edit	
04016S	SUB - ASST. TO BUSINESS MGR.	15	PSCNO	Delete	Edit	
04017	ASSISTANT TO HEO	14	PSCNO	Delete	Edit	
04017S	SUB - ASSISTANT TO HEO	14	PSCNO	Delete	Edit	
04024	ASSOCIATE PROFESSOR	04	PSCTE	Delete	Edit	
04024S	SUB - ASSOCIATE PROFESSOR	04	PSCTE	Delete	Edit	
04034	ASSOCIATE REGISTRAR	16	PSCNO	Delete	Edit	
04034S	SUB - ASSOCIATE REGISTRAR	16	PSCNO	Delete	Edit	
04038	BUSINESS MANAGER	15	PSCNO	Delete	Edit	

1 2 3 4 5 6 7 8 9 10 ...

5.5. Department and Title Definition

This option allows administrator to post the documents and forms, so the employee can access the documents in their login to HrAssist --

Forms

Description	Documant Name		
Catastrophic Sick Leave Bank - Application to Donate	Catastrophic Sick Leave Bank -Application Form.pdf	Edit	Remove
Comp-Time or Overtime Form- HEO Titles	HEO Request Form For COMP-TIME-OVERTIME.pdf	Edit	Remove
Dedicated Sick Leave -Application to Donate	Dedicated Sick Leave -Application To Donate.pdf	Edit	Remove
Dedicated Sick Leave -Application to Receive	Dedicated Sick Leave -Application To Receive.pdf	Edit	Remove
HRAssist How to Documentation - Non-Supervisory	HRAssist Employee Documentation.pdf	Edit	Remove
HRAssist How to Documentation - Supervisor	HRAssistSupervisorDocumentation.pdf	Edit	Remove
Time and Leave Summary: Classified Managerial	TimeLeaveSummary_ClassifiedManagerialEmployees.pdf	Edit	Remove
Time and Leave Summary: Full-Time Classified (Blue Collar)	Full-Time Classified (Blue Collar) time and leave.pdf	Edit	Remove
Time and Leave Summary: Full-Time Classified (White Collar)	Full-Time Classified (White Collar) time and leave.pdf	Edit	Remove
Time and Leave Summary: HEO Series	HEO Series time and leave.pdf	Edit	Remove

[Add New](#) [Close](#)

You can add a new document by click <Add New> Button. Then can upload the file from your local computer to HrAssist and assign the document description:

Browse...
Upload File

Document Description:
Save [Close](#)

You can change the description by click [Edit](#) link of each line, or remove the document by click [Remove](#) link button.

5.6. Holiday Definition

To make sure the timesheets entered correctly, System maintains the holiday table. Once the holidays are defined, they will be indicated in the timesheet entry page.

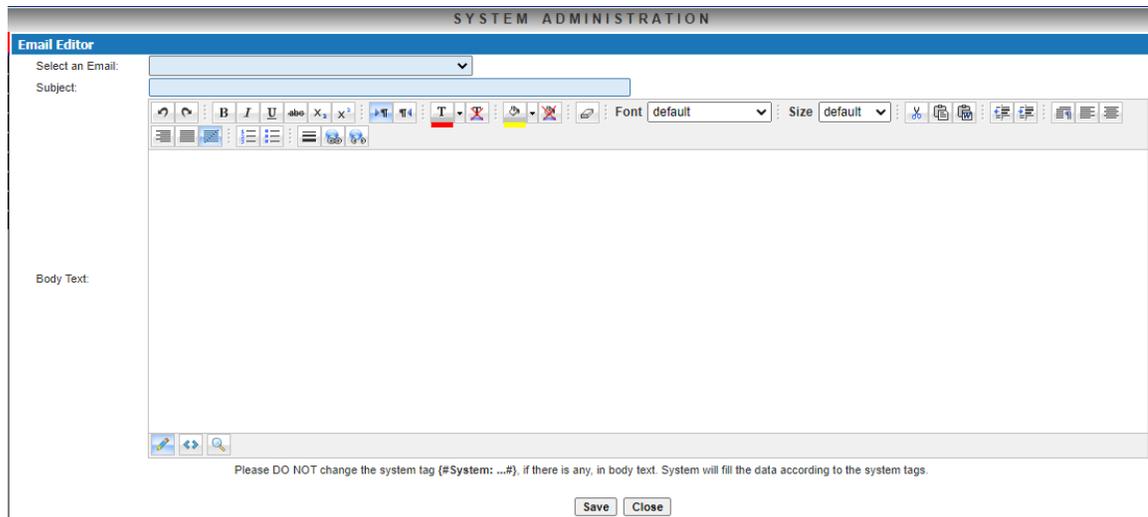
SYSTEM ADMINISTRATION			
Holiday Definition			
Year:	2020	Add a New Holiday	
Date	Holiday Name	Remove	Modify
01/01/2020	New Years Day	Remove	Modify
01/20/2020	Martin Luther King	Remove	Modify
02/12/2020	Lincolns Birthday	Remove	Modify
02/17/2020	Presidents Day	Remove	Modify
05/25/2020	Memorial Day	Remove	Modify
07/03/2020	Independence Day	Remove	Modify
09/07/2020	Labor Day	Remove	Modify
10/12/2020	Columbus Day	Remove	Modify
11/26/2020	Thanksgiving	Remove	Modify
11/27/2020	Thanksgiving	Remove	Modify
1 2			

[Close](#)

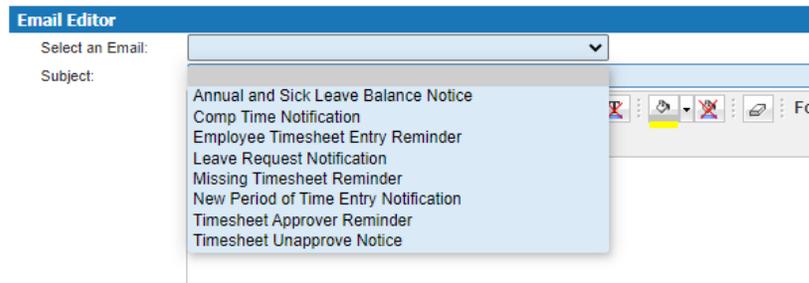
You can add a new holiday record by click Add a New Holiday link button on the top. Or make the changes and remove a holiday by click Edit or Delete link button on each record.

5.7. Email Editor

There are many outgoing emails to the employees, supervisors, or other group of users. System provide a HTML editor for user to customize the messages in the email.

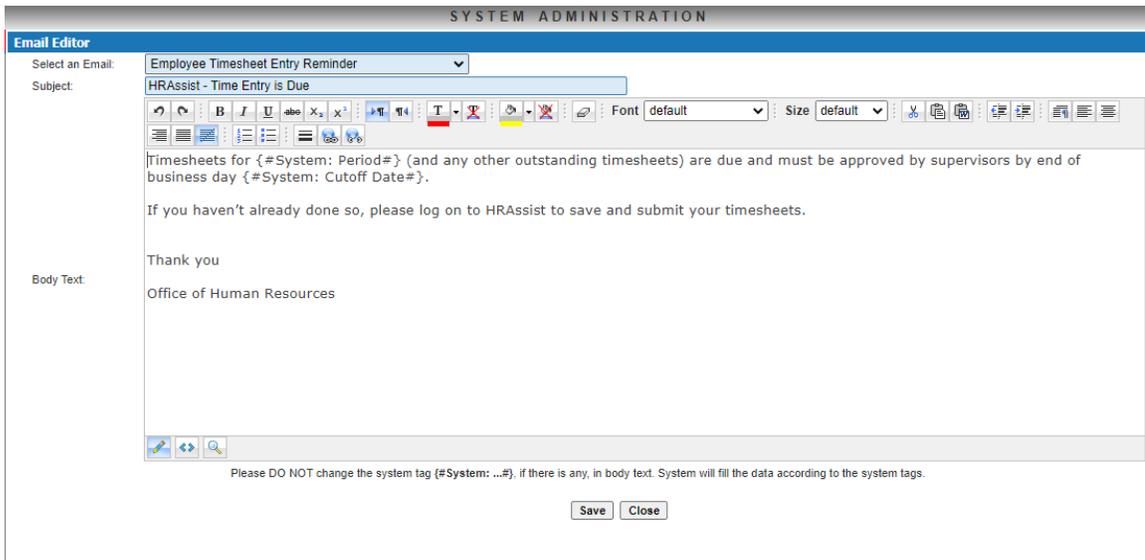


All the outgoing emails are listed in the dropdown box of "Select an Email" --



Once the email is selected, the email subject and body text will be shown and user can make the change.

Since there are some data needed to pull up by the system, there are special blocks tagged by {#System: ... #}, in the email body text cannot be changed. Otherwise, the email may not be compiled correctly. For example, in the email below, {#System: Period#} will indicate the current period for the email, and {#System: Cutoff Date#} will indicate the end date of the current timesheet entry period.



You can add the rich text with the graphic buttons on the top area of the editor and add the links for the web page references.

If you are experienced with HTML tags, you can directly modify the text in HTML mode by click button '<>' at the bottom of the editor –

