

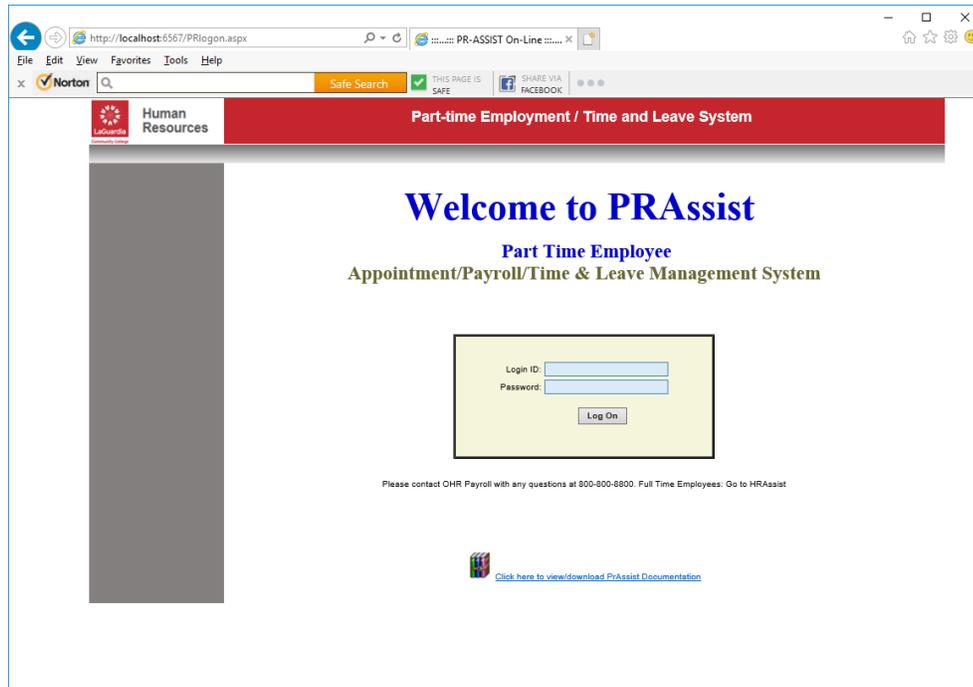
## Contents

|                                                                     |    |
|---------------------------------------------------------------------|----|
| 1. System Access, System Modules and Application User's Login ..... | 2  |
| 1.1. Access PrAssist .....                                          | 2  |
| 1.2. Application User's Login and Authentication.....               | 2  |
| 2. Employee Appointment Processing .....                            | 4  |
| 2.1. Users working with this module.....                            | 4  |
| 2.2. Appointment browser and record search.....                     | 4  |
| 2.3. Personnel Action Form (PAF) .....                              | 4  |
| 2.4. Work Flow .....                                                | 7  |
| 2.5. Actions of Appointments .....                                  | 8  |
| 2.6. Appointment Operation Role Control Chart.....                  | 8  |
| 2.7. Modification of the PAFs.....                                  | 8  |
| 2.8. Comments on the PAF.....                                       | 8  |
| 2.9. Review Employee Action Summary .....                           | 9  |
| 3. Timesheets Processing.....                                       | 10 |
| 3.1. Users working with this module.....                            | 10 |
| 3.2. Payroll Processing Flow .....                                  | 10 |
| 3.3. Timesheet Entry .....                                          | 11 |
| 3.4. Timesheet Confirmation & Approval .....                        | 13 |
| 4. Time and Leave Tracking and Management .....                     | 14 |
| 4.1. Employee Time & Leave Inquiry.....                             | 14 |
| 4.2. Review Employee Action Summary .....                           | 15 |
| 4.3. Leave Balance Adjustment.....                                  | 15 |
| 4.4. Leave Balance Recalculation .....                              | 16 |
| 5.1. Users working with this module.....                            | 16 |
| 5.2. Budget Allocation.....                                         | 16 |
| 5.3. Budget Verification .....                                      | 17 |
| 5.4. Department Review .....                                        | 18 |
| 6. Reports .....                                                    | 18 |

## 1. System Access, System Modules and Application User's Login

### 1.1. Access PrAssist

PrAssist can be accessed through any type of web browser over the internet. The main page will be the user's authentication page:



### 1.2. Application User's Login and Authentication

All the user's authentication is done through the college active directory control/ Outlook Credentials.

Once successful logon, the system will prompt some of the following links, according to the access role assigned to the user, to access the system.



There are two types of users in PrAssist

- 1) Regular Employee -- to access the employee module by click the link [Employee Login](#). This module will allow part-time employees to
  - a) Timesheet entry
  - b) Check and review posted timesheets

c) Review time and leave balance

2) PrAssist Users -- to access the control and management modules of PrAssist

There are five control and management modules in PrAssist. Each user will be assigned access to the modules based on their role (s) and can access the system modules by clicking the respective link command. The modules are:

- i. Department login
  - Review and approve employee's timesheets
  - Create and revise employee appointments (PAF)
  - Review employee actions and leave balance
  - Review posted timesheets
  - Print management reports
- ii. Human Resource login
  - Review and approve employee's appointments
  - Review employee actions and leave balance
  - Review posted timesheets
  - Print management reports
- iii. Budget Office Login
  - Review and approve employee's appointments
  - Department budget allocation
  - Print management reports
- iv. Payroll Office Login
  - Review and activate employee's appointments
  - Review employee actions and leave balance
  - Pay Period Control
  - Review Posted Timesheets
  - Print management reports
  - Pay Period Date Setup
  - End of Year Process
- v. System Administrator Login
  - Application setup
  - Manage application users
  - Refresh T/L Balance
  - Documentation posting
  - Define Departments and Titles

## 2. Employee Appointment Processing

This module provides the functions to manage the appointment processing flow for part-time employees.

### 2.1. Users working with this module

- 1) Department:
  - PAF Creator - Create or modify PAFs
  - Supervisor, Chair/Director, and VP/Provost - Review and approve PAFs
- 2) Human Resource Coordinator : Review and approve PAFs
- 3) Budget Department: Review
- 4) Payroll Department: Review and activate PAFs

### 2.2. Appointment browser and record search

To access the appointments, select Review Appointment command on the left side command section. The first page is the appointment browser --

| PAF Date   | Last Name | First Name | Empl ID  | Title | Status | Control # |                          |
|------------|-----------|------------|----------|-------|--------|-----------|--------------------------|
| 01/03/2019 | Arias     | Wed        | 10022233 | C/A   | ACTIVE | 145909    | <a href="#">View PAF</a> |
| 12/14/2018 | Williams  | Ted        | 10022223 | CET   | HR 1   | 145910    | <a href="#">View PAF</a> |

Department users with PAF creator role can add new Personal Action Form (PAF). Other users with the PAF reviewing and/or approval right can review the PAF by clicking the [View PAF](#) link button in each record. User can also set the search filters and click the Search button to find a PAF record in the search area on top section of the page. A newly created or denied PAF record can be deleted by clicking the Remove link button in each record.

### 2.3. Personnel Action Form (PAF)

Personnel Action Form (PAF) is a data record for the activities of employee's appointment.

| Part-Time Classified Service Personnel Action Form -- Human Resources [80174]                                                                                                                                                            |                                                                               |                                |                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------|
| Budget Allocated: \$500,000.00                                                                                                                                                                                                           | Amount Used: \$138,679.53 (\$16,112.48 in approving)                          | Amount Available: \$361,320.47 |                                                                                 |
| Action Type: <b>Appointment</b>                                                                                                                                                                                                          | Status: <b>ACTIVE</b>                                                         | Year: <b>2020</b>              |                                                                                 |
| Date: <b>8/13/2019</b>                                                                                                                                                                                                                   | Empl ID: <b>00000023</b>                                                      |                                |                                                                                 |
| Last Name: <b>Neeson</b>                                                                                                                                                                                                                 | First Name: <b>Carol</b>                                                      |                                |                                                                                 |
| Address: <b>123 Maiden Lane</b>                                                                                                                                                                                                          | City: <b>New York</b>                                                         |                                |                                                                                 |
| State: <b>NY</b>                                                                                                                                                                                                                         | Zip: <b>10040</b>                                                             |                                |                                                                                 |
| Phone: <b>2125558855</b>                                                                                                                                                                                                                 | Work Phone:                                                                   |                                |                                                                                 |
| Department: <b>80174</b>                                                                                                                                                                                                                 | Dept. Name: <b>Human Resources</b>                                            |                                |                                                                                 |
| Title: <b>Custodial Asst H</b>                                                                                                                                                                                                           | Position #:                                                                   | JSN: <b>1</b>                  |                                                                                 |
| Rate/Hour: <b>15.50</b>                                                                                                                                                                                                                  | Budgeted Hours: <b>300/PAF 300/Appt</b>                                       |                                |                                                                                 |
| App. Date: <b>8/1/2019</b>                                                                                                                                                                                                               | Appt. End Date: <b>11/1/2019</b>                                              | Salary: <b>\$4,650.00</b>      |                                                                                 |
| App. Initial Date: <b>8/1/2019</b>                                                                                                                                                                                                       | CUNY College: <b>LaGuardia Community College</b>                              |                                |                                                                                 |
| Separation Date:                                                                                                                                                                                                                         | Reason:                                                                       |                                |                                                                                 |
| LG User ID: <b>cneeson</b>                                                                                                                                                                                                               | E-Mail: <b>cneeson@lagcc.cuny.edu</b>                                         |                                |                                                                                 |
| Reference #:                                                                                                                                                                                                                             | Supervisor: <b>Kathy Paniagua</b>                                             |                                |                                                                                 |
| Empl Rcd No: <b>0</b>                                                                                                                                                                                                                    |                                                                               |                                |                                                                                 |
| Work Location: <b>LGCC-E</b>                                                                                                                                                                                                             | Student:                                                                      | Foreign Student:               |                                                                                 |
| Comments:                                                                                                                                                                                                                                |                                                                               |                                |                                                                                 |
| Approval Signatures                                                                                                                                                                                                                      |                                                                               |                                |                                                                                 |
| Supervisor                                                                                                                                                                                                                               | <input type="text" value="dpttester"/> <input type="text" value="8/13/2019"/> | Chair/Director                 | <input type="text" value="chairtester"/> <input type="text" value="8/13/2019"/> |
| VP/Prov                                                                                                                                                                                                                                  | <input type="text" value="vptester"/> <input type="text" value="8/13/2019"/>  | H/R Officer                    | <input type="text" value="hrtester"/> <input type="text" value="8/13/2019"/>    |
| Deny this PAF                                                                                                                                                                                                                            | <input type="text"/>                                                          |                                |                                                                                 |
| <input type="button" value="Print"/> <input type="button" value="E-Mails"/> <input type="button" value="Revision"/> <input type="button" value="Modify"/> <input type="button" value="Separation"/> <input type="button" value="Close"/> |                                                                               |                                |                                                                                 |

**A. Type of Action**

- New Appointment
- Reappointment
- Revision
- Separation

**B. Employee Record Retrieval**

When creating a new PAF record, once the employee ID is entered, the system will search the database to bring up the information from the latest appointment record. You can also search for returning employees by clicking the Search Employee link next to the Empl ID box.

| Action Type: <input checked="" type="radio"/> Appointment <input type="radio"/> Reappointment | Year: <b>2019</b>                                             |          |          |       |                                       |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------|----------|-------|---------------------------------------|
| Date: <b>2/1/2019</b>                                                                         | Empl ID: <input type="text"/> <a href="#">Search Employee</a> |          |          |       |                                       |
| * Last Name: <input type="text"/>                                                             | * First Name: <input type="text"/>                            |          |          |       |                                       |
| Last Name: <input type="text"/>                                                               | First Name: <input type="text"/>                              |          |          |       |                                       |
| City: <input type="text"/>                                                                    | State: <input type="text"/>                                   |          |          |       |                                       |
| <input type="button" value="Search"/> <input type="button" value="Close"/>                    |                                                               |          |          |       |                                       |
| Last Name                                                                                     | First Name                                                    | Empl ID  | City     | State | E-Mail                                |
| Arias                                                                                         | Wed                                                           | 10022233 | New York | NY    | zwang@sotac.info                      |
|                                                                                               |                                                               |          |          |       | <input type="button" value="Select"/> |

**C. Input verification**

Some input boxes are mandatory. The label of the missing mandatory box will be in red when saving and submitting the record:

| Part-Time Classified Service Personnel Action Form -- Human Resources [80174]                 |                                                                           |                                |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------|
| Budget Allocated: \$500,000.00                                                                | Amount Used: \$138,679.53 (\$16,112.48 in approving)                      | Amount Available: \$361,320.47 |
| Action Type: <input checked="" type="radio"/> Appointment <input type="radio"/> Reappointment |                                                                           | Year: 2020                     |
| Date: 9/4/2019                                                                                | Empl ID: <input type="text"/> <a href="#">Search Employee</a>             |                                |
| * Last Name: <input type="text"/>                                                             | * First Name: <input type="text"/>                                        |                                |
| * Address: <input type="text"/>                                                               | * City: <input type="text"/>                                              |                                |
| * State: <input type="text"/>                                                                 | * Zip: <input type="text"/>                                               |                                |
| Phone #: <input type="text"/>                                                                 | Work Phone: <input type="text"/>                                          |                                |
| * Title: <input type="text"/>                                                                 | Position #: <input type="text"/>                                          | JSN: <input type="text"/>      |
| * Rate/Hour: <input type="text"/>                                                             | * Budget Hrs: <input type="text"/> /Appt                                  | <input type="text"/> /PAF      |
| * Appt. Start Date: <input type="text"/>                                                      | * Appt. End Date: <input type="text"/>                                    |                                |
| * Appt. Initial Date: <input type="text"/>                                                    | * CUNY College: LaGuardia Community College                               |                                |
| LG User ID: <input type="text"/>                                                              | E-Mail: <input type="text"/>                                              |                                |
| Reference #: <input type="text"/>                                                             | * Supervisor: <input type="text"/>                                        |                                |
| Empl Rcd No: <input type="text"/>                                                             |                                                                           |                                |
| * Work Location: <input type="text"/>                                                         | <input type="checkbox"/> Student <input type="checkbox"/> Foreign Student |                                |
| Comments: <input type="text"/>                                                                |                                                                           |                                |

Message from webpage

The fields that appear in red are required.

**D. Budget validation**

The budget information for each department is shown on the top of the page. The system will validate the projected amount of the PAF, projected salary plus projected Annual Leave cost, against the balance available for the department. The PAF cannot be saved if there is not enough available funds.

**E. PAF approval and Status**

Once a PAF is created, it will need to be approved by different levels of authority. To approve the PAF, click the corresponding button in the Approval Signature section in the lower page. The system will prompt users to enter the Sign-in Password for verification --

Approval Signatures

Please enter your Sign-in Password for verification

The following are approval processing steps and corresponding status

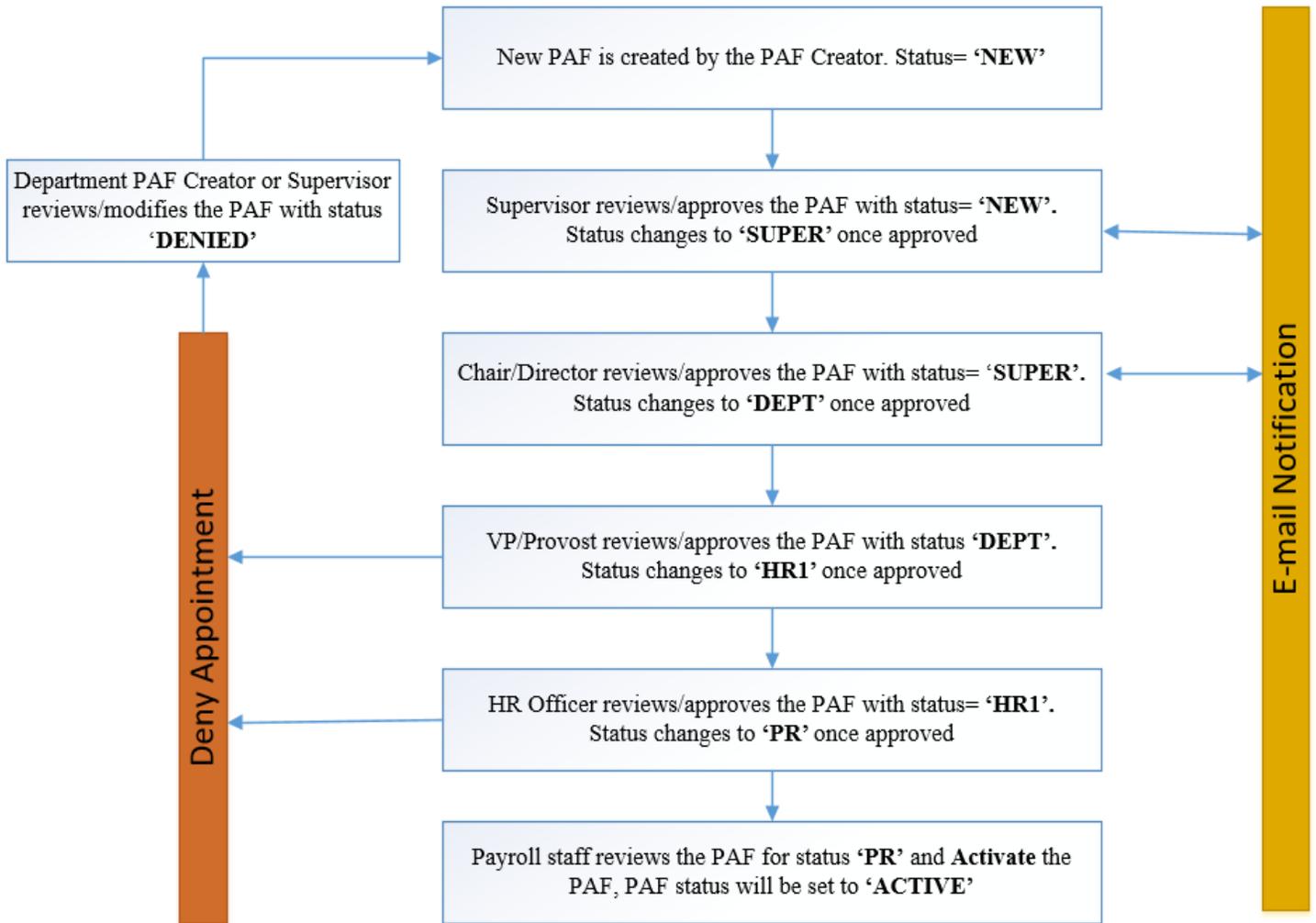
- 1) **NEW** - PAF is just created, waiting for approval by Supervisor
- 2) **SUPER** - approved by Supervisor, waiting for approval by Chair/Director
- 3) **DEPT** - approved by Chair/Director, waiting for approval by VP/Provost
- 4) **HR 1** - approved by VP/Provost, waiting for approval by HR Coordinator
- 5) **PR** - approved by HR Director, waiting for the activation by Payroll Office
- 6) **ACTIVE** - PAF is activated by Payroll office

In addition to the above, there are two other status:

- 1) **INACT** - PAF is inactivated, if the PAF is revised or separated
- 2) **DENY** - PAF is denied by VP/Provost or HR department for any reason. Department can make the changes on the denied PAF and resubmit, however, the approval process will start over from the Supervisor.

**2.4. Work Flow**

**Appointment Processing Flow**



## 2.5. Actions of Appointments

- Each employee will have only one active PAF record in the same department, holding the up-to-date information
- Only the active PAFs will be shown in employee listing for payroll and other financial and budget reports.
- Once new revision is made and approved, the system will create a new active PAF record with the updated information, and the original action record will be inactivated.
- Only one revision of the PAF can be processed at a time. In other words, no revision can be created if another revision for the same PAF is still in process (not activated yet).
- The inactive appointment record and approved revisions will be shown in the action history of the appointment.
- Only PAF creator or supervisor can change the PAF. If an error is found in the approval process, notify the supervisor to make the correction.
- Any modification on rate, hours and title to a PAF that is in approval process will result in the restart of approval process.
- VP/Provost and Human Resources can add comments to a PAF in approval process.
- VP/Provost and Human Resources can deny a PAF
- Payroll Office will activate the PAF, and once the PAF is activated, it will be in the payroll status and ready for accepting the timesheet.

## 2.6. Appointment Operation Role Control Chart

|                | Create | Delete | Modify      | Add Comments | Approve | Deny | Email | Activate | Status |
|----------------|--------|--------|-------------|--------------|---------|------|-------|----------|--------|
| PAF Creator    | X      | X      | X           |              |         |      | X     |          | NEW    |
| Supervisor     |        | X      | X           |              | X       |      | X     |          | SUPER  |
| Chair/Director |        |        |             |              | X       |      | X     |          | DEPT   |
| VP/Provost     |        |        |             | X            | X       | X    | X     |          | HR 1   |
| HR Officer     |        |        | Add Empl-ID | X            | X       | X    | X     |          | PR     |
| Payroll        |        |        | X           |              |         |      | X     | X        | ACTIVE |

## 2.7. Modification of the PAFs

Before a PAF is approved by the appropriate supervisor, all the data items in the PAF page can be changed by the PAF creator or supervisor. Once the PAF is approved by the Chair, no other modifications can be made by the PAF creator and supervisor.

At all time, limited data elements can be changed by the users with Payroll's role.

## 2.8. Comments on the PAF

The users with the role of VP/Provost cannot modify the PAF. However, they can add comments to the PAF. Comments are not editable once they are saved. All comments will be appended and stamped with the date and user's login ID.

## 2.9. Review Employee Action Summary

Department Users can review the summary of employee's action by selecting the command 'Review Employee Action' on the left side menu. This will provide the appointment activity, work hours and leave information of each employees of the department --



The screenshot shows a window titled "Employee Action Summary -- Mary Brown". It contains a table with employee statistics and a "Close" button at the bottom.

| Begin Date: 07/01/2011 |         | End Date: 06/30/2012 |       | Status: ACTIVE   |       |
|------------------------|---------|----------------------|-------|------------------|-------|
| Budget Hours:          | 1040.00 | Rate:                | 9.72  | Prior S/L:       | 42.75 |
| Hours Worked:          | 544.25  | A/L Earned:          | 36.25 | S/L Earned:      | 27.25 |
| O/T Worked:            | 0.00    | A/L Transferred:     | 0.00  | S/L Transferred: | 0.00  |
| Shift Worked:          | 0.00    | A/L Used:            | 0.00  | S/L Used:        | 35.00 |
| Hour Available:        | 495.75  | A/L Available:       | 36.25 | S/L Available:   | 35.00 |

Close

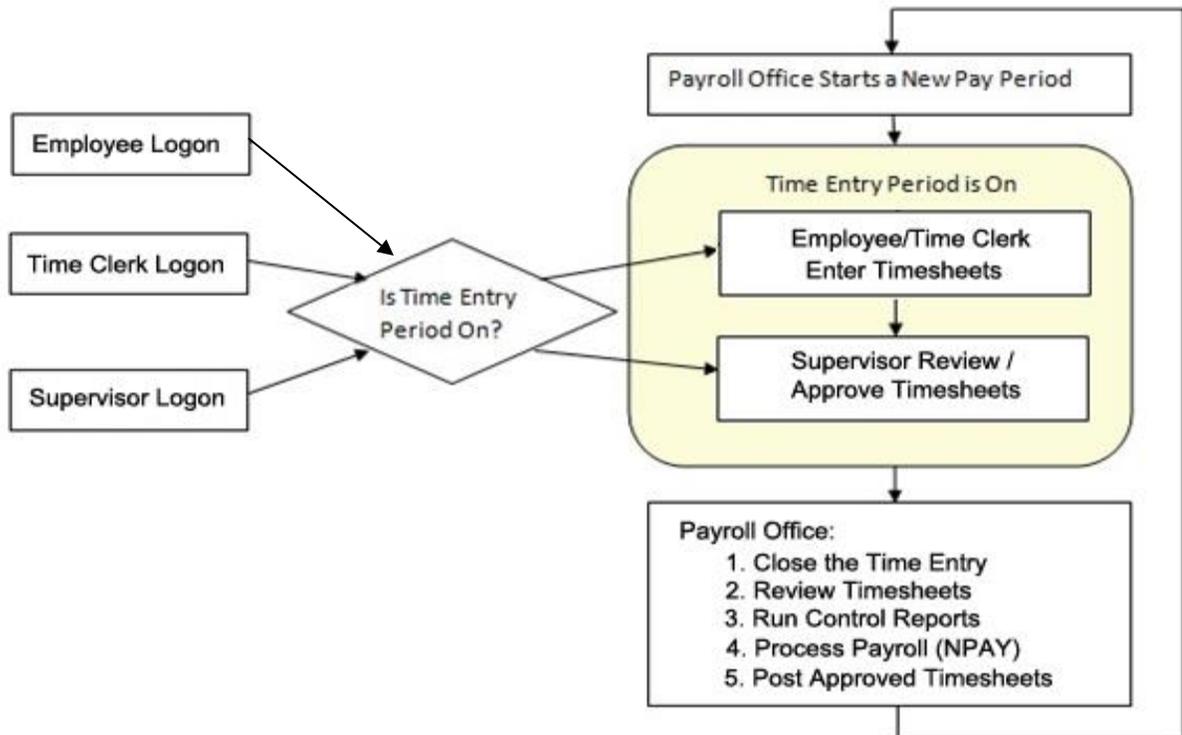
### 3. Timesheets Processing

Once a PAF is activated, an employee or timekeeper can input the timesheets to record the hours worked and leaves taken in each pay period. The system will accrue and calculate the leave balance base on the timesheets entered.

#### 3.1. Users working with this module

- 1) Employee or Timekeeper:
  - Enters the timesheets for the pay period
  - Reviews posted timesheets
  
- 2) Department Supervisor: Reviews and confirms and approves timesheets of the department
  
- 3) Payroll Department:
  - Controls the pay period
  - Reviews the confirmed and/or un-confirmed timesheets
  - Posts the approved timesheets
  - Reviews posted timesheets

#### 3.2. Payroll Processing Flow



### 3.3. Timesheet Entry

Bi-weekly Timesheet can be entered by employees or a timekeeper of department.

Once logged in, select 'Timesheet Entry' command on the left side menu, then the timesheet browser for the new time entry period will be shown:

All the timesheet for the period must be entered and approved by the Supervisor by 1/16/2019

| Department      | Category | Rate  | Start Date | Period | Amount                    |
|-----------------|----------|-------|------------|--------|---------------------------|
| Human Resources | C/A      | 16.00 |            |        | <a href="#">Timesheet</a> |

If an employee works in multiple departments, there will be multiple rows initially in the browser.

The timesheets entry must be finished and confirmed by 12:00 noon on the closing date of the period.

Employee can start the time entry by clicking “Timesheet” link to get the timesheet entry page --

**Biweekly Time Sheet -- Human Resources [ Arias, Wed ]**

|                               |                          |                       |
|-------------------------------|--------------------------|-----------------------|
| Appt. Start: 08/01/2018       | Budget Hours: 1040.00    | Prior S/L: 0.00       |
| Appt. End: 06/30/2019         | Hours Worked: 0.00       | A/L Earned: 0.00      |
| Pay Period: 9                 | O/T Worked: 0.00         | S/L Transferred: 0.00 |
| Timesheet Due Date: 1/16/2019 | Shift Worked: 0.00       | A/L Used: 0.00        |
| Regular/J.Duty                | Hours Available: 1040.00 | A/L Available: 0.00   |
|                               |                          | S/L Available: 0.00   |

| DAY                | MM/DD | IN | OUT | WORK | IN | OUT | WORK | TOTAL | SHIFT | VAC. | SICK | O/T |
|--------------------|-------|----|-----|------|----|-----|------|-------|-------|------|------|-----|
| SUN                | 10/14 |    |     |      |    |     |      |       |       |      |      |     |
| MON                | 10/15 |    |     |      |    |     |      |       |       |      |      |     |
| TUE                | 10/16 |    |     |      |    |     |      |       |       |      |      |     |
| WED                | 10/17 |    |     |      |    |     |      |       |       |      |      |     |
| THU                | 10/18 |    |     |      |    |     |      |       |       |      |      |     |
| FRI                | 10/19 |    |     |      |    |     |      |       |       |      |      |     |
| SAT                | 10/20 |    |     |      |    |     |      |       |       |      |      |     |
| FIRST WEEK TOTAL:  |       |    |     |      |    |     |      | .00   | .00   | .00  | .00  | .00 |
| SUN                | 10/21 |    |     |      |    |     |      |       |       |      |      |     |
| MON                | 10/22 |    |     |      |    |     |      |       |       |      |      |     |
| TUE                | 10/23 |    |     |      |    |     |      |       |       |      |      |     |
| WED                | 10/24 |    |     |      |    |     |      |       |       |      |      |     |
| THU                | 10/25 |    |     |      |    |     |      |       |       |      |      |     |
| FRI                | 10/26 |    |     |      |    |     |      |       |       |      |      |     |
| SAT                | 10/27 |    |     |      |    |     |      |       |       |      |      |     |
| SECOND WEEK TOTAL: |       |    |     |      |    |     |      | .00   | .00   | .00  | .00  | .00 |
| GRAND TOTAL:       |       |    |     |      |    |     |      | .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:

#### A. The rules of time entry

- 1) Using the time with the HH:MM format, where MM is only the quarter values of 00, 15, 30, or 45. For example, to input the time 1:45, both 0145 or 01:45 are acceptable.
- 2) 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.
- 3) 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.

- 4) 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 0100-0700.
- 5) Shift hour will be added if the hours entered prior 8AM or after 6PM except Student Aide. The shift hour rate is ten percent of the regular pay rate.
- 6) Overtime hours
  - Auto calculate the OT hours -- If the total work hours of the week is more than 40 hours, system will automatically split the total hours into two numbers: 40 regular hours and the rest hours will be added into O/T column
  - The OT hours will be calculated in 1.5 of the regular rate

**B. Timesheet hour's validation**

Employee can check the availability in PAF summary at the top part of the timesheet page.

The system will validate the hours entered in the timesheet --

- Total hours worked, cannot be more than the total hours available
- Annual Leave hours used, cannot be more than A/L available
- Sick Leave hours used, cannot be more than S/L available

**C. Timesheet date validation**

The system will check the dates of the timesheet against the PAF date. The timesheet won't be editable if the date with the transaction is out of PAF date range.

**D. Timesheet entry for Jury Duty**

To enter time for Jury Duty, click the link button [Regular/J.Duty](#) on the top of the page. You will have the following page --

**Biweekly Time Sheet -- Human Resources [ Arias, Wed ]**

|                                |                          |                       |
|--------------------------------|--------------------------|-----------------------|
| Appt. Start: 08/01/2019        | Budget Hours: 1040.00    | Prior S/L: 0.00       |
| Appt. End: 06/30/2019          | Hours Worked: 0.00       | A/L Earned: 0.00      |
| Pay Period: 5                  | O/T Worked: 0.00         | S/L Earned: 0.00      |
| Timesheet Due Date: 1/10/2019  | Shift Worked: 0.00       | A/L Transferred: 0.00 |
| <a href="#">Regular/J.Duty</a> | Hours Available: 1040.00 | A/L Used: 0.00        |
|                                |                          | S/L Transferred: 0.00 |
|                                |                          | S/L Used: 0.00        |
|                                |                          | S/L Available: 0.00   |

| DAY | MM/DD | Juror Duty               |
|-----|-------|--------------------------|
| SUN | 08/19 | <input type="checkbox"/> |
| MON | 08/20 | <input type="checkbox"/> |
| TUE | 08/21 | <input type="checkbox"/> |
| WED | 08/22 | <input type="checkbox"/> |
| THU | 08/23 | <input type="checkbox"/> |
| FRI | 08/24 | <input type="checkbox"/> |
| SAT | 08/25 | <input type="checkbox"/> |
| SUN | 08/26 | <input type="checkbox"/> |
| MON | 08/27 | <input type="checkbox"/> |
| TUE | 08/28 | <input type="checkbox"/> |
| WED | 08/29 | <input type="checkbox"/> |
| THU | 08/30 | <input type="checkbox"/> |
| FRI | 08/31 | <input type="checkbox"/> |
| SAT | 09/01 | <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.

Comments:

Print Save Delete Close

For Jury Duty, check the day and the system will calculate the total amount of the timesheet by multiplying the # of days by \$40.

In the Timesheet browser, a new column will be added to identify the type of T/S. If it is a jury duty T/S, a status 'J' will be shown in the timesheet browser:

| Last Name | First Name | Empl ID  | Category | Rate  | Period | Amount | Approved    |
|-----------|------------|----------|----------|-------|--------|--------|-------------|
| Arias     | Wed        | 10022233 | C/A      | 16.00 | 5      | 40.00  | J Timesheet |

### 3.4. Timesheet Confirmation & Approval

All the timesheets entered by employees or timekeepers must be confirmed by the timekeeper and approved by the supervisor of the department, before the timesheet entry period ends (12:00 noon on the closing date).

Time clerk or supervisor can sign-in PrAssist through the Department Login, and select Timesheet Entry link on the left side command area.

**Employee Timesheet for Period 24/ -- Building & Grounds [80039]**

All the timesheet for the period must be entered and approved by the Supervisor by 6/3/2019 2019

| Last Name   | First Name | Empl ID | Category | Rate  | Period | Amount | Approve                  | Timesheet |
|-------------|------------|---------|----------|-------|--------|--------|--------------------------|-----------|
| Cabral      | Elizabeth  |         | IT       | 22.25 |        |        |                          | Timesheet |
| Kandegedara | Chaminda   |         | C/A      | 15.00 | 24     | 154.50 | <input type="checkbox"/> | Timesheet |
| McNeil      | Ronald     |         | C/A      | 15.00 | 24     | 90.00  | <input type="checkbox"/> | Timesheet |
| McNeil      | Ronald     |         | C/A      | 15.00 | 24     | 120.00 | J                        | Timesheet |

Batch Report Confirm T/S Approve Selected T/S Approve T/S Print all Approved T/S Close

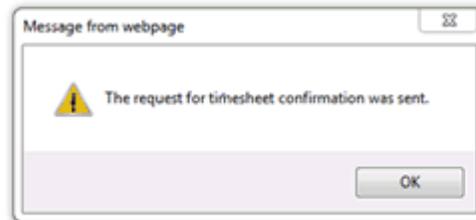
Timekeeper or supervisor can view the timesheets by clicking the Timesheet link command on each row. Once reviewing the timesheets is done, click 'Confirm T/S' button to confirm the process and system will send the message for approval to the supervisor.

Employee Timesheet for Period 24/ -- Building & Grounds [80039]

All the timesheet for the period must be entered and approved by the Supervisor by 6/3/2019 2019

| Last Name   | First Name | Empl ID | Category | Rate  | Period | Amount | Approve                  |                           |                           |
|-------------|------------|---------|----------|-------|--------|--------|--------------------------|---------------------------|---------------------------|
| Cabral      | Elizabeth  |         | IT       | 22.25 |        |        |                          | <a href="#">Timesheet</a> |                           |
| Kandegedara | Chaminda   |         | C/A      | 15.00 | 24     | 154.50 | <input type="checkbox"/> | <a href="#">Timesheet</a> |                           |
| McNeil      | Ronald     |         | C/A      | 15.00 | 24     | 90.00  | <input type="checkbox"/> | <a href="#">Timesheet</a> |                           |
| McNeil      | Ronald     |         | C/A      | 15.00 | 24     | 120.00 | J                        | <input type="checkbox"/>  | <a href="#">Timesheet</a> |

Batch Report Confirm T/S Approve Selected T/S Approve T/S Print all Approved T/S Close



The supervisor of the department can view and print the timesheet batch report by click "Batch Report" button, or view the individual timesheets.

Finally, select the timesheets to approve and click on "Approve T/S" to approve the timesheets. System will ask the supervisor to enter their password, the college active directory password that used to sign in PrAssist, for the authentication of the operation.

Employee Timesheet for Period 24/ -- Building & Grounds [80039]

All the timesheet for the period must be entered and approved by the Supervisor by 6/3/2019 2019

| Last Name   | First Name | Empl ID | Category | Rate  | Period | Amount | Approve                             |                                     |                           |
|-------------|------------|---------|----------|-------|--------|--------|-------------------------------------|-------------------------------------|---------------------------|
| Cabral      | Elizabeth  |         | IT       | 22.25 |        |        |                                     | <a href="#">Timesheet</a>           |                           |
| Kandegedara | Chaminda   |         | C/A      | 15.00 | 24     | 154.50 | <input checked="" type="checkbox"/> | <a href="#">Timesheet</a>           |                           |
| McNeil      | Ronald     |         | C/A      | 15.00 | 24     | 90.00  | <input type="checkbox"/>            | <a href="#">Timesheet</a>           |                           |
| McNeil      | Ronald     |         | C/A      | 15.00 | 24     | 120.00 | J                                   | <input checked="" type="checkbox"/> | <a href="#">Timesheet</a> |

Please enter your Sign-inPassword for verification:

Cancel Continue

Once the timesheets are confirmed and approved, the column "Approved" of each timesheet will be marked as 'Y', and employee cannot modify the timesheet anymore. Only approved timesheets can be processed by Payroll Office for the pay period.

## 4. Time and Leave Tracking and Management

This module is for tracking employee's time and leave. For the eligible part time employees, the leave accrual and expenses are automatically managed while the payroll processing. Employees' up-to-date leave balances can be viewed by employees, and management officials.

### 4.1. Employee Time & Leave Inquiry

Employee can sign into PrAssist to check their leave balance by selecting the command "Time and Leave Balance" on the left side menu.

Employee Time & Leave Summary -- [Lillianne Thomas Pappas](#)

Change Fiscal Year: 2019

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 Assistant II          | 872.75       | 58.25      | 0.00         | 21.00    | 37.25         | 0.00          | 43.75      | 0.00         | 7.00     | 36.75         | Active |  |
| Sign Language Interpreter III | 21.00        | 1.50       | 0.00         | 0.00     | 1.50          | 0.00          | 1.00       | 0.00         | 0.00     | 1.00          | Active |  |
| IT Assistant 1H               | 492.00       | 32.75      | 0.00         | 6.00     | 26.75         | 0.00          | 24.50      | 0.00         | 0.00     | 24.50         | Active |  |
| Total Budget Hours            |              |            |              |          |               |               | 2238.00    |              |          |               |        |  |
| Total Hours Worked            |              |            |              |          |               |               | 1385.75    |              |          |               |        |  |
| Total Hours Available         |              |            |              |          |               |               | 852.25     |              |          |               |        |  |

Close

### 4.2. Review Employee Action Summary

Department users, Human Resource and Payroll can review the summary of employee's action, and time and leave balance by selecting the command 'Review Employee Action' on the left side menu. This will provide the appointment activity and work hours and leave information --

Employee Action Summary -- [Kiran Zahoor](#)

Department: Human Resources / 80174 [Appointment]

| Begin Date:     | 08/07/2018 | End Date:       | 06/29/2019 | ACTIVE           | C/A   |
|-----------------|------------|-----------------|------------|------------------|-------|
| Budget Hours:   | 1000.00    | Rate:           | 15.00      | Prior S/L:       | 0.00  |
| Hours Worked:   | 689.25     | AL Earned:      | 46.00      | S/L Earned:      | 34.50 |
| O/T Worked:     | 0.00       | AL Transferred: | 0.00       | S/L Transferred: | 0.00  |
| Shift Worked:   | 4.00       | AL Used:        | 7.00       | S/L Used:        | 14.00 |
| Hour Available: | 310.75     | AL Adjusted:    | 0.00       | S/L Adjusted:    | 0.00  |
|                 |            | AL Available:   | 39.00      | S/L Available:   | 20.50 |

Close

### 4.3. Leave Balance Adjustment

Human Resource and Payroll users can make the adjustment of employee's leave balance by clicking the Change link button on the right upper corner of the action summary.

### Employee Action Summary -- Brian Zahner

|                                                                                                                                               |            |                  |            |                  |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|------------|------------------|-------|
| Department: Human Resources / 80174 [Appointment] <span style="float: right;">Change</span>                                                   |            |                  |            |                  |       |
| Begin Date:                                                                                                                                   | 08/07/2018 | End Date:        | 06/29/2019 | ACTIVE           | C/A   |
| Budget Hours:                                                                                                                                 | 1000.00    | Rate:            | 15.00      | Prior S/L:       | 0.00  |
| Hours Worked:                                                                                                                                 | 689.25     | A/L Earned:      | 46.00      | S/L Earned:      | 34.50 |
| O/T Worked:                                                                                                                                   | 0.00       | A/L Transferred: | 0.00       | S/L Transferred: | 0.00  |
| Shift Worked:                                                                                                                                 | 4.00       | A/L Used:        | 7.00       | S/L Used:        | 14.00 |
| Hour Available:                                                                                                                               | 310.75     | A/L Adjusted:    | 0.00       | S/L Adjusted:    | 0.00  |
|                                                                                                                                               |            | A/L Available:   | 39.00      | S/L Available:   | 20.50 |
| A/L Adjust: <input type="text"/> Prior S/L: <input type="text"/> S/L Adjust: <input type="text"/> <a href="#">Save</a> <a href="#">Cancel</a> |            |                  |            |                  |       |
| <input type="button" value="Close"/>                                                                                                          |            |                  |            |                  |       |

## 4.4. Leave Balance Recalculation

Employees' time and leave balance is refreshed automatically when the new timesheets are posted. System administrator can refresh the timesheet manually by selecting 'Refresh T/L Balance' command in System Administrator login.

## 5. Budget Control

This module is for the budget control in department level when creating employee's personal action record. The action won't be created if there is not enough remaining balance of the part-time employee allocation for the department. There will be three major components

### 5.1. Users working with this module

- 1) Budget Office Users:
  - allocate the budget to each department in the fiscal year
  - review budget allocation and usage reports
- 2) Department Users
  - New or revised PAF must be validated by the available budget
  - review budget allocation and usage reports

### 5.2. Budget Allocation

Allowing budget controller to maintain the budget allocation for each department on the Web:

- Enter the original budget amount of fiscal year for each department
- Make budget adjustments
- Print the budget control reports

Users from Budget office can access the allocation page by click link button "Department Allocation" on the left menu section --

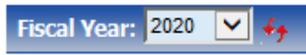
**Department Allocation**

| Fiscal Year: 2020                         |              | Department:        |            |              |      |        |
|-------------------------------------------|--------------|--------------------|------------|--------------|------|--------|
| Department Name                           | Dept Code    | Initial Allocation | Adjustment | Total Amount | Edit | Adjust |
| Enrollment Services Center Rest Funding 3 | 75029_100114 | .00                | .00        | .00          | Edit | Adjust |
| Enrollment Services Center Rest Funding 4 | 75029_100115 | .00                | .00        | .00          | Edit | Adjust |
| Environmental Health & Safety (EHS)       | 80141        | .00                | .00        | .00          | Edit | Adjust |
| External Relations Office                 | 75031        | .00                | .00        | .00          | Edit | Adjust |
| External Relations Office Found Payroll   | 75031_100061 | .00                | .00        | .00          | Edit | Adjust |
| Facilities Planning Operations            | 80149        | .00                | .00        | .00          | Edit | Adjust |
| Fatherhood Academy                        | 75018_80043  | .00                | .00        | .00          | Edit | Adjust |
| Financial Aid                             | 75065        | .00                | .00        | .00          | Edit | Adjust |
| Financial Aid Rest Funding 1              | 75065_100112 | .00                | .00        | .00          | Edit | Adjust |
| Financial Aid Rest Funding 2              | 75065_100113 | .00                | .00        | .00          | Edit | Adjust |
| Financial Aid Rest Funding 3              | 75065_100114 | .00                | .00        | .00          | Edit | Adjust |
| Financial Aid Rest Funding 4              | 75065_100115 | .00                | .00        | .00          | Edit | Adjust |
| Grants                                    | 80170        | .00                | .00        | .00          | Edit | Adjust |
| Health Sciences                           | 10142        | .00                | .00        | .00          | Edit | Adjust |
| Health Sciences CUE                       | 10142_401005 | .00                | .00        | .00          | Edit | Adjust |

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

Close

User can change the fiscal year on the top of the page. For the New Year or department information been changed during the year. For example, If a new department was added, click the double red arrow button to refresh the department list.



To setup the initial allocation amount, just click "Edit" button on the row. Once the initial amount is entered, it won't be able to change any more, unless an adjustment is made by clicking "Adjust" link button --

| Allocation Adjustment [Academic Senate - 1070014] |           |                         | <a href="#">Add New</a> |
|---------------------------------------------------|-----------|-------------------------|-------------------------|
| Date                                              | Amount    | Comment                 |                         |
| 02/20/2018                                        | 50,000.00 | Add Budget {BY: zwang.} |                         |
| 05/01/2018                                        | 2,000.00  | Add Budget {BY: zwang.} |                         |

Back

### 5.3. Budget Verification

Validate the budget availability of the department when a new PAF is created.

The budget information is on the top of the PAF browser and PAF detail page, indicating the total allocated amount, total used amount and total available balance in the department.

**Employee PAF -- Human Resources [1080174]**  
Budget Allocated: \$100,000.00      Amount Used: \$68,324.60 (\$36,400.00 in approving)      Amount Available: \$31,675.40

Specify the parameters you would like to search for

PAF Date: (From)  (To)  Fiscal Year: 2019  
Name: (Last)  (First)  PAF Type:   
PAF Status:  Title:  Empl ID:   
Search in Multi Departments       Search      New PAF      Close

| PAF Date   | Last Name | First Name | Empl ID   | Title | Status | Control # |                          |
|------------|-----------|------------|-----------|-------|--------|-----------|--------------------------|
| 01/03/2019 | Arias     | Wed        | 10022233  | C/A   | ACTIVE | 145909    | <a href="#">View PAF</a> |
| 06/27/2017 | Shin      | Regina     | N02091199 | C/A   | ACTIVE | 144492    | <a href="#">View PAF</a> |
| 03/30/2018 | Sullivan  | Mary       | 10021533  | NTA5  | ACTIVE | 145614    | <a href="#">View PAF</a> |
| 12/14/2018 | Williams  | Ted        | 10022223  | CET   | HR 1   | 145910    | <a href="#">View PAF</a> |

The total amount will be calculated –

$$\text{Total Hours} * \text{Hourly Rate} + \text{Projected Annual Leave Amount}$$

The Projected Annual Leave will be calculated in the current formulas in PrAssist.

### 5.4. Department Review

Departments can print the budget allocation/balance reports and budget projection reports.

## 6. Reports

Application users can view and print the reports available to the access role. To access the reports, click the command "Reports" on the left side menu section --

**Reports -- PAYROLL [230201]**

Select the fiscal year of reporting: 2012

- [Active Employee Listing](#)
- [Bi-Weekly Timesheet Summary Report](#)
- [Posted Timesheet Report](#)
- [Department Expenditure Report](#)
- [Encumbrance To Date Report](#)
- [Projected Expenditure Report](#)

Then, select the report to print.

All the reports can be displayed on the browser, printed on the printer, saved to PAF format document, and exported to the data files of other common format.

