LaGUARDIA COMMUNITY COLLEGE

31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

SAVING AND SUBMITTING TIMESHEET
Timekeeper/Supervisor

Log in to PRAssist with your outlook credentials: https://timesheet.laguardia.edu/PrAssist/PRlogon.aspx

Click on 'Review/Approve Timesheet' on the left hand side of the screen

Select the employee's timesheet you will be filling out by clicking 'Timesheet' on the right side of the page in the same row as the employee's name

Employee Timesheet for Period 25/2021 --

All the timesheet for the period must be entered and approved by the Supervisor by 6/14/2021

Last Name	First Name	Empl ID	Category	Rate	Period	Amount	Approve		
			C/A	15.61	25	561.96		☐	<u>Timesheet</u>
			C/A	15.61	25	624.40	Y		Timesheet
			C/A	15.61					Timesheet
			C/A	15.61	25	616.60	Y		Timesheet
			C/A	17.61					Timesheet
			C/A	15.61					Timesheet
			C/A	17.92	25	716.80		☐	Timesheet
			C/A	15.61					Timesheet

[Batch Report] [Approve Selected T/S] [Approve all T/S] [Print Approved T/S] [Close]

Enter the timesheet for the employee and select "I certify…" check box then 'Save'

Appt. Start: 07/01/2020   Budget Hours 277.00   Prior S/L 46.00
Appt. End: 06/30/2021   Hours Worked 192.00   A/L Earned 12.75   S/L Earned 9.50
Pay Period: 25   O/T Worked 0.00   A/L Transferred 44.25   S/L Transferred 36.50
Timesheet Due Date: 6/14/2021   Shift Worked 0.00   A/L Used 8.00   S/L Used 0.00
Regular/J.Duty   Hours Available 85.00   A/L Available 49.00   S/L Available 92.00

DAY	MM/DD	IN		OUT		WORK	IN		OUT		WORK	TOTAL	SHIFT		VAC.	SICK	O/T
SUN	05/30													••			
MON	05/31 H													••			
TUE	06/01	9:00 AM		1:00 PM		4:00	2:00 PM		5:00 PM		3:00	7:00		••			
WED	06/02	9:00 AM		12:00 PM		3:00						3:00		••			
THU	06/03													••			
FRI	06/04													••			
SAT	06/05													••			
								FIRST WEEK TOTAL:			10.00	0.00			.00	.00	.00
SUN	06/06													••			
MON	06/07	9:00 AM		1:00 PM		4:00						4:00		••			
TUE	06/08	1:00 PM		5:00 PM		4:00						4:00		••			
WED	06/09													••			
THU	06/10													••			
FRI	06/11													••			
SAT	06/12													••			
								SECOND WEEK TOTAL:			8.00	0.00			.00	.00	.00
											18.00	0.00			.00	.00	.00

Comments: [   ]

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

[**Save**] [Cancel]

You can go back and Modify the timesheet before it is approved by a supervisor by clicking on the 'Modify' button at the bottom of the timesheet. Once modified you may save the timesheet again with the new changes

Appt. Start: 07/01/2020   Budget Hours 355.50   Prior S/L 0.00

Appt. End: 06/30/2021   Hours Worked 240.00   A/L Earned 21.75   S/L Earned 12.00

Pay Period: 25   O/T Worked 0.00   A/L Transferred 52.50   S/L Transferred 32.75

Timesheet Due Date: 6/14/2021   Shift Worked 0.00   A/L Used 0.00   S/L Used 0.00

Regular/J.Duty   Hours Available 115.50   A/L Available 74.25   S/L Available 44.75

DAY	MM/DD	IN	OUT	WORK	IN	OUT	WORK	TOTAL	SHIFT	VAC.	SICK	O/T
SUN	05/30											
MON	05/31 H											
TUE	06/01	9:00 AM	1:00 PM	4:00	2:00 PM	5:00 PM	3:00	7:00				
WED	06/02	9:00 AM	1:00 PM	4:00	2:00 PM	5:00 PM	3:00	7:00				
THU	06/03	9:00 AM	1:00 PM	4:00	2:00 PM	4:00 PM	2:00	6:00				
FRI	06/04											
SAT	06/05											
						FIRST WEEK TOTAL:		20.00	.00	.00	.00	.00
SUN	06/06											
MON	06/07	9:00 AM	1:00 PM	4:00	2:00 PM	5:00 PM	3:00	7:00				
TUE	06/08	9:00 AM	1:00 PM	4:00	2:00 PM	5:00 PM	3:00	7:00				
WED	06/09	9:00 AM	1:00 PM	4:00	2:00 PM	4:00 PM	2:00	6:00				
THU	06/10											
FRI	06/11											
SAT	06/12											
						SECOND WEEK TOTAL:		20.00	.00	.00	.00	.00
								40.00	.00	.00	.00	.00

Comments:

Print   Modify   Close

Note: Once the timesheet has been approved by the supervisor no other modifications can be made to the timesheet unless it is un-approved.