HRAssist - Full Time Employee Time and Leave System

User Guide for Employees

HRAssist is the College's official Time and Leave application for full time employees.

To log in (see Fig. 1), enter your college username and password.

> *Please note that these are the same credentials you use to access your office computer.*
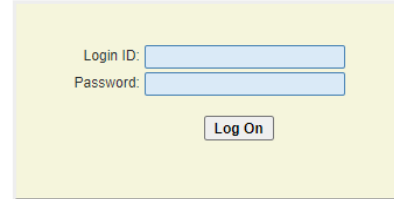

Figure 1

Upon a successful log in, you will be able to select from 6 options (see Fig. 2).

They include: *Timesheet Entry, Balance Inquiry, Posted Timesheets, Request Leave, Submission Dates and Logoff.*
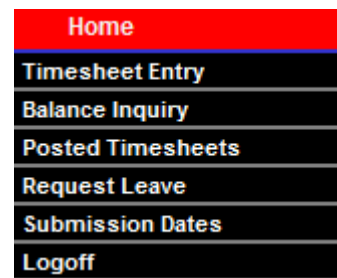

Figure 2

1. **Timesheet Entry** - click to access your timesheet. To create a new timesheet, click Add a New T/S.

    Note: as you enter time (see Fig.3):
    *   You will need to select the correct Period for the time sheet you are submitting. Should you forget to submit a timesheet, you are allowed to submit a timesheet during the next pay period for a previous period but only if they fall within the same fiscal year.
    *   Select "Other Leave" type then manually enter hours in the Hours column.
    *   For the timesheet needs in/out time, you can use Copy, Paste, or Clear tool-tip commend for the quick entry.

Figure 3

Sick Leave: Hours should be entered in the S/L column for days where sick leave is being used.

Annual Leave: Hours should be entered in the A/L column for days where annual leave is being used.

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Other Leave Types:
- BL – Bereavement Leave -- Up to 4 days can be used for loss of an immediate family member. Enter amount in Hours column to the right.
- HL - Holiday
- JD – Jury Duty -- Choose Jury Duty and enter hours to the right. Please make sure to send documentation to the Payroll Office.
- LWOP – Leave Without Pay
- OL – Other Leave -- Out due to a snow day, conference, training, etc.
- PML – Paid Military Leave
- PPL – Paid Parental Leave
- UH – Unscheduled Holiday -- Now separate from Annual Time. Any unscheduled holidays available will be shown above with the title U/H.
- CTE – Comp Time Earned -- Enter hours earned in Hours section
- CTU – Comp Time Used -- Comp time earned can be used by choosing CTU and entering amount in Hours column to the right.

Before clicking Save, you must check the "I certify" box. When finished, click on Save. Your timesheet can now be seen by your supervisor and is ready for approval.

Save and Submit the Timesheet:
Once the timesheet is entered, it can be saved for later review and completion by click Save button, or submit the timesheet for supervisor's review and approval, by click Save and Submit.

2. **Balance Inquiry** – Use this link to view your balances (see fig. 4). Please make sure all information is correct including your Title and Appt (appointment) Date.

Employee Time and Leave Balance Summary

Employee Time and Leave summary is updated as of 12/31/2019
(Please note if your department was late in time submission the balance is not accurate)

Employee Name	Test, Empl		
Department	Human Resources - Compensation/HRIS MC		
Title	Vice President		
FLSA Status	Non-Exemp		
	Annual Accrual Rate	Monthly Accrual Rate (Approx)	Current Balance
Annual Leave	16 Days	1 Day 2 Hours 20 Minutes	23 Days 5 Hours 50 Minutes
Sick Leave	20 Days	1 Day 4 Hours 40 Minutes	21 Days 4 Hours 40 Minutes
Unscheduled Holiday	4 Days		4 Days
Compensatory Time			1 Day
Max Annual Leave Accrual Cap	45 Days		
Max Sick Leave Accrual Cap	160 Days		
Anniversary Increment Date			

Figure 4

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Posted Timesheets – Use this link to view your previously entered timesheets (see fig. 5).

Period #	Start Date	Date Entered	
1	08/30/15	10/08/15	View Timesheet
2	09/13/15	10/08/15	View Timesheet
3	09/27/15	10/08/15	View Timesheet
4	10/11/15	10/19/15	View Timesheet

Figure 5

3. **Request Leave** – To start new request, click **Create a New Request**. All requests will be listed on this screen whether approved, rejected or cancelled.

Department	Start Date	End Date	Days	Status	
Human Resources - Compensation/HRIS MC	11/20/2018	11/29/2018	6	Rejected	View
Human Resources - Compensation/HRIS MC	01/30/2019	02/07/2019	3	Cancelled	View

Create a New Request   Close

Figure 5

Create new request and click Submit the Re (see fig. 7). Your supervisor will get an email to review the request.

Submission Date:	4/30/2020
Name:	Test, Empl
Department:	Human Resources - Compensation/HRIS MC
Title:	Vice President
Current Available A/L:	23 Days 5 Hours 50 Minutes
Current Available S/L:	21 Days 4 Hours 40 Minutes
Current Available UH:	4 Days
Current Available Comp Time:	1 Day
Date Request:	From _____ To _____
Leave Type:	Annual Leave
Total Days:	
Comments:	

Submit the Request   Close

4. **Submission Dates** – click this link to view timesheet due dates

5. **Logoff** -- use this link to logoff the system. Close your browser as soon as you log off