

User Guide for Supervisors

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 shows a login form with a light yellow background. It contains two input fields: "Login ID:" and "Password:". Below these fields is a "Log On" button.

Figure 1

Upon a successful log in, you will be able to select from 8 options (see Fig. 2).

They include: *Approve Timesheet, Review Posted Timesheets, Leave Requests, Management Reports, Submission Dates, Change Department / Unit, and Logoff.*



Figure 2 shows a vertical menu with a red header labeled "Home". Below the header are eight black buttons with white text: "Approve RGLR Timesheets", "Approve PSC Timesheets", "Review Posted Timesheets", "Leave Requests", "Management Reports", "Submission Dates", "Change Department / Unit", and "Logoff".

Figure 2

- 1. Approve Timesheets** – click this link to see a list of employees whose timesheets are awaiting your approval. Depending on how many employees report to you, there may be additional pages.

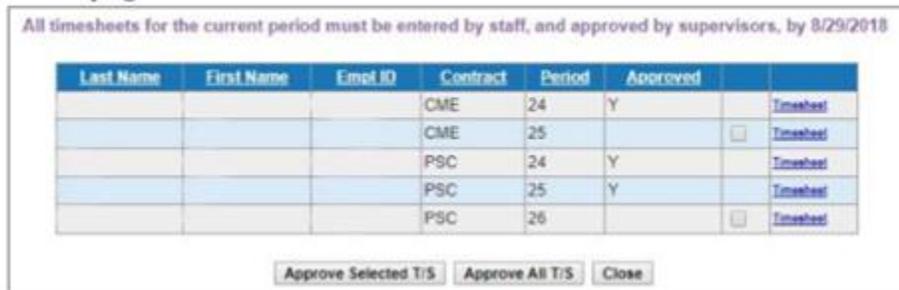


Figure 3 shows a screenshot of a timesheet approval interface. At the top, a message reads: "All timesheets for the current period must be entered by staff, and approved by supervisors, by 8/29/2018". Below this is a table with columns: Last Name, First Name, Empl ID, Contract, Period, Approved, and Timesheet. The table contains five rows of data. Below the table are three buttons: "Approve Selected T/S", "Approve All T/S", and "Close".

Last Name	First Name	Empl ID	Contract	Period	Approved	Timesheet	
			CME	24	Y		Timesheet
			CME	25		<input type="checkbox"/>	Timesheet
			PSC	24	Y		Timesheet
			PSC	25	Y		Timesheet
			PSC	26		<input type="checkbox"/>	Timesheet

Figure 3

- ✓ To review a timesheet, click on the **Timesheet** link. Supervisor can make the changes with the comments on the timesheet.
- ✓ To approve all submitted timesheets, click on the **Approve All T/S** button.
- ✓ To approve some timesheets, click the check box on the selected timesheet rows and click on the **Approve Selected T/S** button. Please note that only submitted and not approved timesheets can be selected.

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2. **Management Reports** – Reports are housed within this section of the system for you to run. See figure 4 for a sample list of reports.
3. **Review Posted Timesheets** – Once an employee timesheet is processed, it is housed (by year) in this section of the application. You can search for timesheets by Employee Name, ID or by pay period. See figure 5.



Figure 4

Emp. Name: ID: Period: Year: 2018 ▼
 Department: BCTC - Computing & Tech Ctr ▼ Search Close

Figure 5

4. **Leave Requests** – Once an employee creates a leave requests, it can be reviewed within this part of the application.

Employee Name	ID	Department	Start Date	End Date	Days	Status
		BCTC - ESS	07/19/2018	07/24/2018	10	View
		BCTC - ESS	08/30/2018	08/31/2018	2	View
		BCTC - ESS	08/17/2018	08/17/2018	1	View

Figure 6

- a. Once the employee creates the request, you will receive an email. You can then view the request by click on **View** on the list of requests. See figure 6.

i. Note

- ✓ You have the option of **Approving or Rejecting** the request.
- ✓ Employees have the option of cancelling a request. Once a request is cancelled, it will display on Status as **Cancelled**.

Submission Date: 08/14/2018
 Name:
 Department: BCTC - ESS
 Title:
 Current Available AL: 10 Days 4 Hours 15 Minutes
 Current Available SL: 0
 Current Available UM: 0 Day
 Date Request: From 08/30/2018 To 08/31/2018
 Leave Type: Annual Leave
 Total Days: 2
 Comments: Will be out of the country with no access to email.

Department Action

Comments:

Approval Status: Approve Reject Close

Figure 7

5. **Change Department** – If you approve timesheets for more than one department, this link allows you to toggle between them.
6. **Logoff** – use this link to logoff the system. Close your browser as soon as you log off.

Select Department: BCTC - Computing & Tech Ctr - 80073 ▼ Select Close

Figure 8