



# LaGUARDIA COMMUNITY COLLEGE

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

## SAVING AND SUBMITTING TIMESHEETS Employee

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

Human Resources  
Part-time Employment / Time and Leave System

### Welcome to PRAssist

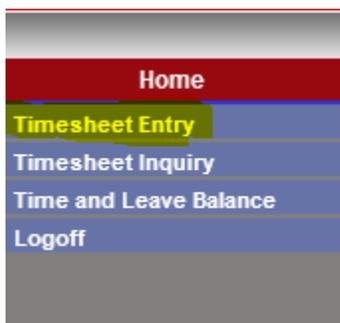
Part Time Employee  
Appointment, Payroll and Time & Leave Management System

Login ID:   
Password:   
Log On

Please contact OHR Payroll with any questions at (718) 482-5518

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

Click on 'Timesheet Entry' on the left hand side of the screen



Open your Timesheet by clicking on the 'Timesheet' link on the right side of the page

EMPLOYEE TIME & LEAVE INQUIRY

Employee Timesheet for Period 8/2021 --

Change Fiscal Year: 2021 ▼

All the timesheet for the period must be entered and approved by the Supervisor by 10/19/2020

Department	Category	Rate	Start Date	Period	Amount
Personnel Administration Services	000	0000	06/01/2021	06/05/2021	16.00
					<a href="#">Timesheet</a>

There are 2 options to Save an Submit your timesheet:

1. Click **Save**- To be able to go back and make changes to the timesheet before submitting
2. Click **Save and Submit**- Will be used once you are finished entering the time for the 2 weeks in the pay period and want to submit to the supervisor for review. Once submitted you can't make any changes. The Modify button will be disabled.

Enter time in the timesheet for the corresponding Pay Period and click on the check mark box "I certify..." and then 'Save' if the timesheet is not complete and you would like to go back and make changes at a later time

Appt. Start: 10/29/2020	Budget Hours: 337.25	Prior S/L: 0.00
Appt. End: 06/30/2021	Hours Worked: 160.00	A/L Earned: 14.50
Pay Period: 25 ▼	O/T Worked: 0.00	A/L Transferred: 16.00
Timesheet Due Date: 6/14/2021	Shift Worked: 0.00	A/L Used: 4.00
Regular/J.Duty	Hours Available: 177.25	A/L Available: 26.50
		S/L Available: 25.50

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						4:00		**			
WED	06/02	9:00	AM	1:00	PM	4:00						4:00		**			
THU	06/03	9:00	AM	1:00	PM	4:00						4:00		**			
FRI	06/04	9:00	AM	1:00	PM	4:00						4:00		**			
SAT	06/05													**			
FIRST WEEK TOTAL:												16.00	0.00	.00	.00	.00	
SUN	06/06													**			
MON	06/07													**	4.00		
TUE	06/08	9:00	AM	1:00	PM	4:00						4:00		**			
WED	06/09	9:00	AM	1:00	PM	4:00						4:00		**			
THU	06/10	9:00	AM	1:00	PM	4:00						4:00		**			
FRI	06/11	9:00	AM	1:00	PM	4:00						4:00		**			
SAT	06/12													**			
SECOND WEEK TOTAL:												16.00	0.00	4.00	.00	.00	
GRAND TOTAL:												32.00	0.00	4.00	.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.

To go back and make changes to the same timesheet, open your timesheet and click 'Modify' at the bottom of the timesheet

Appt. Start: 10/29/2020		Budget Hours: 337.25		Prior S/L: 0.00	
Appt. End: 06/30/2021		Hours Worked: 160.00		A/L Earned: 14.50	
Pay Period: 25		O/T Worked: 0.00		S/L Earned: 8.00	
Timesheet Due Date: 6/14/2021		Shift Worked: 0.00		S/L Transferred: 17.50	
Regular/J. Duty		Hours Available: 177.25		A/L Used: 4.00	
				S/L Available: 25.50	
				A/L Available: 26.50	

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				4:00				
WED	06/02	9:00 AM	1:00 PM	4:00				4:00				
THU	06/03	9:00 AM	1:00 PM	4:00				4:00				
FRI	06/04	9:00 AM	1:00 PM	4:00				4:00				
SAT	06/05											
FIRST WEEK TOTAL:								16.00	.00	.00	.00	.00
SUN	06/06											
MON	06/07									4:00		
TUE	06/08	9:00 AM	1:00 PM	4:00				4:00				
WED	06/09	9:00 AM	1:00 PM	4:00				4:00				
THU	06/10	9:00 AM	1:00 PM	4:00				4:00				
FRI	06/11	9:00 AM	1:00 PM	4:00				4:00				
SAT	06/12											
SECOND WEEK TOTAL:								16.00	.00	4.00	.00	.00
								32.00	.00	4.00	.00	.00

Comments:

Once you are done entering the rest of your time on the timesheet, Select the "I certify..." box and click 'Save' to submit

THU	06/10											
FRI	06/11											
SAT	06/12											
SECOND WEEK TOTAL:								.00	.00	.00	.00	.00
								.00	.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.

If you are only using the 'Save and Submit' button, Enter your full timesheet for the pay period, Select the "I Certify..." check box and click on 'Save and Submit' to submit the timesheet to your supervisor

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Appt. End: 06/30/2021		Hours Worked: 160.00		A/L Earned: 14.50	
Pay Period: 25		O/T Worked: 0.00		S/L Earned: 8.00	
Timesheet Due Date: 6/14/2021		Shift Worked: 0.00		A/L Transferred: 16.00	
Regular/J.Duty		Hours Available: 177.25		A/L Used: 4.00	
				S/L Transferred: 17.50	
				S/L Used: 0.00	
				A/L Available: 26.50	
				S/L Available: 25.50	

DAY	MM/DD	IN	OUT	WORK	IN	OUT	WORK	TOTAL	SHIFT	VAC.	SICK	O/T
SUN	05/30											
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TUE	06/01	9:00 AM	1:00 PM	4:00				4:00				
WED	06/02	9:00 AM	1:00 PM	4:00				4:00				
THU	06/03	9:00 AM	1:00 PM	4:00				4:00				
FRI	06/04	9:00 AM	1:00 PM	4:00				4:00				
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FIRST WEEK TOTAL:								16.00	0.00	.00	.00	.00
SUN	06/06											
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TUE	06/08	9:00 AM	1:00 PM	4:00				4:00				
WED	06/09	9:00 AM	1:00 PM	4:00				4:00				
THU	06/10	9:00 AM	1:00 PM	4:00				4:00				
FRI	06/11	9:00 AM	1:00 PM	4:00				4:00				
SAT	06/12											
SECOND WEEK TOTAL:								16.00	0.00	4.00	.00	.00
								32.00	0.00	4.00	.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.

**Note:** Once you have clicked on 'Save and Submit' no other changes can be made to the timesheet. Please review the timesheet before clicking on this button.