

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

LaGe	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: Logi On
		Please contact OHR Payroll with any questions at (718) 482-5518
		Click here to view/download PrAssist Documentation

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

<u>Last Name</u>	First Name	Empl ID	<u>Category</u>	Rate	Period	<u>Amount</u>	Approve	
ALCOHOM .	MILLION	140000070	C/A	15.61	25	561.96		Timesheet
Record Western	Killingha	2140306	C/A	15.61	25	624.40	Y	Timesheet
Construction Program	1.000 Miles	201004001	C/A	15.61				<u>Timesheel</u>
Correspondence Presserio	A COLORED	1000000	C/A	15.61	25	616.60	Y	<u>Timesheel</u>
arrest Terrang	Test House	20000000	C/A	17.61				<u>Timesheet</u>
Automatic Chinese	Manager 1	10000000	C/A	15.61				<u>Timesheet</u>
-	<b>Country</b>	10000000	C/A	17.92	25	716.80		<u>Timesheet</u>
ALCONOM NO.	Manuel	210100048	C/A	15.61				Timesheet

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

Appt. Start: 07/01/2020 Appt. End: 06/30/2021 Pay Period: 25 V Timesheet Due Date: 6/14/2021					Budget Hours Hours Worked O/TWorked Shift Worked	277.00 192.00 0.00 A 0.00	A/L Earned 12.75 A/L Transferred 44.25 A/L Used 8.00			Prior S/L S/L Earned S/L Transferred S/L Used			
	Regular/J.Duty			Hours Av allable	85.00	A/L Availa	ble 49.00		S/L /	Available	92.00	0/7	
DAY	MM/DD			WORK			WORK	TOTAL	SHIFT		VAC.	SICK	
SUN	05/30									••			
MON	05/31 H						I			••			
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		V							••			
SAT	06/05									••			
FIRST WEEK TOTAL:									0.00		.00	.00	.00
SUN	06/06									••			
MON	06/07	9:00 AM V	1:00 PM ¥	4:00			<u> </u>	4:00	<u> </u>	••			
TUE	06/08	1:00 PM V	5:00 PM ¥	4.00			<u></u>	4.00	<u> </u>				<u></u>
WED	06/09						, 	,					
тын	06/10						<u> </u>		<u> </u>				
m	01/00												
на	06/11	· · ·								••			
SAT	06/12		Y			<b>`</b>				••			
						SECOND WEE	EK TOTAL:	8.00	0.00		.00	.00	.00
								18.00	0.00		.00	00.	00.
	Commen	ts:										0	
I certify that the above stated times are accurate. I fully understand that any fais flication of time may subject me to dis										p lina ry	action.		

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/TWorked	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 Av alla ble	74.25	SI	L Available	44.75		
DAY	MM/DD	IN	ОЛ	WORK	IN		OUT	WORK	TOTAL	SHIFT	VAC.	SICK	0/Т
SUN	05/30	<b>&gt;</b>	×		×		~						
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				
RI	06/04	×	×		×		~						
SAT	06/05	×	×		×		~						
FIRST WEEK TOTAL:										.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 V	4:00	PM 🗸	2:00	6:00				
THU	06/10	×	×		×		$\sim$						
FRI	06/11	×	×		×		~						
SAT	06/12	×	×		×		$\sim$						
SECOND WEEK TOTAL:									20.00	.00	.00	.00	.00
								40.00	.00	.00	.00	.00	
	Cor	nments:											
					Print	Modify	Clos e						

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