

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

## HOW SUPERVISORS CAN APPROVE TIMESHEETS

- 1. Go to HRAssist at <a href="https://timesheet.laguardia.edu/hrassist/Hrlogon.aspx">https://timesheet.laguardia.edu/hrassist/Hrlogon.aspx</a> and use your LAGCC email credentials to log in.
  - a. Login ID: Use the first part of your LAGCC credentials <u>without</u> the @lagcc.cuny.edu
  - b. Password: same as LAGCC credentials.
- 2. On the main menu, click on Supervisor Login



3. On the left-side menu, click on Change Department / Unit



4. Select the department from the dropdown menu. If the supervisor needs to approve timesheets for multiple departments, the corresponding department needs to be selected from Change Department / Unit each time.

LaGuardia Community Cologo	in urces	Full Time Employee Time and Leave Management System							
		DEPARTMENT TIME ENTRY, & REPORTS							
Home	(	Change Department Human Resources Operations [80174]							
Approve RGLR Time	esheets								
Approve PSC Times	sheets								
<b>Review Posted Timesheets</b>		Select Department Human Resources Operations - 80174 🗸							
Leave Requests									
Management Reports									
Submission Dates		Select Close							
Change Department / Unit									
Logoff									

5. You can select to approve regular or PSC timesheets from the left-side menu.



6. A list of submitted timesheets will appear. You can review the timesheets by clicking on the Timesheet link.

Human Resources	Full Time Employee Time and Leave Management System													
	DEPARTMENT TIME ENTRY, & REPORTS													
Home	Employee Timesheet for Period 8/2023 Human Resources Operations [80174]													
Approve RGLR Timesheets	All timesheets for the current period must be entered by staff, and approved by supervisors, by 4/17/2023													
Approve PSC Timesheets														
Review Posted Timesheets	Last Name First Name Empl D Contract Period Approved Sel													
Leave Requests	Harrison Michael 12345678 PSCNO-10X Timesheet													
Management Reports	Lopez Stephanie 22334455 PSCNO-10 2023-8 🗌 Treesheet													
Submission Dates	Jones Nora 11223344 PSCNO-10X 2023-7 I Timesheet													
Change Department / Unit	Rodriguez Peter 22556677 PSCNO-10X 2023-8													
	(Approve Selected T/S) (Approve All T/S) (Close)													

 To approve timesheets, you can select the timesheet you wish to approve by checking the Sel column check box and click on Approve Selected T/S. You can also approve all timesheets at once, by clicking on the Approve All T/S button.

Human Resources		Full Time Em	ployee Tim	e and Leave	Manageme	nt System		
		DEP	ARTMENT	FIME ENTRY,	& REPORT	S		
Home	Employee Timesheet for Period 8/202	3 Human Resourc	es Operations [	80174]				
Approve RGLR Timesheets	All timesh	eets for the current	period must be	entered by staff, a	and approved by	/ supervisors, b	4/17/2	2023
Approve PSC Timesheets								-
Review Posted Timesheets	Last Name	First Name	Empl ID	Contract	Period	Approved	Sel	
Leave Requests	Lopez	Stephanie	2334455	PSCNO-10	2023-8			Innesheet
Management Reports	Jones	Nora	11223344	PSCNO-10X	2023-7			Timesheet
Submission Dates	Rodriguez	Peter	22556677	PSCNO-10X	2023-8			Timesheet
			Approve Select	ed T/S	II 7/5) Close			