



HOW SUPERVISORS CAN APPROVE TIMESHEETS

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



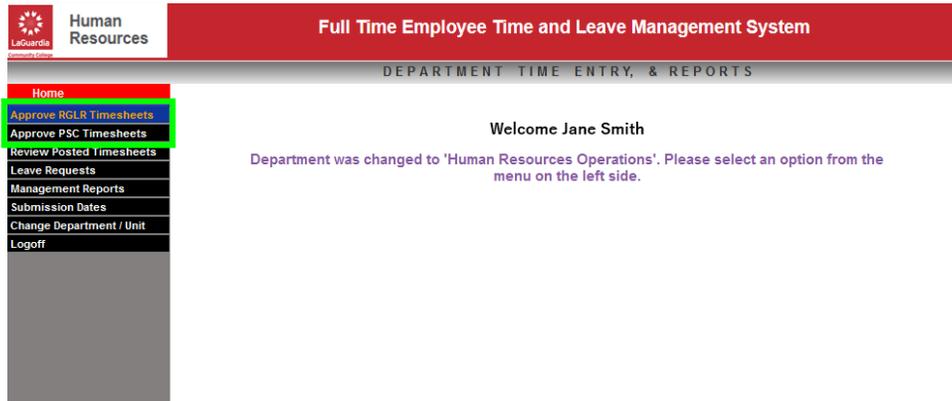
3. On the left-side menu, click on [Change Department / Unit](#)



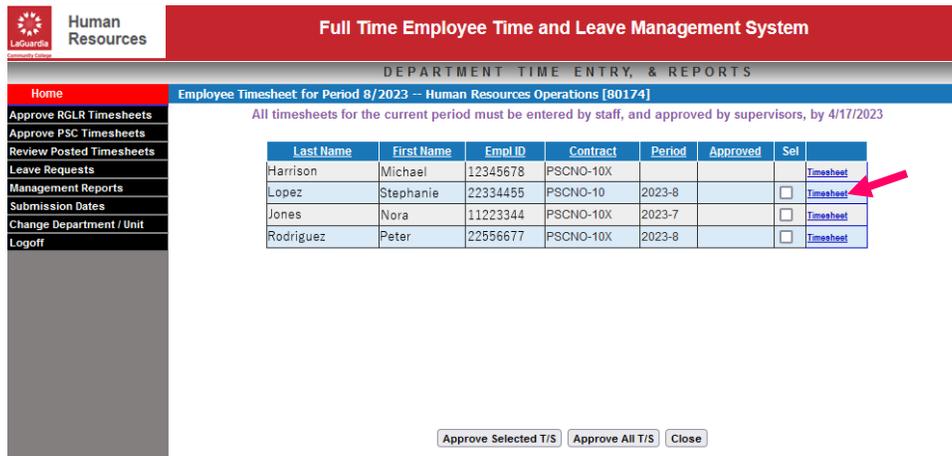
4. Select the department from the dropdown menu. If the supervisor needs to approve timesheets for multiple departments, the corresponding department needs to be selected from [Change Department / Unit](#) each time.



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.



7. 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.

