

Pr-Assist Instructional Review

What is Pr-Assist?

Pr-Assist is Hunter's internal system for tracking and managing hourly part-time employee's timesheets and leave balances. Though there are other titles that require timesheets, Pr-Assist is only for hourly part time titles:

- College Assistants (C/A)
- CUNY Custodial Assistants (CCA)
- Campus Security Assistants (CSA)
- Disability Accommodations Specialist (DAS)
- IT Business Data and Reporting Analyst Hourly
- IT Support Assistant Hourly
- IT Assistant Hourly
- Lead Theater Technician (LTT)
- Student Aide (S/A)
- Sign Language Interpreter (SLI)
- Theater Technician Specialist (TH/T)

Accessing PR-Assist

- The form can be accessed through contacting payroll or on the Hunter HR website under forms.
- Hourly employees cannot have access
- Should be used to add/remove access

APPLICATION FOR ROLE ASSIGNMENT FOR PR-ASSIST SYSTEM

Please type or print clearly

Date: _____

Last Name: _____ First Name: _____

Department: _____ Payroll Title: _____

Net ID: _____ E-Mail: _____

Select One: New Account (check access roles below)
 Remove Account (user will no longer have to PR-Assist)

Access Roles:

Time Sheet Entry Create Appointments/PAFs Supervisor
 Chair/Director Dean/VP/Provost

Will you need access to additional departments?: No
 Yes: _____

Applicant's Signature: _____ Date: _____

This form must be authorized by the department chair.

Name of Dept. Chair: _____

Chair's Signature: _____ Date: _____

Payroll Use:
 Acct Deleted Access Denied Acct Created

Roles assigned: Timekeeper _____
 PAF Creator _____
 Supervisor _____
 Chair/Dir _____
 Dean/VP/Prov _____

Approved by: _____ Date: _____

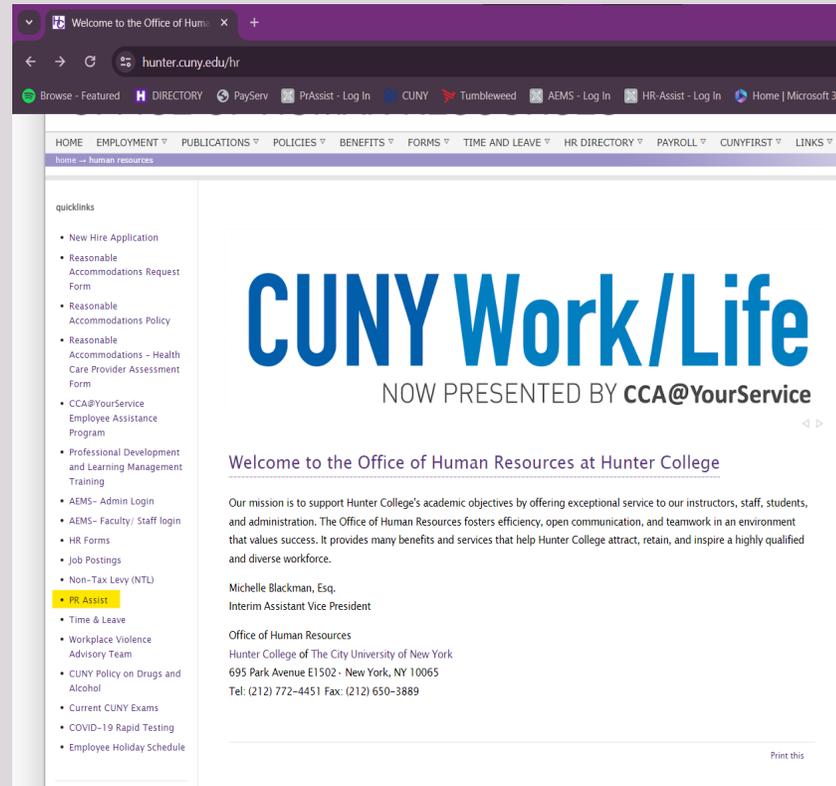
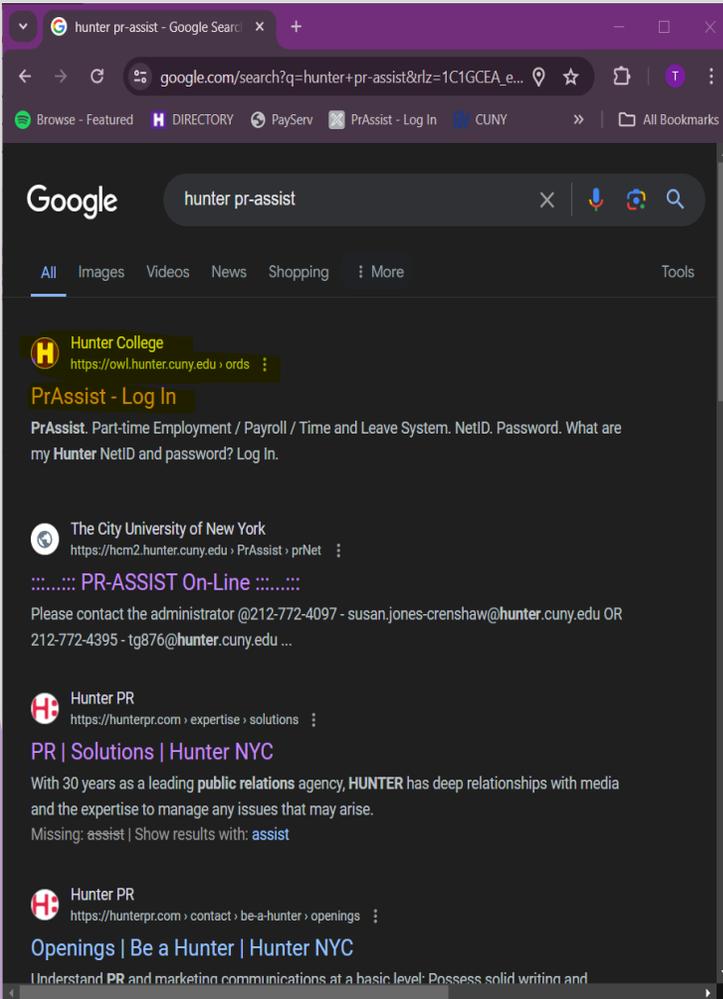
Revised 2/2016

	Create	Delete	Modify	Add Comments	Approve	Deny	Email	Activate	Status
PAF Creator	X	X	X				X		NEW
Supervisor		X	X		X		X		SUPER
Chair/Director					X		X		DEPT
Dean/Provost				X	X	X	X		HR 1
HR Coordinator			Add Empl-ID	X	X	X	X		
Payroll			X	X	X		X	X	ACTIVE

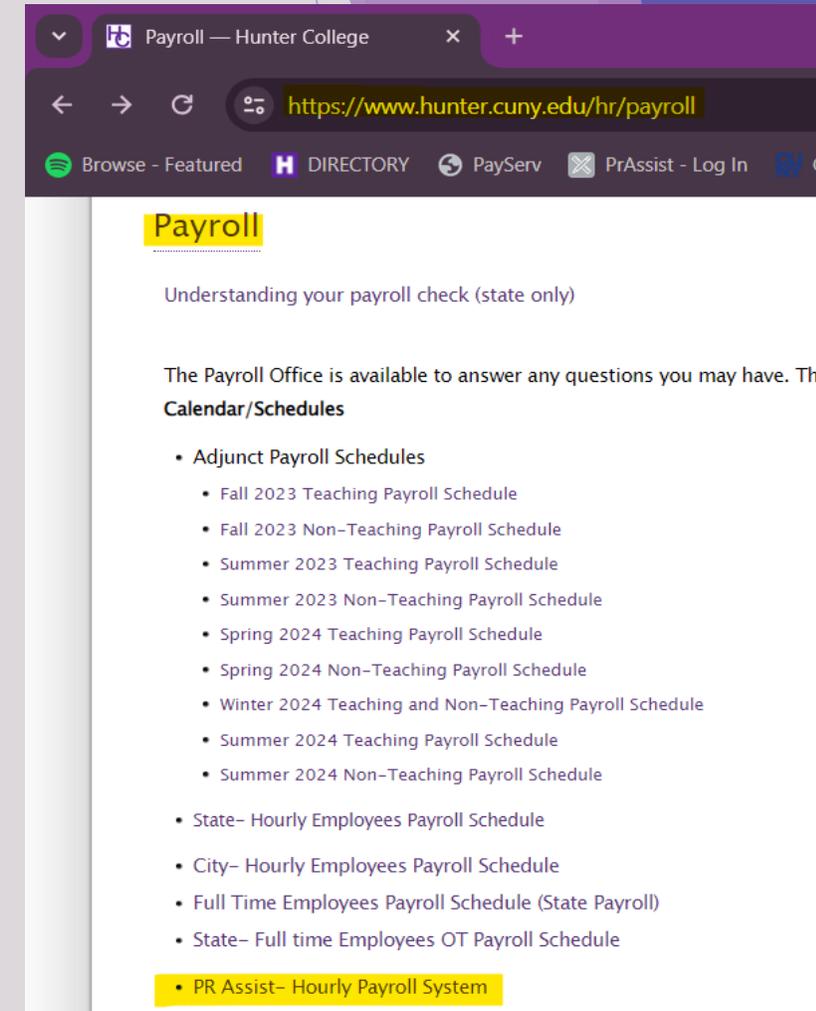
Internet search bar “Hunter Pr-assist”

Hunter HR Website <http://www.hunter.cuny.edu/payroll>

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Hunter HR Website “Quicklinks” <http://www.hunter.cuny.edu/hr>



Dept Operations < managing multiple depts
Payroll Processing < singular dept

HUNTER COLLEGE

PrAssist Part-time Employment / Payroll / Time and Leave System

 netid

 password

[What are my Hunter NetID and password?](#)

Log In

©2024 ICIT, Hunter College

Hunter affiliated NET ID and PW

HUNTER Part-time Employment / Time and Leave System

Main Selection
Employee Inquiry
Department Operation
HR Appointment Review
Budget Control
Payroll Processing
System Administration

Welcome to
**Part Time Employees
Appointment, Payroll and Time & Leave System**

Please contact the administrator @212-772-4097 - susan.jones-crenshaw@hunter.cuny.edu OR 212-772-4395 - tg876@hunter.cuny.edu

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

Creating a PAF (new hire)

HUNTER

Part-time Employment / Time and Leave System

DEPARTMENT TIME ENTRY, PAF & REPORTS

- Home
- Review/Approve Timesheet
- Review Appointments
- Review Employee Action
- Review Posted Timesheets
- Reports
- Change Department
- Logoff

Employee PAF -- PAYROLL [8024010]

Budget Allocated: \$0.00

Amount Used: \$0.00

Amount Available: \$0.00

Specify the parameters you would like to search for

PAF Date: (From)

(To)

Fiscal Year: 2024

Name: (Last)

(First)

PAF Type:

PAF Status:

Title:

SS#:

Search in Multi Departments

Search

New PAF

Close

- Home
- Review/Approve Timesheet
- Review Appointments
- Review Employee Action
- Review Posted Timesheets
- Reports
- Change Department
- Logoff

Part-Time Personnel Action Form -- PAYROLL [8024010]

Budget Allocated: \$0.00

Amount Used: \$0.00

Amount Available: \$0.00

Action Type: Appointment Reappointment

Year: 2024

Date: 06/02/2024

SS#: Search Employee

* Last Name:

* First Name:

* Address:

* City:

* State:

* Zip:

DOB:

Phone #:

Work Phone:

Program:

* Title:

Position #:

Line #:

* Rate/Hour:

* Budget Hrs: /Appt

/PAF

* Appt. Start Date:

* Appt. End Date:

* Appt. Initial Date:

CUNY College: Hunter College

HC User ID:

E-Mail:

PaySrv Emp ID:

* Supervisor:

Empl Rcd No:

Work Location:

Student

Foreign Student

Visa Type:

Comments:

Save

Cancel

Action Type: Appointment Reappointment Year: 2012

Date: 6/12/2012 SS#: Serach Employee

* Last Name: * First Name:

Last Name: brown First Name: ma SS#: City: State: Serach Close

Last Name	First Name	SS#	City	State	E-Mail	
Brown	Mary	333333333	JAMAICA	NY		Select

* Address: * City: * State: * Zip:

- Home
- Review Appointments
- Review Employee Action
- Pay Period Control
- Review Posted Timesheets
- Reports
- Departments and Titles
- Pay Period Date Setup
- End of Year Process
- Logoff

Part-Time Personnel Action Form

Budget Summary for [Redacted]

Budget Allocated: \$18,432.00 Amount Used: \$12,105.39 (\$1,545.39 in approving) Amount Available: \$6,326.61

Action Type: Appointment Status: NEW Year: 2024

Date: 5/30/2024 SS#: [Redacted] [Change SS#](#)

Last Name: [Redacted] First Name: [Redacted]

Address: [Redacted] City: [Redacted]

State: [Redacted] Zip: [Redacted] DOB: [Redacted]

Phone: [Redacted] Work Phone: [Redacted]

Department: 1010810 Dept. Name: [Redacted]

Title: COLLEGE ASST Position #: 90300063 Line #: 78262

Rate/Hour: 15.61 Budgeted Hours: 99/PAF 99/Appt

App. Date: 5/30/2024 Appt. End Date: 6/30/2024 Salary: \$1,545.39

Program: Projected A/L Amount: \$0.00

App. Initial Date: 5/30/2024 CUNY College: Hunter College

Separation Date: Reason:

HC User ID: E-Mail: [Redacted]

PaySrv Emp ID: Supervisor: [Redacted]

Empl Rcd No:

Work Location: Student: Yes Foreign Student: Visa:

Comments:

Approval Signatures

Supervisor		Chair/Director	
Dean/VP/Prov		H/R Officer	
Deny this PAF			

Activate Print E-Mails Modify Close

Approval Signatures

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Supervisor	[REDACTED]	05/29/2024	Chair/Director	[REDACTED]	05/30/2024
Dean/VP/Prov	[REDACTED]	05/30/2024	H/R Officer	[REDACTED]	05/30/2024
Activation	tg876	05/30/2024			
<input type="button" value="Activate"/> <input type="button" value="Print"/> <input type="button" value="E-Mails"/> <input type="button" value="Modify"/> <input type="button" value="Close"/>					

When a PAF is first created and the status is “new,” you the dept can still make changes. After the first signature, the PAF may need to be denied to make changes.

This applies to all PAF’s created:

PAF Status

1. NEW - PAF is just created
2. SUPER - approved by the Super
3. DEPT - approved by Chair/Director
4. HR 1 - approved by Dean/VP/Provost
5. PR - Payroll (Last Approval)
6. ¹ ACTIVE/INACTIVE PAF

Signature Order

1. Supervisor
2. Chair/Director
3. Dean/VP/Provost
4. H/R Officer (contact your HR Coordinator)
5. Payroll
6. ACTIVE/INACTIVE

Revisions

Action Type: Change Hour Change Rate Change Date Other Revision Separation

1. Change Hour - add/subtract hours
2. Change Rate - increase/decrease hourly rate
3. Change Date - change the appointment start/end date
4. Separation - inactivate an employee

- Revisions are to be done on the active employee PAF:

PAF Date	Dept Code	Dept Name	Last Name	First Name	SS#	Title	Status	Control #	
06/12/2023	██████	██████████████████	██████	██████	██████████	C/A	INACT	██████	View PAF
11/14/2023	██████	██████████████████	██████	██████	██████████	C/A	ACTIVE	151343	View PAF

- You can do multiple actions in one PAF dependent on this order:
Change Rate > Change Hour > Change Date
- “Other Revision” should be reserved for small changes such as address, supervisor changes, etc. If you are unsure please ask

Change Hour

When doing a change hour PAF, you should enter what you want the new total hours should be.

In the example below, the person wishes to add 80 hours to the appointment.

The appointment is currently 594 and with the added 80 the new total is 674.

You should enter 674 into the budget hours then the PAF would reflect 674/80 to show the increase.

See the example below:

Original PAF

* Budget Hrs:	<input type="text" value="594"/>	/Appt	<input type="text" value="594"/>	/PAF
---------------	----------------------------------	-------	----------------------------------	------

Revision PAF

PAF increased by 80 (594 + 80 = 674)

* Budget Hrs:	<input type="text" value="674"/>	/Appt	<input type="text" value="80"/>	/PAF
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The same would be done with reducing hours.

Entering the number you want to create a new total for the PAF:

Original PAF

* Budget Hrs:	<input type="text" value="338"/>	/Appt	<input type="text" value="338"/>	/PAF
---------------	----------------------------------	-------	----------------------------------	------

Revision PAF

PAF decreased by 8 (338 – 8 = 330)

* Budget Hrs:	<input type="text" value="330"/>	/Appt	<input type="text" value="-8"/>	/PAF
---------------	----------------------------------	-------	---------------------------------	------

¹ Note that you cannot decrease hours to less than what an employee has worked.

Change Rate

Budget Allocated: \$18,432.00		Amount Used: \$12,105.39 (\$1,545.39 in approving)		Amount Available: \$6,326.61	
Action Type:	<input type="radio"/> Change Hour	<input checked="" type="radio"/> Change Rate	<input type="radio"/> Change Date	<input type="radio"/> Other Revision	<input type="radio"/> Separation
Year:	2024				
Date:	06/02/2024	SS#:	[REDACTED]	Search Employee	
* Last Name:	[REDACTED]	* First Name:	[REDACTED]		
* Address:	[REDACTED]	* City:	[REDACTED]		
* State:	[REDACTED]	* Zip:	[REDACTED]	DOB:	[REDACTED]
Phone #:	[REDACTED]	Work Phone:	[REDACTED]		
Program:	[REDACTED]				
* Title:	COLLEGE ASST	Position #:	90300063	Line #:	[REDACTED]
* Rate/Hour:	15.61	* Budget Hrs:	220 /Appt	220 /PAF	
* Appt. Start Date:	5/13/2024	* Appt. End Date:	6/30/2024		
* Appt. Initial Date:	5/13/2024	CUNY College:	Hunter College		
Separation Date:	[REDACTED]	Reason:	[REDACTED]		
HC User ID:	[REDACTED]	E-Mail:	[REDACTED]		
PaySrv Emp ID:	[REDACTED]	* Supervisor:	[REDACTED]		
Empl Rcd No:	[REDACTED]				
Work Location:	[REDACTED]	<input checked="" type="checkbox"/> Student	<input type="checkbox"/> Foreign Student	Visa Type:	[REDACTED]
Comments:	<div style="border: 1px solid black; height: 40px;"></div>				

- Rate does affect the budget whether increasing or decreasing
- Note that if an employee is making more than the minimum or incumbent rates, HR should receive a justification letter for the rate change

Change Date

Budget Allocated: \$18,432.00		Amount Used: \$12,105.39 (\$1,545.39 in approving)		Amount Available: \$6,326.61		
Action Type:	<input type="radio"/> Change Hour	<input type="radio"/> Change Rate	<input checked="" type="radio"/> Change Date	<input type="radio"/> Other Revision	<input type="radio"/> Separation	Year: 2024
Date:	06/02/2024	SS#:	[REDACTED]	Search Employee		
* Last Name:	[REDACTED]	* First Name:	[REDACTED]			
* Address:	[REDACTED]	* City:	[REDACTED]			
* State:	[REDACTED]	* Zip:	[REDACTED]	DOB:	[REDACTED]	
Phone #:	[REDACTED]	Work Phone:	[REDACTED]			
Program:	[REDACTED]					
* Title:	COLLEGE ASST	Position #:	90300063	Line #:	[REDACTED]	
* Rate/Hour:	15.61	* Budget Hrs:	220 /Appt	220 /PAF		
* Appt. Start Date:	5/13/2024	* Appt. End Date:	6/30/2024			
* Appt. Initial Date:	5/13/2024	CUNY College:	Hunter College			
Separation Date:	[REDACTED]	Reason:	[REDACTED]			
HC User ID:	[REDACTED]	E-Mail:	[REDACTED]			
PaySrv Emp ID:	[REDACTED]	* Supervisor:	[REDACTED]			
Empl Rcd No:	[REDACTED]					
Work Location:	[REDACTED]	<input checked="" type="checkbox"/> Student	<input type="checkbox"/> Foreign Student	Visa Type:	[REDACTED]	
Comments:	<div style="border: 1px solid #ccc; height: 40px;"></div>					

- Doesn't affect budget however does affect employee time entry.
- You cannot enter time before the start date or after the end date
- If they employee is new, the initial start date and appt start date should be the same

Separation PAF

1. Separation dates should be the day after the employees last day worked.
2. Reason is required:
 1. Resignation: requires a letter of resignation
 2. Expiration: employee worked until appt end date, not to return
 3. Termination
 4. Other Reason: Used when reasons above do not qualify. Elaborate in comments

Budget Summary for [REDACTED]			
Budget Allocated: \$40,711.75		Amount Used: \$35,627.25	
		Amount Available: \$5,084.50	
Action Type:	Separation	Status:	INACT
Date:	5/2/2024	Year:	2024
Last Name:	[REDACTED]	SS#:	[REDACTED] Change SS#
Address:	[REDACTED]	First Name:	[REDACTED]
State:	[REDACTED]	City:	[REDACTED]
Phone:	[REDACTED]	Zip:	[REDACTED]
Department:	6501110	DOB:	[REDACTED]
Title:	COLLEGE ASST	Work Phone:	
Rate/Hour:	17.50	Dept. Name:	[REDACTED]
App. Date:	10/16/2023	Position #:	90391251
Program:	[REDACTED]	Line #:	61274
App. Initial Date:	10/16/2023	Budgeted Hours:	50/PAF 0/Appt
Separation Date:	5/3/2024	Appt. End Date:	5/10/2024
HC User ID:	[REDACTED]	Salary:	\$1,225.00
PaySrv Emp ID:	[REDACTED]	Projected A/L Amount:	\$0.00
Empl Rcd No:	[REDACTED]	CUNY College:	Hunter College
Work Location:	[REDACTED]	Reason:	Resignation
Comments:	[REDACTED] Resigned on 5/2/24.		
Approval Signatures			
Supervisor	[REDACTED]	05/02/2024	Chair/Director
Dean/VP/Prov	[REDACTED]	05/02/2024	H/R Officer
Deny this PAF	<input type="checkbox"/>	<input type="checkbox"/>	

Reappointment

- Reappointments are done once in a fiscal year by creating a new PAF for an employee who is already in PR-Assist.

Action Type:	<input type="radio"/> Appointment	<input checked="" type="radio"/> Reappointment	Year:	2012	
Date:	6/12/2012	SS#:	Serach Employee		
* Last Name:		* First Name:			
Last Name:	brown	First Name:	ma	SS#:	
City:		State:		Serach Close	
Last Name	First Name	SS#	City	State	E-Mail
Brown	Mary	333333333	JAMAICA	NY	Select
* Address:		* City:			
* State:		* Zip:			

- If you make changes from the previous appointment enter those changes in the comments

Ex: Reappointing employee for FY2025 for 520 hours. Increasing rate from \$19.00 to \$21.00

Time Entry

Biweekly Time Sheet -- [Redacted]

Appt. Start: 11/27/2023 Budget Hours: 1005.00 Prior S/L: 0.00
 Appt. End: 06/30/2024 Hours Worked: 659.50 A/L Earned: 44.00 S/L Earned: 33.00
 Pay Period: 25 O/T Worked: 0.00 A/L Transferred: 0.00 S/L Transferred: 0.00
 Timesheet Due Date: 6/4/2024 Shift Worked: 0.00 A/L Used: 0.00 S/L Used: 0.00
 Regular/J. Duty Hours Available: 345.50 A/L Available: 44.00 S/L Available: 33.00

DAY	MM/DD	IN	OUT	WORK	IN	OUT	WORK	TOTAL	SHIFT		VAC.	SICK	O/T
SUN	05/19									..			
MON	05/20	9:00	12:00	3:00	12:30	17:00	4:30	7:30		..			
TUE	05/21	9:00	13:00	4:00				4:00		..		3:30	
WED	05/22	9:00	12:00	3:00	12:30	17:00	4:30	7:30		..			
THU	05/23									..			
FRI	05/24									..			
SAT	05/25									..			
FIRST WEEK TOTAL:								19.00	0.00		.00	3.50	.00
SUN	05/26									..			
MON	05/27									..	7:30		
TUE	05/28									..	7:30		
WED	05/29									..	7:30		
THU	05/30									..			
FRI	05/31									..			
SAT	06/01									..			
SECOND WEEK TOTAL:								.00	.00		22.50	.00	.00
								19.00	0.00		22.50	3.50	.00

Comments: [Text Area]

I certify that the above stated times are accurate. I fully understand that any falsification of time may subject me to disciplinary action.

- Should be entered in military time
- If an employee is working 6 or more hours a half hour break should be entered
- If work time and leave time are entered on the same day, they should add up to the employees regular hours worked
- You can enter previous timesheets by changing the pay period at the top if it wasn't entered previously

Appt. Start: 07/01/2022 Budget Hours 520.00 Prior S/L 0.00
 Appt. End: 12/31/2022 Hours Worked 90.00 A/L Earned 6.00 S/L Earned 4.50
 Pay Period: 5 O/T Worked 0.00 A/L Transferred 0.00 S/L Transferred 0.00
 Timesheet Due Date: 8/30/2022 Shift Worked 12.00 A/L Used 0.00 S/L Used 0.00
 Regular/J. Duty Hours Available 430.00 A/L Available 0.00 S/L Available 0.00

DAY	MM/DD	IN	OUT	WORK	IN	OUT	WORK	TOTAL	SHIFT	VAC.	SICK	O/T
-----	-------	----	-----	------	----	-----	------	-------	-------	------	------	-----

DAY	MM/DD	Juror Duty
SUN	08/14	<input type="checkbox"/>
MON	08/15	<input type="checkbox"/>
TUE	08/16	<input type="checkbox"/>
WED	08/17	<input type="checkbox"/>
THU	08/18	<input type="checkbox"/>
FRI	08/19	<input type="checkbox"/>
SAT	08/20	<input type="checkbox"/>
SUN	08/21	<input type="checkbox"/>
MON	08/22	<input type="checkbox"/>
TUE	08/23	<input type="checkbox"/>
WED	08/24	<input type="checkbox"/>
THU	08/25	<input type="checkbox"/>
FRI	08/26	<input type="checkbox"/>
SAT	08/27	<input type="checkbox"/>

All the timesheets for the period must be entered and confirmed by 7/2/2009

Last Name	First Name	Category	Period	Amount	Cfm
JACKSON	VALERIE	C/A	27	80.00	J
JACKSON	VALERIE	C/A	27	440.50	

Batch Report Finish T/S Confirm T/S Close

Comments:

I certify that the above stated times are accurate. I fully understand that any falsification of time may subject me to disciplinary action.

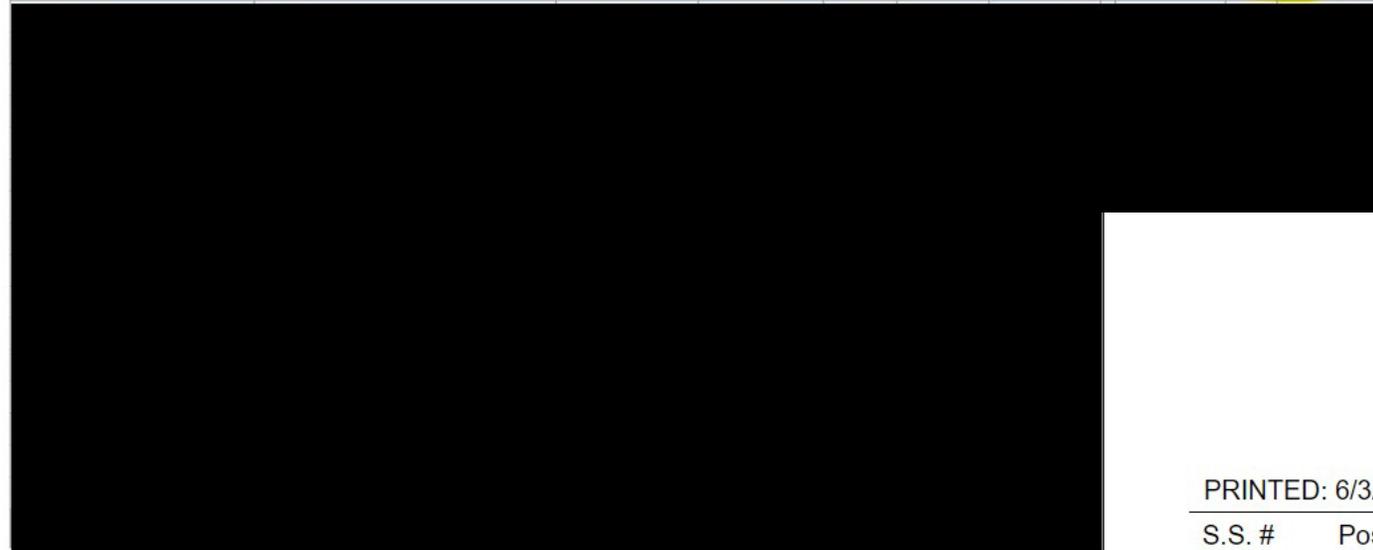
Save Cancel

- CUNY pays 3 days maximum at \$40.00 per day
- Provide Jury Duty letter to payroll to supplement timesheet
- If they serve 4 or more days, the court is to pay the remainder
- Entering jury duty will populate 2 timesheets. One with hours entered the other with jury duty days

All the timesheet for the period must be entered and approved by the Supervisor by 6/4/2024 2024

Last Name	First Name	SS#	Category	Rate	Period	Amount	Confirm	
Anklam	Caitlin Hazel	473339274	C/A	22.44	25	1,795.20	<input type="checkbox"/>	Timesheet
Barrera	Christina	590828289	C/A	20.40	25	1,632.00	<input type="checkbox"/>	Timesheet
Brown	Amanda Christine Marre	353821899	C/A	21.09	25	1,265.40	<input type="checkbox"/>	Timesheet
Chen	SiSi	066766289	C/A	20.00	25	1,400.00	<input type="checkbox"/>	Timesheet
D'Ornellas	Nicholas	128593277	C/A	20.00	25	800.00	<input type="checkbox"/>	Timesheet

- Once all your timesheets are entered for the employees that worked have your dept “Supervisor” role confirm your timesheets whether in a batch or individually.
- Once timesheets are confirmed, you cannot make changes as the supervisor would have to “unconfirm”



- The right image is the “Batch Report” which will summarize all the confirmed timesheets submitted.
- Selecting the “Print Confirmed T/S” will give you each individual employee timesheet

HUNTER COLLEGE
TEMPORARY SERVICE PAYROLL
TIME SHEETS SUMMARY REPORT
 05/19/2024 To 06/01/2024

PRINTED: 6/3/2024

PAGE: 1

S.S. #	Pos No Period	Employee Name Status	Week (1) Week (2)	Work	OT	Shift	Vac.	Sick
	25	Approved		21.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
	25	Approved		14.00 20.50	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
TOTAL:				Week 1 --> 35.00		0.00	0.00	0.00
				Week 2 --> 20.50		0.00	0.00	0.00

I certify that the employees named above actually worked the hours reported for the period indicated based upon daily records maintained by the department

AUTHORIZED SIGNATURE

DEPARTMENT TIME ENTRY, PAF & REPORTS

Home | Posted Timesheet Review

Emp. Name: SS#: Year: 2024 ▼ Period: Search

Department Name	Dept Code	Employee Name	Empl ID	Period	Title	
		Ali,		13	C/A	Timesheet
		Ali,		9	C/A	Timesheet
		Ali,		5	C/A	Timesheet
		Ali,		3	C/A	Timesheet
		Ali,		8	C/A	Timesheet
		Ali,		14	C/A	Timesheet
		Ali,		6	C/A	Timesheet
		Ali,		10	C/A	Timesheet
		Ali,		11	C/A	Timesheet
		Ali,		2	C/A	Timesheet
		Ali,		4	C/A	Timesheet
		Ali,		17	C/A	Timesheet
		Ali,		12	C/A	Timesheet
		Ali,		7	C/A	Timesheet
		Ali,		15	C/A	Timesheet
		Ali,		16	C/A	Timesheet
		Barrow,		16	IBDRA	Timesheet
		Barrow,		15	IBDRA	Timesheet
		Barrow,		17	IBDRA	Timesheet
		Barrow,		12	IBDRA	Timesheet
		Barrow,		23	IBDRA	Timesheet
		Barrow,		11	IBDRA	Timesheet

1 2 3 4 5 6 7

Print T/S Summary | Print Confirmed T/S | Close

- Once a payroll is posted (the previous is posted once the new one is open. Ex: Pr#24 is posted when PR#25 is open) you can review the posted timesheets as of the last payroll.
- Search by Last name, SSN, Pay Period, Fiscal Year or a combination of them

Emp. Name: SS#: Year: 2024 Period: 24 Search

Department Name	Dept Code	Employee Name	Empl ID	Period	Title	
[REDACTED]	[REDACTED]	Barrow [REDACTED]	[REDACTED]	24	IBDRA	Timesheet
[REDACTED]	[REDACTED]	Godhuli, [REDACTED]	[REDACTED]	24	C/A	Timesheet
[REDACTED]	[REDACTED]	Morocho, [REDACTED]	[REDACTED]	24	IBDRA	Timesheet
[REDACTED]	[REDACTED]	Pasto Mora, [REDACTED]	[REDACTED]	24	C/A	Timesheet
[REDACTED]	[REDACTED]	Wong, [REDACTED]	[REDACTED]	24	C/A	Timesheet
[REDACTED]	[REDACTED]	Zavala JR., [REDACTED]	[REDACTED]	24	IBDRA	Timesheet

Print T/S Summary Print Confirmed T/S Close

HUNTER COLLEGE
BIWEEKLY HOURLY TIME SHEET
05/05/2024 To 05/18/2024
PaySrv Emp ID: [REDACTED]
DEPT No.: [REDACTED]
PRINTED: 6/3/2024

DAY	MM/DD	IN	OUT	TOTAL	IN	OUT	TOTAL	TOTAL WORK	SHIFT	VAC.	SICK	OT
SUN	5/05											
MON	5/06	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
TUE	5/07	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
WED	5/08	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
THU	5/09	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
FRI	5/10	9:00	13:00	4:00	14:00	16:00	2:00	6:00				
SAT	5/11											
FIRST WEEK TOTALS								34.00				
SUN	5/12											
MON	5/13	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
TUE	5/14	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
WED	5/15	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
THU	5/16											
FRI	5/17	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
SAT	5/18											
SECOND WEEK TOTALS								28.00	0.00	0.00	0.00	0.00
TWO WEEKS TOTALS								62.00	0.00	0.00	0.00	0.00

- ^ PAF's listed by PR#24
- < to save or view a timesheet:
 - "Export this report"
 - "Choose PDF"
 - "All Pages"
 - "Export"
- The file will download as a .pdf file as the following

HUNTER COLLEGE
 BIWEEKLY HOURLY TIME SHEET
 05/05/2024 To 05/18/2024

PaySrv Emp ID: [REDACTED] Position:
 DEPT No.: [REDACTED]

PRINTED: 6/3/2024

DAY	MM/DD	---- HOURS ----			---- HOURS ----			TOTAL WORK	SHIFT	VAC.	SICK	OT
		IN	OUT	TOTAL	IN	OUT	TOTAL					
SUN	5/05											
MON	5/06	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
TUE	5/07	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
WED	5/08	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
THU	5/09	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
FRI	5/10	9:00	13:00	4:00	14:00	16:00	2:00	6:00				
SAT	5/11											
							FIRST WEEK TOTALS	34.00				0.00
SUN	5/12											
MON	5/13	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
TUE	5/14	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
WED	5/15	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
THU	5/16											
FRI	5/17	9:00	13:00	4:00	14:00	17:00	3:00	7:00				
SAT	5/18											
							SECOND WEEK TOTALS	28.00	0.00	0.00	0.00	0.00
							TWO WEEKS TOTALS	62.00	0.00	0.00	0.00	0.00

I certify that the employees named above actually worked the hours reported for the period indicated based upon daily records maintained by the department.

 EMPLOYEE'S SIGNATURE

 AUTHORIZED SIGNATURE

** REPORT GENERATED BY OLE PR-ASSIST SYSTEM **

Similarly, if you wanted all the timesheets for all your employees for a particular period or all the timesheets for one employee per your search parameters, you can click "Print Confirmed T/S"

Print T/S Summary

Print Confirmed T/S

Close

Time and Leave

- Hourly employees must work 500 hours before annual or sick leave can be used. Until then, time is accrued:
 - 15 hours worked = 1 hour AL
 - 20 hours worked = 1 hour SL
- Available annual leave is paid out the last pay period of the fiscal year per the hourly payroll schedule
- Available sick leave rolls over to the next fiscal year and available for immediate use
- Hourly employees can check their available leave by reaching out to payroll or having the dept check their reports

Exceptions

- 11 hours worked = 1 hour AL (after 5 years)
- 3 consecutive 500 hours worked = no wait for leave use

Reports

Home	Reports -- HUMAN RESOURCES [8017410]
Review/Approve Timesheet	
Review Appointments	
Review Employee Action	
Review Posted Timesheets	
Reports	
Change Department	
Logoff	

Select Report Year: ▼

- [Active Employee Listing](#)
- [Bi-Weekly Timesheet Summary Report](#)
- [Posted Timesheet Report](#)
- [Department Expenditure Report](#)
- [Encumbrance To Date Report](#)
- [Projected Expenditure Report](#)

- [PAF Status Data Sheet](#)

**HUNTER COLLEGE
TEMPORARY SERVICE PAYROLL
Active Employee Listing**

Last Name	First Name	Empl ID	App Date	Total Hours	Hours Used	Hours Remain
[REDACTED]	[REDACTED]	[REDACTED]	04/24/2024	360.00	118.00	242.00
[REDACTED]	[REDACTED]	[REDACTED]	07/01/2023	1,040.00	681.00	359.00
[REDACTED]	[REDACTED]	[REDACTED]	11/27/2023	1,005.00	659.50	345.50
[REDACTED]	[REDACTED]	[REDACTED]	03/25/2024	500.00	275.00	225.00
[REDACTED]	[REDACTED]	[REDACTED]	10/17/2023	520.00	325.00	195.00
[REDACTED]	[REDACTED]	[REDACTED]	09/01/2023	1,480.00	1,096.00	384.00

Total Employees: 6

<<<
Currently active employee PAF's with their appointment details.

**HUNTER COLLEGE
TEMPORARY SERVICE PAYROLL
EXPENDITURES REPORT FOR FISCAL YEAR 2024
as of 5/18/2024**

Date Printed: 6/3/2024

DEPT #: [REDACTED]

DEPT.BUDGET: 200,671.67
TOTAL PAID TO DATE: 133,520.85
ACTUAL REMAINING BUDGET: 67,150.83

(S) : Student Aide (*) Inactive Employee (+) This employee has values in other departments

Empl ID	EMPLOYEE NAME	TITLE	PAY RATE	HOURS WORKED TO DATE			VACATION HOURS			PRIOR AVAIL.	SICK HOURS			AMOUNT PAID TO-DATE				
				DATE	SHIFT	OT	REGULAR	EARNED	USED		AVAIL.	SICK HRS	EARNED	USED	AVAIL.	REGULAR	VACATION	SICK
[REDACTED]	[REDACTED]	[REDACTED]	23.00	3/27/23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
[REDACTED]	[REDACTED]	[REDACTED]	21.30	3/27/23	0.00	0.00	1,096.00	73.00	0.00	73.00	0.00	54.75	0.00	54.75	23,344.80	0.00	0.00	23,344.80
[REDACTED]	[REDACTED]	[REDACTED]	23.00	3/27/23	0.00	0.00	242.50	16.25	0.00	0.00	0.00	12.25	0.00	0.00	5,577.50	0.00	0.00	5,577.50

The Dept Expenditure Report shows all the PAF's both inactive and active and how much money they have used. The above is for one employee who had an active PAF under one title, was separated, and then rehired under another title. The rehire is the current active title while the other two are inactive.

- The “PAF Data Status Sheet” refers to PAF’s currently in the system both inactive and active.
- It includes various information as well as appt hours, start dates, who created it, who approved at the levels and when.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Control #	Empl ID	EmplRcd	Ref Num	JSN	Last Name	First Name	Status	Action Desc	Title	Position No	Start Date	End Date	Apt. Hours	Rate	FAF Hours	Dept Code
2	130157		0					INACT	Reappointment	COLLEGE ASST	90391262	7/1/2023 0:00	2/22/2024 0:00	1040	23	511	8017410
3	152107		0					INACT	Separation	COLLEGE ASST	90391262	7/1/2023 0:00	6/30/2024 0:00	1040	23	529	8017410
4	152278		0					INACT	Separation	IT Business Data and Reporting Analys (H)	90314862	11/1/2023 0:00	6/30/2024 0:00	1218	21.3	832	8017410
5	152602		0					ACTIVE	Reappointment	IT Business Data and Reporting Analys (H)	90314862	4/24/2024 0:00	6/30/2024 0:00	360	21.3	360	8017410
6	153049		0					PR	Separation	IT Business Data and Reporting Analys (H)	90314862	4/24/2024 0:00	6/30/2024 0:00	360	21.3	360	8017410
7	151296		0					INACT	Appointment	IT Business Data and Reporting Analys (H)	90314862	11/1/2023 0:00	3/7/2024 0:00	1218	21.3	386	8017410
8	151142		0					INACT	Separation	IT Business Data and Reporting Analys (H)	90314862	7/1/2023 0:00	12/31/2023 0:00	845	21.3	438.75	8017410
9	140583		0					INACT	Reappointment	IT Business Data and Reporting Analys (H)	90314862	7/1/2023 0:00	11/2/2023 0:00	845	21.3	406.25	8017410
10	130154		0					INACT	Reappointment	COLLEGE ASST	90391262	7/1/2023 0:00	11/2/2023 0:00	520	23	329.5	8017410
11	151086		0					INACT	Separation	COLLEGE ASST	90391262	7/1/2023 0:00	12/31/2023 0:00	520	23	190.5	8017410
12	140585		0					ACTIVE	Reappointment	COLLEGE ASST	90391262	7/1/2023 0:00	6/30/2024 0:00	1040	23	1040	8017410
13	140648		0					INACT	Separation	COLLEGE ASST	90391262	7/1/2023 0:00	12/31/2023 0:00	520	25.51	520	8017410
14	140582		0					INACT	Reappointment	COLLEGE ASST	90391262	7/1/2023 0:00	7/6/2023 0:00	520	25.51	0	8017410
15	130156		0					INACT	Reappointment	COLLEGE ASST	90391262	7/1/2023 0:00	12/13/2023 0:00	520	23	449.5	8017410
16	151565		0					INACT	Separation	COLLEGE ASST	90391262	7/1/2023 0:00	12/31/2023 0:00	520	23	70.5	8017410
17	151599		0					ACTIVE	Appointment	IT Business Data and Reporting Analys (H)	90314862	11/27/2023 0:00	6/30/2024 0:00	1005	21.3	1005	8017410
18	151423		0					INACT	Separation	COLLEGE ASST	90391262	7/5/2023 0:00	12/31/2023 0:00	520	18	99.75	8017410
19	140662		0					INACT	Appointment	COLLEGE ASST	90391262	7/5/2023 0:00	12/13/2023 0:00	520	18	420.25	8017410
20	152515		0					ACTIVE	Appointment	COLLEGE ASST	90391262	3/25/2024 0:00	6/30/2024 0:00	500	18	500	8017410
21	151248		0					ACTIVE	Appointment	COLLEGE ASST	90391262	10/17/2023 0:00	6/30/2024 0:00	520	18	520	8017410
22	140903		0					INACT	Separation	COLLEGE ASST	90391262	7/1/2023 0:00	12/31/2023 0:00	520	23	277.5	8017410
23	140906		0					ACTIVE	Appointment	IT Business Data and Reporting Analys (H)	90314862	9/1/2023 0:00	6/30/2024 0:00	1480	21.3	1480	8017410
24	130155		0					INACT	Reappointment	COLLEGE ASST	90391262	7/1/2023 0:00	9/22/2023 0:00	520	23	242.5	8017410
25	130436		0					INACT	Reappointment	COLLEGE ASST	90391262	7/1/2023 0:00	9/22/2023 0:00	520	25.51	237	8017410
26	140886		0					INACT	Separation	COLLEGE ASST	90391262	7/1/2023 0:00	12/31/2023 0:00	520	25.51	283	8017410
Q	R	S	T	U	V	W	X	Y	Z	AA	AB						
Dept Code	Dept Name	Supervisor	VP Approver	VP Approval Date	HR Approver	HR ApprovalDate	Creator	Creation Date	UserID	E-Mail	Sep Date						
8017410				6/13/2023 12:43	dco0009	6/13/2023 15:55	dco0009	6/2/2023 14:33		razeenali22@gmail.com							
8017410				1/19/2024 12:19	dco0009	1/22/2024 11:05	dco0009	1/19/2024 11:52		razeenali22@gmail.com	1/25/2024 0:00						
8017410				2/16/2024 13:37	dco0009	3/5/2024 14:05	dco0009	2/14/2024 9:16		elselaveau@gmail.com	2/14/2024 0:00						
8017410				4/18/2024 14:25	dco0009	4/18/2024 16:40	dco0009	4/18/2024 13:47		elselaveau@gmail.com							
8017410				6/3/2024 9:32	dco0009	6/3/2024 9:51	dco0009	6/3/2024 9:18		elselaveau@gmail.com	5/28/2024 0:00						
8017410				11/2/2023 15:50	dco0009	11/2/2023 15:50	dco0009	11/2/2023 15:36		elselaveau@gmail.com							
8017410				10/2/2023 15:19	dco0009	10/2/2023 15:47	dco0009	10/2/2023 14:47		vivianbriggs@aol.com	10/13/2023 0:00						
8017410				6/26/2023 12:36	dco0009	6/27/2023 9:17	dco0009	6/26/2023 12:15		vivianbriggs@aol.com							
8017410				6/13/2023 12:43	dco0009	6/13/2023 15:56	dco0009	6/2/2023 14:27		fantacondefc403@gmail.com							
8017410				9/26/2023 18:05	dco0009	9/27/2023 9:45	dco0009	9/26/2023 15:32		fantacondefc403@gmail.com	10/13/2023 0:00						
8017410				6/28/2023 13:51	dco0009	6/28/2023 14:04	dco0009	6/26/2023 12:57		Tahia8010@gmail.com							
8017410				7/3/2023 10:19	dco0009	7/3/2023 10:27	dco0009	7/3/2023 9:08		cg1131@hunter.cuny.edu	7/1/2023 0:00						
8017410				6/26/2023 12:36	dco0009	6/27/2023 9:17	dco0009	6/26/2023 11:55		cg1131@hunter.cuny.edu							
8017410				6/13/2023 12:44	dco0009	6/13/2023 15:56	dco0009	6/2/2023 14:31		cindymo7914@gmail.com							
8017410				11/29/2023 11:11	dco0009	12/1/2023 10:26	dco0009	11/29/2023 11:03		cindymo7914@gmail.com	11/27/2023 0:00						
8017410				12/1/2023 10:44	dco0009	12/1/2023 10:46	dco0009	12/1/2023 10:34		cindymo7914@gmail.com							
8017410				11/20/2023 12:30	dco0009	11/20/2023 12:56	dco0009	11/20/2023 12:18		onieka.okieffe@gmail.com	12/4/2023 0:00						
8017410				7/6/2023 14:03	dco0009	7/6/2023 14:08	dco0009	7/6/2023 9:11		onieka.okieffe@gmail.com							
8017410				3/25/2024 16:10	dco0009	3/25/2024 16:15	dco0009	3/25/2024 14:40		axlmp10@gmail.com							
8017410				10/18/2023 12:57	dco0009	10/18/2023 12:58	dco0009	10/18/2023 10:34									
8017410				9/6/2023 13:19	dco0009	9/6/2023 14:03	dco0009	9/6/2023 13:11		ezjr112@gmail.com	9/1/2023 0:00						
8017410				9/7/2023 17:20	dco0009	9/8/2023 8:56	jfranconi	9/6/2023 13:19		ezjr112@gmail.com							
8017410				6/13/2023 12:45	dco0009	6/13/2023 15:57	dco0009	6/2/2023 14:29		ezjr112@gmail.com							
8017410				6/13/2023 12:45	dco0009	6/13/2023 15:57	dco0009	6/13/2023 12:25		vzirema@gmail.com							
8017410				9/5/2023 13:11	dco0009	9/6/2023 8:15	dco0009	9/5/2023 9:36		vzirema@gmail.com	9/1/2023 0:00						