# 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**

1	PR-ASSIST SYSTEM
	Please type or print clearly
Date:	
Last Name:	First Name:
Department:	Payroll Title:
Net ID:	E-Mail:
Select One: New A	CCOUNT (check access roles below)
Remov	/e 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:
	rized by the department chair
This form must be autho	ized by the department chair.
This form must be autho Name of Dept. Chair:	
This form must be autho Name of Dept. Chair: Chair's Signature:	Date:
This form must be author Name of Dept. Chair: Chair's Signature: Payroll Use:	Date:
This form must be authon Name of Dept. Chair: Chair's Signature: Payroll Use: Acct Deleted Access	Date: Date:
This form must be author Name of Dept. Chair: Chair's Signature: Payroll Use: Acct Deleted Access	S Denied Acct Created Roles assigned: Timekeeper PAF Creator Runnaria
This form must be authon Name of Dept. Chair: Chair's Signature: Payroll Use: Acct Deleted Access	Date:
This form must be author Name of Dept. Chair: Chair's Signature: Payroll Use: Acct Deleted Access	S Denied Acct Created Roles assigned: Timekeeper Supervisor Chair/Dir Dean/VP/Prov

- 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

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

#### Internet search bar

#### "Hunter Pr-assist"

G hunter pr-assist - Google Searc × +	×
← → C 🛱 google.com/search?q=hunter+pr-assist&rlz=1C1GCEA_e 🗞 🖈 🖸   🝸	
😂 Browse - Featured 🔣 DIRECTORY 📀 PayServ 📓 PrAssist - Log In 🔛 CUNY »   🗅 All Boo	kmarks
	<b>A</b>
Google hunter pr-assist X 🤳 😨 Q	
M Internet Visiting Name Champing Man	
All images videos vews snopping : More ioc	ois
Hunter College https://owl.hunter.cuny.edu.>ords ;	
PrAssist - Log In	
Prassist. Part-time Employment / Payroli / Time and Leave System. NetiD. Password. What are my Hunter NetID and password? Log In.	
S The City University of New York https://hcm2.hunter.cuny.edu > PrAssist > prNet :	
:::: PR-ASSIST On-Line ::::	
Please contact the administrator @212-772-4097 - susan.jones-crenshaw@ <b>hunter</b> .cuny.edu OR 212-772-4395 - tg876@ <b>hunter</b> .cuny.edu	
Hunter PR https://hunterpr.com > expertise > solutions :	
PR   Solutions   Hunter NYC	
With 30 years as a leading <b>public relations</b> agency, <b>HUNTER</b> has deep relationships with media and the expertise to manage any issues that may arise. Missing: assist   Show results with: assist	
Hunter PR https://hunterpr.com > contact > be-a-hunter > openings :	
Openings   Be a Hunter   Hunter NYC	
Understand PR and marketing communications at a basic level: Possess solid writing and	• •

#### 🐮 Welcome to the Office of Huma 🗙 🕂 C : hunter.cuny.edu/hr rowse - Featured 🔣 DIRECTORY 📀 PayServ 📓 PrAssist - Log In 📲 CUNY ≽ Tumbleweed 📓 AEMS - Log In 📓 HR-Assist - Log In 📀 Home | Microsoft 36 HOME EMPLOYMENT \* PUBLICATIONS \* POLICIES \* BENEFITS \* FORMS \* TIME AND LEAVE \* HR DIRECTORY \* PAYROLL \* CUNYFIRST \* LINKS quicklinks New Hire Application Reasonable Accommodations Request Form **CUNY Work/Life** Reasonable Accommodations Policy Reasonable Accommodations - Health Care Provider Assessment Form NOW PRESENTED BY CCA@YourService CCA@YourService Employee Assistance Program Professional Development Welcome to the Office of Human Resources at Hunter College and Learning Management Training AEMS- Admin Login Our mission is to support Hunter College's academic objectives by offering exceptional service to our instructors, staff, students, · AEMS- Faculty/ Staff login and administration. The Office of Human Resources fosters efficiency, open communication, and teamwork in an environment HR Forms that values success. It provides many benefits and services that help Hunter College attract, retain, and inspire a highly qualified and diverse workforce. Job Postings Non-Tax Levy (NTL) Michelle Blackman, Esg PR Assist Interim Assistant Vice President • Time & Leave Office of Human Resources Workplace Violence Hunter College of The City University of New York Advisory Team 695 Park Avenue E1502 · New York, NY 10065 · CUNY Policy on Drugs and Alcohol Tel: (212) 772-4451 Fax: (212) 650-3889 Current CUNY Exams COVID-19 Rapid Testing Employee Holiday Schedule Print this

### Hunter HR Website "Quicklinks" http://www.hunter.cuny.edu/hr

### Hunter HR Website <sup>4</sup> http://www.hunter.cuny.edu/payroll



#### Understanding your payroll check (state only)

### The Payroll Office is available to answer any questions you may have. Th Calendar/Schedules

- Adjunct Payroll Schedules
  - Fall 2023 Teaching Payroll Schedule
- Fall 2023 Non-Teaching Payroll Schedule
- Summer 2023 Teaching Payroll Schedule
- Summer 2023 Non-Teaching Payroll Schedule
- Spring 2024 Teaching Payroll Schedule
- Spring 2024 Non-Teaching Payroll Schedule
- Winter 2024 Teaching and Non-Teaching Payroll Schedule
- Summer 2024 Teaching Payroll Schedule
- Summer 2024 Non-Teaching Payroll Schedule
- State- Hourly Employees Payroll Schedule
- City- Hourly Employees Payroll Schedule
- Full Time Employees Payroll Schedule (State Payroll)
- State- Full time Employees OT Payroll Schedule
- PR Assist- Hourly Payroll System



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



### Dept Operations < managing multiple depts Payroll Processing < singular dept

5

Main Selection	
Employee inquiry	
HR Appointment Review	Welcome to
Budget Control	Welcome to
Payroll Processing	Part Time Employees
System Administration	Annalistment Devellend Time & Leave Contemp
	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

Hom

#### Part-time Employment / Time and Leave System

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#### DEPARTMENT TIME ENTRY, PAF & REPORTS

Home	Employee PAF PAYROLL [8024010]		
Review/Approve Timesheet	Budget Allocated: \$0.00	Amount Used: \$0.00	Amount Available: \$0.00
Review Appointments	Specify the parameters you would like to search for		
Review Employee Action	PAF Date: (From)	(To)	Fiscal Year: 2024 V
Review Posted Timesheets	Name: (Last)	(First)	
Reports			
Change Department	PAF Status:	Title:	SS#:
Logoff	Search in Multi Departments $\Box$		Search New PAF Close

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

Review/Approve Timesheet	Budge	et Allocated: \$0.00		Amount Used: \$0.00		Amo	unt Available: \$0.0	0
Review Appointments	Action Type:		at		I	Year: 2	2024 🗸	
Review Employee Action								
Review Posted Timesheets	Date:	06/02/2024			Searc	n Employee		
Reports	* Last Name:			* First Name:				
Change Department	* Address;			* City:				
Logoff	* 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	٠	~	
	HC User ID:			E-Mail:				
	PaySrv Emp ID:			* Supervisor:				
	Empl Rcd No:							
	Work Location:				Student	For	eign Student	Visa Type:
				· · · · · ·				
	Comments:							
1		-			1.			

Action Type:	Appointm	ent 🔘 Reap	opointm	nent					Year 20	12 - 7	
Date:	6/12/2012					SS	#:	$\sim$	Serach Emplo		
* Last Name:					* F	irst Nam	e:				
Last Name: bro	wn		F	First Nam	e: ma				SS#:		
City:				State:				Serach Close			
Last Nam	e Fi	rst Name		SS#		City		State	E-Mail		
Brown		Mary	33	3333333	3	JAMA	AICA	NY		Select	
* Address:		-			* City:		v:	1			
* Stata-						* 71	2·				
Home	Part-Time Personn	el Action Form			1	21	0.11				
Review Appointments	Budget Summary	fol									
Review Employee Action	Budget Al	located: \$18,432.00		Amoun	nt Used: \$12,1	105.39 <mark>(\$1,545.</mark> ;	39 in approving	g)	Amount Available	\$6,326.61	
Pay Period Control	Action Type	Appointment			Status:	NEW			<u></u>	Year:2024	
Review Posted Timesheets	Date	: 5/30/2024			SS#:		Change SS	<u>#</u>			
Departments and Titles	Last Name	Last Name			First Name						
Pay Period Date Setup	Address				City						
End of Year Process	State			Zip				DOB			
Logoff	Phone			Work Phone:							
	Department	: 1010810		Dept. Name:							
	Title	COLLEGE ASST			Position #:	90300063		Li		78262	
	Rate/Hour	: 15.61		Budg	geted Hours:	99/PAF 99	/Appt				
	App. Date	: 5/30/2024		Арр	t. End Date:	6/30/2024			Salary	\$1,545.39	
	Program	:							Projected A/L Amount:	\$0.00	
	App. Initial Date	5/30/2024		CL	JNY College:	Hunter Colle	ege				
	Separation Date				E Mail						
	PaySey Emp ID	•			Supervisor						
	Empl Red No	•			Supervisor.						
	Work Location	:		Student: <b>Yes</b>		Foreign Stude	ent:			Visa:	
	Comments	:				. or orgin betale					
					Аррг	oval Signatu	es				
	Supervisor					Cha	air/Director				
1	Dean/VP/Prov	1				H/	R Officer				
	Deny this PAR	-									
				Activate	Print	E-Mails	Modify	Close			
	L										



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. 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



## **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:



The same would be done with reducing hours.

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



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

## Change Rate

Budget Allocate	ed: \$18,432.00		Amount Used: \$	12,105.39 (\$1,545.39	in approving)		Amount Available: \$6,326.61		
Action Type:	O Change Hour	Change Rate	O Change Date	O Other Revison	O Separation		Year: 2024	1	
Date:	06/02/2024			SS#:		Search Emp	loyee		
* Last Name				* First Name:					
* Address:				* City:					
* State:	•			* Zip:				DOB:	
Phone #:				Work Phone:					
Program:		`	-						
* Title:	COLLEGE ASST		~	Position #:	90300063		L	ine #:	
* Rate/Hour:	15.61			* Budget Hrs:	220 /Appt		220 /PAF		
* Appt. Start Date:	5/13/2024			* Appt. End Date:	6/30/2024	<b></b>			
* Appt. Initial Date:	5/13/2024			CUNY College:	Hunter College		~		
Separation Date:		9		Reason:			~		
HC User ID:				E-Mail:					
PaySrv Emp ID:				* Supervisor:					
Empl Rcd No:	$\bullet$								
Work Location:					Student		Foreign Stude	nt	Visa Type:
Comments:									
						11			

- 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 Allocate	ed: <b>\$18,432.00</b>		Amount Used: \$	12,105.39 (\$1,545.39	in approving)		Amount Available: \$6,326.61		
Action Type:	O Change Hour	Change Rate	Ochange Date	• Other Revison	O Separation		Year:	2024 🗸	
Date:	06/02/2024			SS#:		Search Emp	oloyee		
* Last Name:				* First Name:					
* Address				* City					
* State:				* Zip:				DOB:	
Phone #:				Work Phone:					
Program:		~	<ul> <li>Image: A set of the set of the</li></ul>						
* Title:	COLLEGE ASST		~	Position #:	90300063			Line #:	
* 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	)		<b>~</b>	
Separation Date:				Reason:			~	]	
HC User ID:				E-Mail:					
PaySrv Emp ID:				* Supervisor:					
Empl Rcd No:	$\bullet$								
Work Location:					Student		- Foi	reign Student	Visa Type:
			· · ·		·				
Comments:									
						11			

- 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

- 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 f	udget Summary for												
Buc	Iget Allocated: \$40,711.75		Amount	Used: \$35,627.	25	A	mount Available:	\$5,084.50					
Action Type:	Separation			Status:	INACT			Year: 2024					
Date:	5/2/2024			SS#:		Change SS#							
Last Name:				First Name:									
Address:				City:									
State:				Zip:			DOB:						
Phone:				Work Phone:									
Department:	6501110			Dept. Name:									
Title:	COLLEGE ASST			Position #:	90391251		Line #:	61274					
Rate/Hour:	17.50		Bu	dgeted Hours:	50/PAF 0/A	\ppt							
App. Date:	10/16/2023		A	opt. End Date:	5/10/2024		Salary:	\$1,225.00					
Program:						Projecte	ed A/L Amount:	\$0.00					
App. Initial Date:	10/16/2023		(	CUNY College:	Hunter Colle	ge							
Separation Date:	<mark>5/3/2024</mark>			Reason:	: Resignation								
HC User ID:				E-Mail:									
PaySrv Emp ID:				Supervisor:									
Empl Rcd No:	lacksquare												
Work Location:		Stu	ident:		Foreign Stude	nt:		Visa:					
Comments:			Res	igned on 5/	2/24.								
			Approv	al Signature	S								
Supervisor	05/02	2024		Chai	/Director		05/02/2024	4					
Dean/VP/Prov	05/02	2024		H/R	Officer		05/02/2024	4					
Deny this PAF													
		Activate	Print	E-Mails	Modify	lose							

## Reappointment

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



• 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

Biwee	kly Time Shee	t		_		)							
		Appt.	Start: 11/27	/2023		Budget Hours	1005.00				Pi	rior S/L 0.00	
		Appt	. End: 06/30	/2024	H	ours Worked	659.50		A/L Earned	44.00	S/L	Earned 33.00	
		Pay P	eriod: 25	~		O/TWorked 0.00		A/L	Transferred	0.00	S/L Transferred 0.00		
	Ti	mesheet Due	Date: 6/4/20	024		Shift Worked	0.00	_	A/L Used	0.00	S/	L Used 0.00	
			Regu	lar/J.Duty	He	ours Available	345.50	A	VL Available	44.00	S/LA	ailable 33.00	
DAY	MM/DD	IN	Ουτ	WORK	IN	OUT	WORK	TOTAL	SHIFT		VAC.	SICK	0/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 V		: 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									••			
		, <u> </u>				SECOND V	VEEK TOTAL	: .00	.00		22.50	.00	.00
								19.00	0.00		22.50	3.50	.00
Comm	ients:											11	
	f ertify that the abo	ove stated tim	es are accu	rate. I fully und	erstand that an	y falsification o	f time may su	ibject me to	disciplinary ac	tion.			
						Save	Cancel						

- 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 52	0.00	Prior S/L	0.00
Appt. End: 12/31/2022	Hours Worked 9	0.00 A/L Earned 6.00	0 S/L Earned	4.50
Pay Period: 5 🗸	O/TWorked	0.00 A/L Transferred 0.00	0 S/L Transferred	0.00
Timesheet Due Date: 8/30/2022	Shift Worked 1	2.00 A/L Used 0.00	0 S/LUsed	0.00
Regular/J.Duty	Hours Available 43	0.00 A/L Available 0.0	0 S/L Available	0.00
DAY MM/DD IN OUT WORK	IN OUT WORK	TOTAL SHIFT	VAC. SIC	ск о/т

DAY	MM/DD	Juror Duty	All the time	esheets for the	period must l	oe entered	and confir	med by	7/2/2009
SUN	08/14		Last Name	First Name	Category	Period	Amount	Ofm	
MON	08/15		JACKSON	VALERIE	C/A	27	80.00	L	Timesheet
TUE	08/16		JACKSON	VALERIE	C/A	27	440.50		Imentest
WED	08/17						(		
THU	08/18			Batch Report	Finish T/S	Confirm	T/S Clo	se	
FRI	08/19								
SAT	08/20				CLIND				
					• CUN	r pays 3	days ma	ximun	n at \$40.00
SUN	08/21				per o	lav			
MON	08/22				<ul> <li>Drovi</li> </ul>	ido lunu	Dutylot	tor to	payroll to
TUE	08/23				• PIUV	ide July	Duty let		payroll to
WED	08/24				supp	lement	timeshee	et	
THU	08/25				• If the	ev serve	4 or mo	re dav	s, the cour
FRI	08/26				ic to	nov the	romaind	or	
SAT	08/27					pay the	remaind	er	
					• Ente	ring jury	y duty wi	ll pop	ulate 2
					time	sheets.	One with	hour	s entered
Comments:					tho	thor wi	thing	uty da	
				/i	the t		ur jury u		ays
I certify that the above stated	times are accurate. I fully understand that any falsificati	on of time may subject	me to disciplinary action.						
4	Save	ancel							
					/				

	the timesneet for the period	must be entered an	d approved by	the sup	ervisor by	y 6/4/2024	2024 🗸	-
Last Name	First Name	<u>SS#</u>	Category	<u>Rate</u>	Period	Amount	<u>Confirm</u>	
Anklam	Caitlin Hazel	473339274	C/A	22.44	25	1,795.20		
Barrera	Christina	590828289	C/A	20.40	25	1,632.00		
Brown	Amanda Christine Marre	353821899	C/A	21.09	25	1,265.40		
hen	SiSi	066766289	C/A	20.00	25	1,400.00		
)'Ornellas	Nicholas	128593277	C/A	20.00	25	800.00		0
							F	PRIN

- 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

- Once all your timesheets are entered for 17 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"



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

AUTHORIZED SIGNATURE

### HUNTER

Home

Review/Approve Tir Review Appointmer Review Employee A

**Review Posted Tim** 

Change Department

Reports

Logoff

#### Part-time Employment / Time and Leave System

**DEPARTMENT TIME ENTRY, PAF & REPORTS** 

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- 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

				Year: 2024 🗸 F	Period:	Sea
Department Name	Dept Code	Employee Name	Empl ID	Period	Title	
		Ali,		13	C/A	Timesh
		Ali,		9	C/A	Timesh
		Ali,		5	C/A	Timesh
		Ali,		3	C/A	Timesh
		Ali,		8	C/A	Timesh
		Ali,		14	C/A	Timesh
		Ali,		6	C/A	Timesh
		Ali,		10	C/A	Timesh
		Ali,		11	C/A	Timesh
		Ali,		2	C/A	Timesh
		Ali,		4	C/A	Timesh
		Ali,		17	C/A	Timesh
		Ali,		12	C/A	Timesh
		Ali,		7	C/A	Timesh
		Ali,		15	C/A	Timesh
		Alí,		16	C/A	Timesh
		Barrow,		16	IBDRA	Timesh
		Barrow,		15	IBDRA	Timesh
		Barrow,		17	IBDRA	Timesh
		Barrow,		12	IBDRA	Timesh
		Barrow,		23	IBDRA	Timesh
		Barrow,		11	IBDRA	Timesh

Print T/S Summary Print Confirmed T/S

ed T/S Close

osted Timesheet Reviev	v							
Emp. Name:				SS#:				
						Year: 2024 🗸 P	eriod: 24 🗸	Search
Departmen	it Name	Dept	Code	Employee Name	Empl ID	Period	Title	
			Barrow			24	IBDRA	Timesheet
	-		Godhuli	i, <b>C</b>		24	C/A	Timesheet
	,		Moroch	o, <b></b>		24	IBDRA	Timesheet
	,		Pasto N	lora,		24	C/A	Timesheet
	,		Wong,			24	C/A	Timesheet
	,		Zavala	JR.,		24	IBDRA	Timesheet
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DAY	MM/DD	IN	HOURS OUT	TOTAL	IN	HOURS 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											
					FIRS	r 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											
					SECON	D 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 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

AUTHORIZED SIGNATURE

AUTHORIZED SIGN

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

EMPLOYEE'S SIGNATURE

## 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	Select Report Year: 2024 V
Reports	
Change Department	Active Employee Listing
Logoff	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
			04/24/2024	360.00	118.00	242.00
			07/01/2023	1,040.00	681.00	359.00
			11/27/2023	1,005.00	659.50	345.50
			03/25/2024	500.00	275.00	225.00
			10/17/2023	520.00	325.00	195.00
			09/01/2023	1,480.00	1,096.00	384.00
Total Employees: 6	;					

HUNTER COLLEGE TEMPORARY SERVICE PAYROLL EXPENDITURES REPORT FOR FISCAL YEAR 2024 as of 5/18/2024 200,671.67 DEPT.BUDGET: DEPT # 133,520.85 Date Printed: 6/3/2024 TOTAL PAID TO DATE: 67,150.83 ACTUAL REMAINING BUDGET: (+) This employee has values in other departments (@): Student Aide (\*) Inactive Employee PRIOR HOURS WORKED TO DATE VACATION HOURS SICK HOURS TITLE PAY AMOUNT PAID TO-DATE AVAIL. EMPLOYEE NAME Empl ID REGULAR EARNED USED USED REGULAR DATE RATE SHIFT OT AVAIL. SICK HRS EARNED AVAIL. VACATION SICK TOTAL PAID 3/27/23 23.00 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 0.00 3/27/23 21.30 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 3/27/23 23.00 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.

<<<

details.

Currently active

employee PAF's with

their appointment

#### HUNTER COLLEGE TEMPORARY SERVICE PAYROLL ENCUMBRANCE REPORT TO DATE FOR FISCAL YEAR 2024 as of 5/18/2024

EMPLOYEE NAME	EMPL ID	ENCUMB PAY RATE	ENCUMB HOURS	EXPEND HOURS	REMAINING HOURS	PROJECTED AMOUNT	EXP AMOUNT TO DATE	PROJECTED AL AMOUNT	EXPENDED AL AMOUNT	>=75%	BALANCE
		23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Х	0.00
		21.30	1,480.00	1,096.00	384.00	31,524.00	23,344.80	2,101.60	0.00		10,280.80
		23.00	242.50	242.50	0.00	5,577.50	5,577.50	371.83	0.00	Х	371.83

The **Encumbrance to Date Report** shows similar information to the expenditure report but also shows estimates based on what has been used and what is left.

Example: The same employee as the previous slide has 2 inactive PAFs and the current active.

• The rate times the budgeted hours (encumbered hours) is the projected amount

= (1480 hours x 21.30 rate = \$31,524.00)

- The expended hours times the rate is the expended amount to date (the last posted timesheet) = \$23,344.80
- (The Projected amount + the Projected AL) the Exp amount will equal the balance = (\$31,524.00 + \$2,101.60) \$23, 344.80 = \$10, 280.80

PAGE: 1

- 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.

					-	-			1		J		N	-	ivi		-		-
1 C	ontrol #	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 ASS	Т		90391262	7/1/2023 0:00	2/22/2024 0:00	1040	23	511	8017410
3	152107		0					INACT	Separation	COLLEGE ASS	T		90391262	7/1/2023 0:00	6/30/2024 0:00	1040	23	529	8017410
4	152278		0					INACT	Separation	IT Business D	ata and Reporting Anal	lys (H)	90314862	11/1/2023 0:00	6/30/2024 0:00	1218	21.3	832	8017410
5	152602		0					ACTIVE	Reappointment	IT Business D	ata and Reporting Anal	lys (H)	90314862	4/24/2024 0:00	6/30/2024 0:00	360	21.3	360	8017410
6	153049		0					PR	Separation	IT Business D	ata and Reporting Anal	lys (H)	90314862	4/24/2024 0:00	6/30/2024 0:00	360	21.3	360	8017410
7	151296		0					INACT	Appointment	IT Business D	ata and Reporting Anal	lys (H)	90314862	11/1/2023 0:00	3/7/2024 0:00	1218	21.3	386	8017410
8	151142		0					INACT	Separation	IT Business D	ata and Reporting Anal	lys (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 D	ata and Reporting Anal	lys (H)	90314862	7/1/2023 0:00	11/2/2023 0:00	845	21.3	406.25	8017410
10	130154		0					INACT	Reappointment	COLLEGE ASS	Т		90391262	7/1/2023 0:00	11/2/2023 0:00	520	23	329.5	8017410
11	151086		0					INACT	Separation	COLLEGE ASS	Т		90391262	7/1/2023 0:00	12/31/2023 0:00	520	23	190.5	8017410
12	140585		0					ACTIVE	Reappointment	COLLEGE ASS	Т		90391262	7/1/2023 0:00	6/30/2024 0:00	1040	23	1040	8017410
13	140648		0					INACT	Separation	COLLEGE ASS	Т		90391262	7/1/2023 0:00	12/31/2023 0:00	520	25.51	520	8017410
14	140582		0					INACT	Reappointment	COLLEGE ASS	T		90391262	7/1/2023 0:00	7/6/2023 0:00	520	25.51	0	8017410
15	130156		0					INACT	Reappointment	COLLEGE ASS	Т		90391262	7/1/2023 0:00	12/13/2023 0:00	520	23	449.5	8017410
16	151565		0					INACT	Separation	COLLEGE ASS	Т		90391262	7/1/2023 0:00	12/31/2023 0:00	520	23	70.5	8017410
17	151599		0					ACTIVE	Appointment	IT Business D	ata and Reporting Anal	lys (H)	90314862	11/27/2023 0:00	6/30/2024 0:00	1005	21.3	1005	8017410
18	151423		0					INACT	Separation	COLLEGE ASS	Т		90391262	7/5/2023 0:00	12/31/2023 0:00	520	18	99.75	8017410
19	140662		0					INACT	Appointment	COLLEGE ASS	Т		90391262	7/5/2023 0:00	12/13/2023 0:00	520	18	420.25	8017410
20	152515		0			-		ACTIVE	Appointment	COLLEGE ASS	т		90391262	3/25/2024 0:00	6/30/2024 0:00	500	18	500	8017410
21	151248		0					ACTIVE	Appointment	COLLEGE ASS	т		90391262	10/17/2023 0:00	6/30/2024 0:00	520	18	520	8017410
22	140903		0					INACT	Separation	COLLEGE ASS	т		90391262	7/1/2023 0:00	12/31/2023 0:00	520	23	277.5	8017410
23	140906		0					ACTIVE	Appointment	IT Business D	ata and Reporting Anal	lys (H)	90314862	9/1/2023 0:00	6/30/2024 0:00	1480	21.3	1480	8017410
24	130155		0					INACT	Reappointment	COLLEGE ASS	т		90391262	7/1/2023 0:00	9/22/2023 0:00	520	23	242.5	8017410
25	130436		0					INACT	Reappointment	COLLEGE ASS	т		90391262	7/1/2023 0:00	9/22/2023 0:00	520	25.51	237	8017410
26	140886		0					INACT	Separation	COLLEGE ASS	т		90391262	7/1/2023 0:00	12/31/2023 0:00	520	25.51	283	8017410
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