Timekeeper’s and Supervisor’s Guide
to Submitting/Confirming/Approving Time Sheets

**PR-Assist** is the School’s official Time and Leave application for part time employees. It can be accessed by visiting [https://spstime.sps.cuny.edu/HrAssist/HrLogon.aspx](https://spstime.sps.cuny.edu/HrAssist/HrLogon.aspx).

To log in enter your CUNY SPS Username and password. Please note that these are the same credentials you use for your office PC.

Upon a successful log in, you will be prompted to click on **Employee Login** or **Department Login**.

Click on **Department Login**
You should now be able to select from 8 options: Timesheet Entry, Review Appointments, Review Employee Action, Review Posted Timesheets, Reports, Change Department and Logoff.

1. **Review/Approve Timesheet** - Clicking on this link will display a list of employees for your area. Select an employee by clicking on the timesheet link to the right hand-side of their name. Employee timesheets that are ready for your approval are denoted by data in the **Period** and **Amount** columns and you should have been notified by your employee that their timesheet is ready for your approval.
To approve timesheets

Click on the **Timesheet** hyperlink to review the days/hours entered by the employee. If you agree with the hours entered by the employee you must check the “I certify” box then click **save** and click **close**. If you disagree with the hours entered you can unapprove /delete the timesheet. Timesheet can only be changed by supervisor once it is approved.
Be sure to review all timesheets before moving to the next step. To approve all timesheets on your list, you will need to click on Approve T/S and to approve selected timesheets click on Approve Selected T/S to complete the transaction.

SUPERVISORS ONLY – You will need to approve the timesheets by providing same credentials you use for your office PC.

Click continue. You should now see a Y in the Approve column on the employee list. This action will also send an automatic email to Payroll that your area’s timesheets are ready.

Once you are done confirming/approving timesheets, click close to return to the main menu.
In a situation when a college assistant is not able to submit a timesheet, the supervisor can enter a timesheet on their behalf by following these steps:

The employee’s timesheet will appear upon clicking Timesheet.

A few things to note as you enter time into the sheet:

- You will need to select the correct **Pay Period** for the timesheet you are submitting. Should you forget to submit a timesheet, you are allowed to submit a timesheet during the next pay period for a previous period but only if they fall within the same fiscal year.
- Be sure to enter time in intervals of 15 minutes: for example: 9, 9:15, 9:30, and 9:45.
- When calculating the total hours in each column, the time will be converted to decimal number and show the decimal in the total row.
- Working hours cross the midnight should be separated. Ex. An employee works from 11:00 pm (Monday)-7:00 am (Tuesday), the time entry should be Monday 11:00pm-12:00am and Tuesday 12:00 am-7:00am.
- **Shift hour** will be added for the hours entered prior to 8am or after 6pm with more than one hour of work.
- **Annual and Sick leave** can be enter in VAC and Sick box once available.
- **Lunch break** is entered in out and in box. A half-hour lunch break must be taken for hours worked above five and up to six hours. For six or more hours worked, a one-hour lunch must be taken.
Jury Duty

If you need to enter Jury Duty information, click on the **Regular/J.Duty** link to toggle to the Jury Duty sheet. **CUNY SPS only pays for up to three (3) days of Jury Duty.** Before clicking **Save and Submit**, you must check the “I certify” box. Once you are done, click on the **Regular/J.Duty** link to toggle back to the timesheet to complete the rest of the timesheet.
Regular/J.Duty Page: Mark the dates for Jury duty.

For Jury Duty, check the day and the system will calculate the total amount of the timesheet by multiplying the # of days by $40.

If you entered Jury Duty information, a new timesheet for Jury Duty only is created. The example below shows 2 time sheets submitted: 1 for regular hours and 1 for Jury Duty (J). Once both the timesheets are completed, carefully verify the data entered. When applicable, submit all Jury Duty documentations directly to Payroll via email at Payroll@sps.cuny.edu.

Note: NTA's get paid regular salary if scheduled to work. Please enter Jury Duty hours on regular timesheet and submit documentation to Payroll.
Before clicking **Save and Submit**, you must check the “I certify” box. When finished, simply click on **Save and Submit**. The timesheet can now be seen and is ready for approval. Alert your supervisor via your CUNY outlook email notification to approve your timesheet.

**Timesheet hours validation**

The system will validate the hours entered in the timesheet against the hours available.

The top part of the timesheet page provides a summary of available hours:

- Budget Hours: Total appointed hours minus hours worked equals hours available. Hours worked for that pay period cannot be more than the total hours available
- Annual Leave hours used, cannot be more than A/L available
- Sick Leave hours used, cannot be more than S/L available

**Timesheet date validation**

The system will check the dates of the timesheet against the appointment date. The timesheet will not be editable if the date with the transaction is out of the appointment date range.
E-PAF

Electronic Personnel Action Form (E-PAF) is a web based tool that allows authorized users to submit request for hire, rehire, revision and separation in an electronic format. The E-PAF eliminates the need for a paper form; creates more efficient movement / sharing of information; and allows authorized users greater monitoring capabilities. This function of the system will be rolled out to authorized users at a later date.

2. **Review Appointments** – (Supervisors only) Use this link to review/modify and approve your employee’s E-PAFs. Should there be any discrepancies on the E-PAF, please contact the Office of Human Resources.

3. **Review Employee Action** – View employee annual and sick leave balances. When you click on this link, you can search for an employee by their Last Name or their NYS Empl ID. For a complete list of employees, simply click search. *Note: if you are a timekeeper for multiple departments, be sure to click Change Department to view other lists of employees that have been assigned to you.*

You will now be able to see an employee list. To view an employee’s time and leave balances, click **Select**.
4. **Review Posted Timesheets** – Review timesheet posted in previous period

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Dept Code</th>
<th>Employee Name</th>
<th>Empl ID</th>
<th>Period</th>
<th>Title</th>
<th>Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Hanks, Jen</td>
<td>12363245</td>
<td>14</td>
<td>C/A</td>
<td>Timesheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hanks, Jen</td>
<td>12363245</td>
<td>14</td>
<td>C/A</td>
<td>Timesheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Williams, Sarah</td>
<td>2365241</td>
<td>14</td>
<td>C/A</td>
<td>Timesheet</td>
</tr>
</tbody>
</table>

5. **Reports** – click here to run view/run reports. These reports may be downloaded as Excel and CSV files.
6. **Change Department** – If you submit or approve timesheets for multiple departments, click here to change departments to view a list of employees within them.

7. **Payroll Dates** – Part-Time calendar.

8. **Logoff** – use this link to logoff the system. Close your browser as soon as you logoff.