

# 9 ~~10~~ EASY STEPS TO...

## Approve Time Cards

1. Go to PR Assist  
<https://prassist.citytech.cuny.edu/PRlogon.aspx>  
Please note: you may now log on to PR Assist off campus
2. Log In
3. Select "Change Department"
4. Select, from the drop down menu, the appropriate department/budget line  
The budget line ending in "01" is for Non-Teaching Adjunct Faculty and College Assistants  
The budget line ending in "CL" is for Adjunct CLTs
5. Select "Select"
6. Select "Timesheet Entry"
7. Select "Timesheet" to the far right of a staff member's name to review and/or correct a timesheet
8. When you are satisfied that all timesheets are correct select "Confirm T/S"
9. Enter your Login ID (your first initial, last name: hreiser, rhotzler, etc.)