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10 EASY STEPS TO...

Check Hours Used & Remaining CHAIRS

1. Go to PR Assist
<https://prassist.citytech.cuny.edu/PRllogon.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 the staff member's name that you wish to check
8. Select "View Summary" at the bottom of the page