

# 6 Slightly Complicated ~~10 EASY~~ STEPS TO...

## Complete Your Time Card

1. Go to PR Assist

<https://prassist.citytech.cuny.edu/PRlogon.aspx>

2. Log In

The first time you log in your "Login ID" is your Employee ID.

The first time you log in your "Password" is your Employee ID.

NOTE: If you do not know your Employee ID contact your department and/or supervisor.

After you log in you may change your password by selecting "Change Password" on the left.

3. Select "Timesheet Entry"

Enter your start and end times for the days worked.

You must use military (24-hour) time.

Example: 2:00 PM = 14:00

You will complete two (2) to four (4) entries per day

Time "IN": Start of day

Time "OUT": Start of break

Time "IN": End of break

Time "OUT": End of day

The time sheet will automatically calculate the total hours for the day.

4. You may print the timecard for your records by selecting "Print." You will always be able to review the information in the PR Assist system.

5. Select "Save" and your supervisor and/or Chair will approve the timesheet for Payroll.

6. If you work in multiple departments OR have multiple titles you may need to enter multiple timecards.

To change to an alternate department/title select "Change Department."

Select the correct department and select "Select."

Go back to Step 3.