

## HR UPDATE – September 23, 2020

HR-ASSIST went live this past Monday. Many thanks for your feedback, inquiries, and patience as we worked to make sure that everyone could access and navigate the system.

### VPN Access

Many of you were unable to access the system, as the College fully transitioned its VPN to Global Protect for off-campus access, and some have not yet connected. To assist with this issue, IT has provided a link with additional information about how to download and use Global Protect. For information and set-up, please visit York's [VPN](#) webpage.

In addition, we are providing a step-by-step guide to assist with this set-up. Please see below.

### Faculty, ECP and Excluded Employee Timesheets

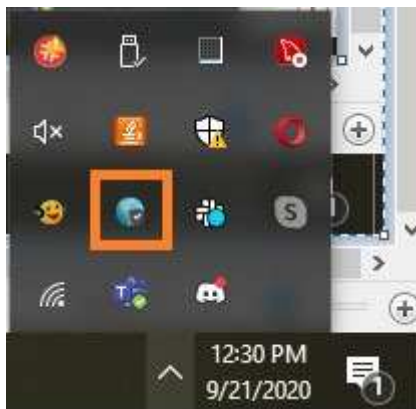
Leave taken by employees in these job groups will continue to be on an 'exception reporting' basis (Faculty, ECP, Excluded HEOs). These 'exception reporting' groups will continue to report only leave time taken rather than 'time in' and 'time out'. Where there is no time taken in a given pay period, there is a simple checkbox to indicate this.

Here is a guide for your easy reference:

[https://www.york.cuny.edu/administrative/human-resources/fac\\_1\\_sheet.pdf/view](https://www.york.cuny.edu/administrative/human-resources/fac_1_sheet.pdf/view)

### Accessing Global Protect

Global Protect must be on and connected in order to reach the site. The Global Protect icon will appear in in your taskbar at the bottom right of the screen (may need to click the arrow to show all taskbar icons). It will be blue with a checkmark if it is connected.



If it is not blue, click the Icon and an interface will appear. Click Connect. Once you connect, the interface will look like the following.



At that point, you will be able to access the webpage and all other internal server pages (PR-Assist, AEMS) without the VPN.

Please contact the [HELP DESK](#) for additional assistance.