TIME REPORTING – Hourly Employees / Work Study Employees

Timesheet should be completed on a daily basis

If you submit a timesheet, follow these steps to fill out and submit your timesheet:

 Open the TSC website at <u>www.trinidadstate.edu</u> and click on the TS Connect Portal link (or open your student portal for work study employees). User Name is your S number (be sure to capitalize the S) and your **password** is your portal password

C 😁 trinidadstate.edu			
A-Z Index Apply	TS Connect Portal	Athletics Directory	Contact Us Give
TRINIDAD STATE COLLEGE	About -	Academics •	Admissions *
		A. T.	.110

2. Click on your Employee tab and locate Time Reporting box



3. Select the current pay period/timesheet to enter your hours. This will open the timesheet for you to enter hours. You **<u>cannot</u>** enter hours for a previous pay period.



Sample Timesheet...

		Cubicker 1000 (rr	*)					<u> </u>	and ceare neporting		
THINIDAD STATE											
Personal Information Stude	nt Financ	ial Aid Employee									
Search Go										s	ITE MAP HELP EX
Time and Leave Repo	orting							Y	our current Institution i	is TSC	
Select the link under a date	to enter ho	urs or days. Select Next	t or Previou	us to navi	gate through the date	es within the period.					
Time Sheet											
Title and Number:					Wor	k Study - State 83	5567-00				
Department and Number:											
Time Sheet Period:					Oct	07, 2023 to Oct 20, 2	2023				
Submit By Date:					Oct	20, 2023 by 11:59 Pl	м				
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 07, 2023		Monday Oct 09, 2023			Thursday Oct 12, 2023	Friday Oct 13, 2023
Work Study Regular Pay	1		0	0	Enter Hours						
Student Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour	s Enter Hou
Total Hours:				0	0	0	c	o	0	0	>
Total Units:			<u> </u>		D C	0 0	0) C	0) (2
									1		1
	Preview S	Submit for Approval Rest	tart Next								
Submitted for Approval By:	Preview 8	Submit for Approval Rest	tart Next								
	Preview §	Submit for Approval Rest	tart Next								

- 4. Click 'enter hours' on each day you worked and enter your hours for the day.
 - Hours should only be added to shift 1 (even if you work a split shift in one day).
 - Time <u>must</u> be entered in 15-minute increments.
 - Enter **Time In** as the time you came into work beginning of the day, after lunch break
 - Enter **Time Out** as the time you left work lunch break, end of day
 - You will need to change **AM/PM** as needed

S DELLEVE											
Personal Information Stud	lent Financ	sial Aid Employee									
Search do											TENAP HELP EX
										-	
Time and Leave Rep	orting							۲	our current Institution	is TSC	
Select the link under a date	te to enter ho	urs or days. Select Nex	t or Previo	us to nav	igate through the d	ates within the period				_	
Time Sheet											
Title and Number:					W	ork Study - State - 83	15567-00				
Department and Number:											
Time Sheet Period:					0	t 07, 2023 to Oct 20,					
Submit By Date:						12 by 11:59 R					
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sat Joay 0 07, 2023	Sunday Oct 08, 2023			Wednesday Oct 11, 2023	Thursday Oct 12, 2023	Friday Oct 13, 2023
Work Study Regular Pay	1		0	0	Enter Ho	ra Enter Ho	Enter Hours	Enter Hours	Enter Hours	Enter Hour	Enter Hou
Student Sick Leave	1		0	•	Enter Ho	ra Enter Hou	Enter Hours	Enter Hours	Enter Hours	Enter Hour	Enter Hou
Total Hours:	_		-	-						-	-
				9		9	\dd	houi	C W	ork	
Total Units:			-	+		1	uu.	ոսո	19 11	OT VC	u.
					0				9		1
			-	-		-	ach	dow			
Position Selection Comments	Preview 1	Submit for Approval Rest	at Ned			e	асп	uay			
Submitted for Approval By:								•			
Approved By:											
Waiting for Approval From:											
IELEASE: 8.20											
0 2023 Ethucian Company L.P. a	ind its affiliat	н.									

After entering your time in and out for the day, click **Save**. Your hours will total automatically.

5. Your timesheet only shows a week at a time, you will need to click **Next** to view the next week and enter hours for your second week.

S MALLEN											
Personal Information Studen	t Finan	cial Aid Employee									
Search Go											TEMAP HELP E
Time and Leave Repo	rting							,	bur current institution	is TSC	
Q Select the link under a date	io enter ho	ours or days. Select Net	xt or Previo	us to nav	igale through the dati	is within the period.				_	
Time Sheet											
Title and Number:					Worl	k Study - State – 83	5567-00				
Department and Number:											
Time Sheet Period:						07, 2023 to Oct 20, 2					
Submit By Date:	100.00	N				20, 2023 by 11:59 Pt		- .	her	-	la co
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 07, 2023	Sunday Oct 08, 2023	Monday Oct 09, 2023	Tuesday Oct 10, 2023	Wednesday Oct 11, 2023	Thursday Oct 12, 2023	Friday Oct 13, 2023
Work Study Regular Pay	1		0	0	Enter Hours			Enter Hours			
Student Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour	Enter Ho
Total Hours:	_			0					0		Þ
Total Units:						al t	lext'	for	, a		0
Position Selection Comments	heview (Submit for Approval Res	n Nec)	YUH	CK I	ICAU	101			
Submitted for Approval By:			× 1			1	wee	1_			
submitted for Approval by:					200	ona	wee				
Approved By:											
Approved By: Naiting for Approval From: IELEASE: 5.20					BUU	uц					

- 6. Click **Timesheet** to return to your timesheet.
- 7. After you enter all time on timesheet, review, and then click Submit for Approval.
- 8. You will need to enter your password to certify and electronically sign your timesheet.
- 9. Once your timesheet is submitted, you can make changes to it by clicking on **Return Time** button as long as your supervisor has not started the approval process.

Deadline for Timesheet Submitters: Thursday of the pay period by 12:00 p.m. noon. If you do not submit a timesheet for the pay period you worked, you will need to contact TSC Payroll staff as soon as possible.

What if I need Help?

The TSC Computer Center can assist you with portal and/or Self-Service Banner passwords. Please call 719-846-5663 to reach the computer center.

The TSC Human Resources staff can assist you with questions regarding timesheets.

Trinidad Campus:	Krystalee Moreno	719-846-5534
	LaVonne Ellenbecker	719-846-5498
	Blanca Menedez (Payroll)	719-846-5570
Alamosa Campus:	Yvette Atencio	719-846-7035