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 | | | |
|---------------------------|-------------------|-----------------------|---------------------|
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| TRINIDAD STATE COLLEGE | About - | Academics • | Admissions * |
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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...

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| 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 |
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- 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

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| Personal Information Stud | lent Financ | sial Aid Employee | | | | | | | | | |
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| 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: | _ | | - | - | | | | | | - | - |
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| Total Units: | | | - | + | | 1 | uu. | ոսո | 19 11 | OT VC | u. |
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| Position Selection Comments | Preview 1 | Submit for Approval Rest | at Ned | | | e | асп | uay | | | |
| Submitted for Approval By: | | | | | | | | • | | | |
| Approved By: | | | | | | | | | | | |
| Waiting for Approval From: | | | | | | | | | | | |
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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.

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| Personal Information Studen | t Finan | cial Aid Employee | | | | | | | | | |
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| 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 |
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| 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 |