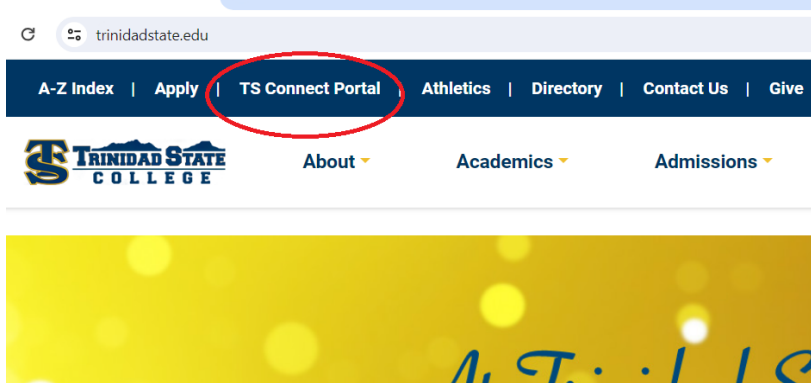# TIME REPORTING – Monthly Employees

Timesheet should be completed on a daily basis

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

1. Open the TSC website at www.trinidadstate.edu and click on the TS Connect Portal link.
   User Name is your S number (be sure to capitalize the S) and your **password** is your portal password

2. Click on your **Employee tab** and locate **Time Reporting** box
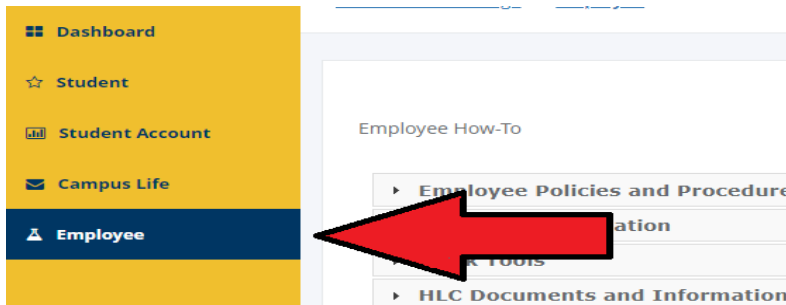
3. Select the current pay period/timesheet to enter your hours. This will open the timesheet for you to enter hours. You **cannot** enter hours for a previous pay period.

Sample Timesheet…

Time and Leave Reporting

Your current Institution is TSC

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:					Work Study - State -- 835567-00						
Department and Number:											
Time Sheet Period:					Oct 07, 2023 to Oct 20, 2023						
Submit By Date:					Oct 20, 2023 by 11:59 PM						

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	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Student Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection   Comments   Preview   Submit for Approval   Restart   Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.20

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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
   - If you took any time off, select Enter Hours under the correct/leave type (i.e. if you take vacation, enter hours under Annual Leave earning).

Time and Leave Reporting

Your current Institution is TSC

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

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Student Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection   Comments   Preview   Submit for Approval   Restart   Next

Submitted for Approval By:
Approved By:
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RELEASE: 8.20

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Add hours worked each day

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 next weeks.

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 completed 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