

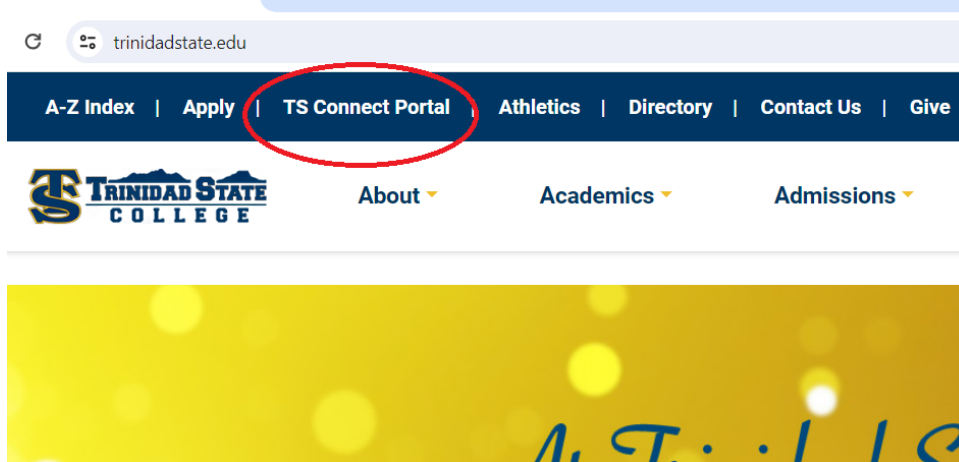
APPROVING TIMESHEETS – BIWEEKLY

Review timesheet very carefully.

As a supervisor, it is important to **monitor** timesheets to ensure that your employees are recording their time in/out each day that they work. Employees should not wait until the last day of the pay period to enter their hours worked.

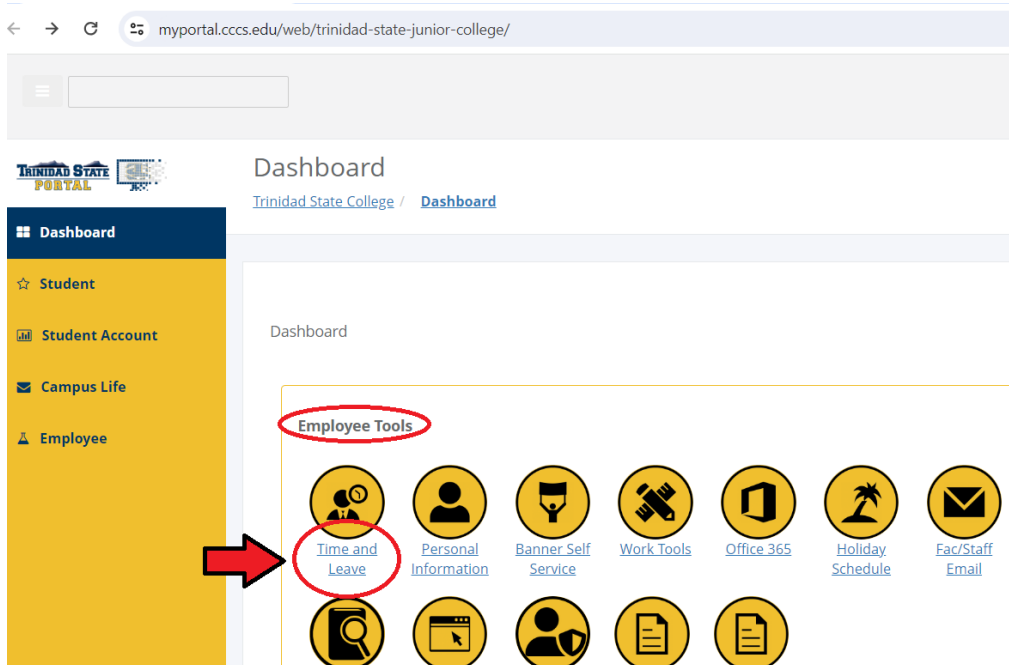
If you are a timesheet approver, follow these steps to approve a timesheet.

1. Open the TSC website at www.trinidadstate.edu and click on the TS Connect Portal link.



Sign in: **Username** is your S number (be sure to capitalize the S) and your **password** is your portal password.

2. Under Employee Tools, locate and click on the **Time and Leave** link.



3. Click on the Time Report link

TRINIDAD STATE COLLEGE

Personal Information Faculty & Advisor **Employee**

Search Go

Time and Leave

[Leave Request/Report](#)
[Leave Request/Report History](#)
[Leave Balances](#)
[Time Report](#) ←

RELEASE: 8.9.1.5

4. Click select link.

Personal Information Faculty & Advisor **Employee**

Search Go

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select

Selection Criteria

Access my Time Sheet:	<input type="radio"/> My Choice
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select ←

5. In Approver Selection, choose pay period you want to approve and click on the select link.

← → ↻ erpdnssb.cccs.edu/PRODTSJC/bwpktais.P_ProcSelectTimeSheetRoll

TRINIDAD STATE COLLEGE

Personal Information Faculty & Advisor **Employee**

Search Go

Approver Selection

Time Sheet

Department and Description	My Choice Pay Period
W, 128250, Mailroom Internal Service <input checked="" type="radio"/>	BW, Apr 20, 2024 to May 03, 2024 ▾

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select ←

[RETURN TO EMPLOYEE](#)

- You will see a summary of all the timesheets under your supervision. Click on the name of the student you will be approving time for.

COA: W, Colorado Community College System
Department: 128250, Mailroom Internal Service
Pay Period: Sep 09, 2023 to Sep 22, 2023
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Sep 25, 2023, 04:59 PM

Pending			
ID	Name, Position and Title	Required Action	T
S00000001	Student last name, first name 835567 - 00 Work Study - State	Approve	



Pay Event Transactions

Action required by all approvers:

- Review their timesheet, specifically the Time In and Out portion as well as total numbers of hours per day and per week, to ensure their hours are accurate. Time must only be entered in 15-minute increments. *(There cannot be more than 20 hours in one week and no more than 8 hours in a single day.)*

[←](#) [→](#) [↻](#) erpdnssb.cccs.edu/PRODTJIC/bwpktais_P_ProcDeleteAppr

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: S00000001 Student Z
Title: 835567-00 Work Study - State
Department and Description:
Transaction Status:

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Apr 20, 2024	Sunday , Apr 21, 2024	Monday , Apr 22, 2024	Tuesday , Apr 23, 2024	Wednesday , Apr 24, 2024	Thursday , Apr 25, 2024	Friday , Apr 26, 2024	Saturday , Apr 27, 2024	Su Ap 20
Work Study Regular Pay	1		37				4	4.5	4.5	4.5			
Student Sick Leave	1		2									2	
Total Hours:			39				4	4.5	4.5	4.5		2	

- If hours are inaccurate, click on **Add Comment** and type in what needs to be corrected and why. Click **Save** and then **Previous Menu**. After you add the comment, click on **Return for Correction**.

Return for Corrections Add Comments

Supervisors **MUST** notify their employee that the timesheet has been returned for corrections.

- After determining that hours are accurate – click **Approve** to process timesheet.

Approve

10. After clicking **approve** you will see the following addition to your screen:


If this DOES NOT SHOW UP – it has not been submitted as approved hours.

Try to 'approve' again.

If approval goes through you will see the following addition to the page (upper left corner):

Employee Details

 Select Next or Previous to access another employee.

 Time transaction successfully approved. 

Employee ID and Name:	S0000001 Student last name, first name
Title:	835567-00 Work Study - State

Be sure to follow up with any employee that has worked during the pay period but has a timesheet that is **Not Started** and/or has **corrections** that need to be made.

Deadline for Approval: The Monday following the end of the pay period by 12:00 noon.

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
-----------------	----------------	--------------