

### 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. Log-on to Go2TSJC Portal (located on TSJC's website at [www.trinidadstate.edu](http://www.trinidadstate.edu)): **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 Approval** box
3. Click on the pay period in which you will be approving time
4. You will see a summary of all the timesheets under your supervision. Click on the name of the employee you will be approving time for
5. Review their timesheet, specifically the **Time In and Out** portion as well as total numbers of hours for the pay period, to ensure their hours are accurate. Time must be entered in 15 minute increments
6. If the hours are inaccurate, click on **Add Comment**
7. Type in what needs to be corrected and why
8. Click **Save** and then **Previous Menu**
9. After you add the comment, click on **Return for Correction**
10. Supervisors must notify your employee that you returned their timesheet for correction
11. After determining that their hours are accurate, click on **Approve** to process timesheet

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 at 12:00 noon**

### PROXY SET-UP

All timesheet approvers must set up a proxy approver (at least one) to approve timesheets in the approver's absence. The proxy must be an TSJC employee. To set up a proxy, follow these steps:

1. Log into the TSJC Portal and access the Employee tab
2. Under the Time Approval box, select **Update Approval Proxies**
3. Select proxy from pull-down list, put a check mark under **Add** and then click **Save**

### What if I Need Help?

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

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

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