

APPROVING TIMESHEETS- MONTHLY (NON-EXEMPT CLASSIFIED)

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): **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.
 - Make sure that the employee has worked or has leave to 40 hours per week.
 - Make sure meal periods are accounted for.
 - Make sure leave request match timesheet.
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 5th of the following month.

PROXY SET-UP

1. Please see Human Resources for more information on proxy set-up.

What if I Need Help?

The TSJC Support Desk is staffed from 7:30 a.m. to noon and 1:00 p.m. to 5:00. For after hours changing of passwords for Portal, call 1-888-800-9198.

If you have any questions, please contact Lorrie Velasquez 719-846-5534 or Rachael Doyle 719-589-7022.