

- Log into the Go2TSJC in the portal
- Enter your User Name and password (User Name is always your S number)
- Look for the Time and Leave channel
- There are 3 links within the Time and Leave channel:

Leave Request / Report – submit leave requests or report on leave taken/not taken

Leave Request / Report History – view details on what leave requests have been submitted and/or are pending

Leave Balances – view your current leave balances

Leave Request / Report

- To submit a leave request or report leave taken/not taken, click on Leave Request / Report
- Enter a Start Date and starting Time
- Enter an End Date and ending Time
- Select a Leave Type
- Select YES under the FML column ONLY if the leave is related to Family Medical Leave (FML)
- Enter the total hours of leave you are requesting (this does not calculate automatically)
- For approved leave that you did not take you must re-enter request and enter as negative hours
- Enter any comments to your supervisor
- Click Electronic Signature to sign your request
- Click Submit for Approval to submit your request

Leave Request / Report History

The Leave Request/Report History will provide detail on leave requests under 4 different categories:

- **In Process:** Leave requests that you have submitted, but which have not been approved
- **Revision Request:** Leave requests that were returned to you for revision
- **Approved:** Leave requests that have been approved by your supervisor
- **Declined:** Leave requests that have been declined by your supervisor

Leave Balances

To review your current leave balances at any time, click Leave Balances within the Time & Leave channel

- **Available Beginning Balance** is your leave balance as of 7/1/2010 or the current fiscal year
- **Earned** is your leave accrued from 7/1 to the current date
- **Taken** is leave taken from 7/1 to the current date
 - Available Balance is a calculation of Available Beginning plus Earned minus Taken
 - Approved – Not Taken is any approved leave requests for which the timeframe has not yet occurred

Need Help?

Portal Login 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.