

TIME REPORTING – Hourly 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. 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 Reporting** box
3. Select the current pay period to enter your hours. You **cannot** enter hours for a previous pay period
4. Your timesheet only shows a week at a time, you will need to click **Next** to view the next week
5. Click **Enter Hours** to enter hours worked. Time must be entered in 15 minute increments
6. Enter **Time In** as the time you came into work – beginning of the day, after lunch break
7. Enter **Time Out** as the time you left work – lunch break, end of day
8. You will need to change **AM/PM** as needed
9. After entering your time in and out for the day, click **Save**. Your hours will total automatically
10. Click **Timesheet** to return to your timesheet
11. After you enter all time on timesheet, review and then click **Submit for Approval**
12. You will need to enter your Self Service Banner (SSB) password to certify and electronically sign your timesheet
13. Once your timesheet is submitted, you can make changes to it by clicking on **Return Time** button as long as your supervisor has not started the approval process

Deadline for Timesheet Submitters: The last day of the pay period at 12:00 p.m.

If you do not submit a timesheet for the pay period you worked, you will need to contact TSJC Human Resources staff as soon as possible.

What if I Need Help?

The **CCCS IT Help Desk** can assist you with portal and/or Self Service Banner passwords. Please call 1-888-900-9198.

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

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