

TIME REPORTING – Monthly 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 7 days at a time, you will need to click **Next** to view the next 7 days.
5. Click **Enter Hours** under **Regular** earnings 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. If you took any time off, select Enter Hours under the correct earning/leave type (i.e. if you take vacation, enter hours under **Annual Leave** earning)
10. After entering your time in and out for the day, click **Save**. Your hours will total automatically
11. Click **Timesheet** to return to your timesheet
12. After you enter all time on timesheet, review and then click **Submit for Approval**
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 working day of the month 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 **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.

Main Contacts:

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