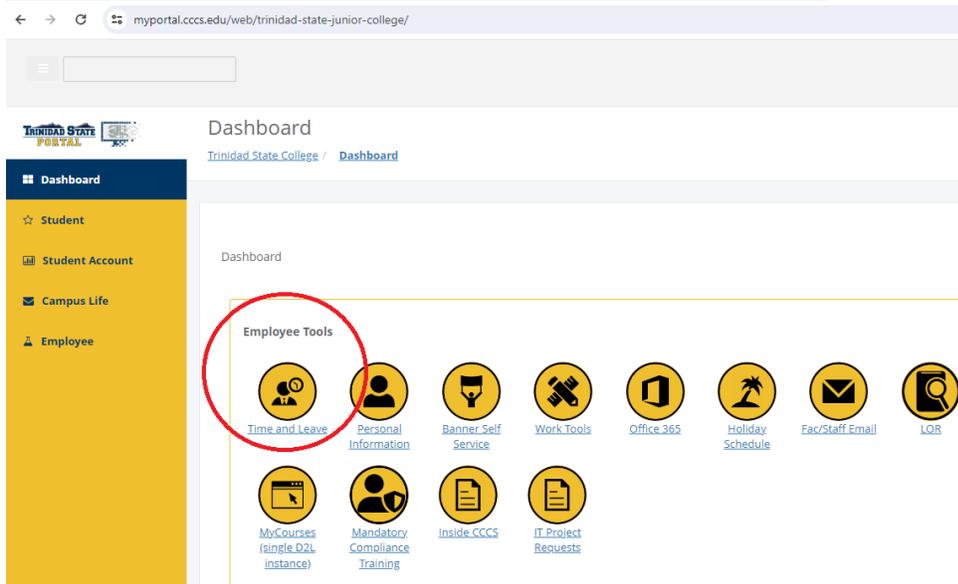


# Portal Leave Request Overview

- Open the TSC website at [www.trinidadstate.edu](http://www.trinidadstate.edu) and click on the TS Connect Portal link.  
**User Name** is your S number (be sure to capitalize the S) and your **password** is your portal password.



- There are three links within the Time and leave tools available for employees:
  - 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 and enter your S number in 'Enter Employee ID' box and click 'submit'
- Page will refresh with your number in box.

### Leave Request/Report

Please complete all fields for each row being submitted.

SuperUser Leave Request/Report Option - Enter Employee ID:

Revision Request:

Available	Approved	Not Taken	Revision Request:			
Annual	37.12	32.00				
Sick	28.00	0.00				

Start Date MM/DD/YYYY	Time	End Date MM/DD/YYYY	Time	Leave Type	FML	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

By clicking the Electronic Signature button below, you are electronically signing this Leave Request/Report as binding as your handwritten signature.

[Close Leave Request/Report](#)

- Enter a Start Date starting time

### Leave Request/Report

SuperUser Leave Request/Report Option - Enter Employee ID:

Please complete all fields for each row being submitted.

Available		Approved-Not Taken		Revision Request:			
Annual	37.12	32.00					
Sick	28.00	0.00					

Start Date MM/DD/YYYY	Time	End Date MM/DD/YYYY	Time	Leave Type	FML	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

By clicking the Electronic Signature button below, you are electronically signing this Leave Request/Report as binding as your handwritten signature.

[Close Leave Request/Report](#)

- Enter an End Date and ending time

### Leave Request/Report

SuperUser Leave Request/Report Option - Enter Employee ID:

Please complete all fields for each row being submitted.

Available		Approved-Not Taken		Revision Request:			
Annual	37.12	32.00					
Sick	28.00	0.00					

Start Date MM/DD/YYYY	Time	End Date MM/DD/YYYY	Time	Leave Type	FML	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

By clicking the Electronic Signature button below, you are electronically signing this Leave Request/Report as binding as your handwritten signature.

[Close Leave Request/Report](#)

- Select a Leave type

Personal Information   **Faculty & Advisor**   **Employee**

Search

### Leave Request/Report

SuperUser Leave Request/Report Option - Enter Employee ID:

Please complete all fields for each row being submitted.

Available		Approved-Not Taken		Revision Request:			
Annual	37.12	32.00					
Sick	28.00	0.00					

Start Date MM/DD/YYYY	Time	End Date MM/DD/YYYY	Time	Leave Type	FML	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

By clicking the Electronic Signature button below, you are electronically signing this Leave Request/Report as binding as your handwritten signature.

[Close Leave Request/Report](#)

[\[ Leave Request/Report History \]](#)

- Select YES under the FML column ONLY if the leave is related to Family Medical Leave (FML)

Personal Information | Faculty & Advisor | **Employee**

Search  Go

### Leave Request/Report

SuperUser Leave Request/Report Option - Enter Employee ID:  Submit

Please complete all fields for each row being submitted.

Available		Approved-Not Taken		Revision Request:	
Annual	37.12	32.00			
Sick	28.00	0.00			

Start Date MM/DD/YYYY	Time	End Date MM/DD/YYYY	Time	Leave Type	FML	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Annual Leave	No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Comp Time Leave	No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Funeral Leave	No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Jury Duty Leave	No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Military Leave	No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sick Leave	No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sick Relative Leave	No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Volunteer-Academic Leave	No	<input type="text"/>

Comments:

By clicking the Electronic Signature button below, you are electronically signing this Leave Request/Report as binding as your handwritten signature.

Electronic Signature | Submit for Approval | Reset ?

[Close Leave Request/Report](#)

[\[ Leave Request/Report History \]](#)

- Enter the total hours of leave you are requesting (this DOES NOT calculate automatically)

### Leave Request/Report

SuperUser Leave Request/Report Option - Enter Employee ID:  Submit

Please complete all fields for each row being submitted.

Available		Approved-Not Taken		Revision Request:	
Annual	37.12	32.00			
Sick	28.00	0.00			

Start Date MM/DD/YYYY	Time	End Date MM/DD/YYYY	Time	Leave Type	FML	Hours
05/08/2024	8:00 am	05/08/2024	5:00 pm	Annual Leave	No	8
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		No	<input type="text"/>

Annual Leave: 8

Comments:

By clicking the Electronic Signature button below, you are electronically signing this Leave Request/Report as binding as your handwritten signature.

Electronic Signature | Submit for Approval | Reset ?

[Close Leave Request/Report](#)

[\[ Leave Request/Report History \]](#)

- For approved hours that you did not take you must re-enter request and enter as negative hours

### Leave Request/Report

SuperUser Leave Request/Report Option - Enter Employee ID:  Submit

Please complete all fields for each row being submitted.

Available		Approved-Not Taken		Revision Request:	
Annual	37.12	32.00			
Sick	28.00	0.00			

Start Date MM/DD/YYYY	Time	End Date MM/DD/YYYY	Time	Leave Type	FML	Hours
05/08/2024	8:00 am	05/08/2024	5:00 pm	Annual Leave	No	- 8
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		No	<input type="text"/>

Annual Leave: NaN

Comments:

By clicking the Electronic Signature button below, you are electronically signing this Leave Request/Report as binding as your handwritten signature.

Electronic Signature | Submit for Approval | Reset ?

[Close Leave Request/Report](#)

[\[ Leave Request/Report History \]](#)

- Enter any comments to your supervisor

**Leave Request/Report**

SuperUser Leave Request/Report Option - Enter Employee ID:

Please complete all fields for each row being submitted.

Available	Approved-Not Taken	Revision Request:	
Annual 37.12	32.00		
Sick 28.00	0.00		

Start Date MM/DD/YYYY	Time	End Date MM/DD/YYYY	Time	Leave Type	FML	Hours
05/08/2024	8:00 am	05/08/2024	5:00 pm	Annual Leave	No	- 8
					No	
					No	
					No	
					No	

Annual Leave: NaN

Comments:  (900 Characters)

By clicking the Electronic Signature button below, you are electronically signing this Leave Request/Report as binding as your handwritten signature.

[\[ Leave Request/Report History \]](#)

- Click Electronic Signature to sign your request

**Leave Request/Report**

SuperUser Leave Request/Report Option - Enter Employee ID:

Please complete all fields for each row being submitted.

Available	Approved-Not Taken	Revision Request:	
Annual 37.12	32.00		
Sick 28.00	0.00		

Start Date MM/DD/YYYY	Time	End Date MM/DD/YYYY	Time	Leave Type	FML	Hours
05/08/2024	8:00 am	05/08/2024	5:00 pm	Annual Leave	No	8
					No	
					No	
					No	
					No	

Annual Leave: NaN

Comments:  (900 Characters)

By clicking the Electronic Signature button below, you are electronically signing this Leave Request/Report as binding as your handwritten signature.

[\[ Leave Request/Report History \]](#)

- Click submit for approval to submit your request.

**Leave Request/Report**

SuperUser Leave Request/Report Option - Enter Employee ID:

Please complete all fields for each row being submitted.

Available	Approved-Not Taken	Revision Request:	
Annual 37.12	32.00		
Sick 28.00	0.00		

Start Date MM/DD/YYYY	Time	End Date MM/DD/YYYY	Time	Leave Type	FML	Hours
05/08/2024	8:00 am	05/08/2024	5:00 pm	Annual Leave	No	- 8
					No	
					No	
					No	
					No	

Annual Leave: NaN

Comments:  (900 Characters)

By clicking the Electronic Signature button below, you are electronically signing this Leave Request/Report as binding as your handwritten signature.

[\[ Leave Request/Report History \]](#)

## 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 Request/Report History

SuperUser Leave Request/Report History Option - Enter Employee ID:

### In Process

ID	Date	Total Hours	
866581	05/06/2024	Sick Leave: 8	<a href="#">View</a>
866222	05/02/2024	Sick Leave: 1	<a href="#">View</a>
* 865914	05/01/2024	Annual Leave: 5 Sick Leave: 3	<a href="#">View</a>

\* This ID has been In Process for over one week. You may want to follow up with your supervisor on the status.

### Revision Request

ID	Date	Total Hours	
----	------	-------------	--

### Approved

ID	Date	Total Hours	
864482	04/30/2024	Annual Leave: 32	<a href="#">View</a>
865325	04/30/2024	Sick Leave: 2	<a href="#">View</a>
862375	04/15/2024	Annual Leave: 3	<a href="#">View</a>
861764	04/09/2024	Sick Leave: 2	<a href="#">View</a>
858982	04/02/2024	Annual Leave: 4	<a href="#">View</a>
857410	03/19/2024	Annual Leave: 2	<a href="#">View</a>
856962	03/19/2024	Sick Leave: 8	<a href="#">View</a>
855736	03/06/2024	Annual Leave: 2	<a href="#">View</a>
854536	02/29/2024	Annual Leave: 8	<a href="#">View</a>
853687	02/26/2024	Annual Leave: 4	<a href="#">View</a>
845358	01/09/2024	Annual Leave: 15 Sick Leave: 10	<a href="#">View</a>
842723	12/18/2023	Annual Leave: 12.5	<a href="#">View</a>
841898	12/11/2023	Annual Leave: 16	<a href="#">View</a>
840667	12/05/2023	Annual Leave: 13.5 Sick Leave: 10.5	<a href="#">View</a>
839559	12/05/2023	Annual Leave: 1	<a href="#">View</a>
838831	11/27/2023	Annual Leave: 3.5	<a href="#">View</a>
835916	11/09/2023	Sick Leave: 5.5	<a href="#">View</a>
836456	11/09/2023	Sick Leave: 8	<a href="#">View</a>
833246	10/31/2023	Annual Leave: 2.5	<a href="#">View</a>
832715	10/20/2023	Sick Leave: 8	<a href="#">View</a>
825093	09/22/2023	Annual Leave: 8	<a href="#">View</a>
826862	09/22/2023	Sick Leave: 8	<a href="#">View</a>
822459	08/24/2023	Annual Leave: 7.5 Sick Leave: 7.75	<a href="#">View</a>
819584	08/09/2023	Annual Leave: 4	<a href="#">View</a>
819585	08/09/2023	Annual Leave: 4	<a href="#">View</a>
819587	08/09/2023	Annual Leave: -4	<a href="#">View</a>
820640	08/09/2023	Annual Leave: 3	<a href="#">View</a>
815259	07/06/2023	Annual Leave: 15 Sick Leave: 10	<a href="#">View</a>

### Declined

ID	Date	Total Hours	
855173	03/06/2024	Annual Leave: 8	<a href="#">View</a>
830797	10/20/2023	Sick Leave: 1	<a href="#">View</a>

[Close Leave Request/Report History](#)

## 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 the 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 TSC Support Desk is staffed from 7:30 am to noon and 1:00 pm to 5:00 pm. For after-hours changing of passwords for Portal, call 1-888-800-9198.

If you have questions, please contact Krystalee Moreno at 719-846-5534 or Blanca Menendez at 719-846-5570