

## BANNER LEAVE OVERVIEW

- Log into your employee portal ([www.trinidadstate.edu](http://www.trinidadstate.edu) / 'portal' link at top)
- Enter your Username and password (Username is always your S number)
- Look for the Employee Self-Service card and click on the 'Open Employee Dashboard'
- Click on the 'continue' tab for Trinidad State College session (upper right corner)
- In the 'My Activities' area (*right side*) you will find available options (varies depending on your position)
  - Timesheet Entry
  - Enter Leave Report
  - Request Time Off (*Leave Requests*)
    - Approve Time (*if in a supervisor position*)
    - Approve Leave Report (*if in a supervisor position*)
    - Approve Leave Request (*if in a supervisor position*)

### **Timesheet Entry:**

***Please note that timesheets are legal documents and should be an accurate reflection of your time for the pay period, including hours worked and leave types used. It is your responsibility to enter your time accurately.***

- ❖ Your timesheet can be found on the right side of your screen under My Activities. Click on the 'Enter Time' link
- ❖ Select the button to start your timesheet. If your timesheet has already been started and has an 'In Progress' status, you can select anywhere on the bar to open your timesheet.
- ❖ You can also use the drop-down arrow next to Pay Period to view timesheets previously submitted.
- ❖ MONTHLY timesheets are due at the end of each month. (*see submit by date in top right side of screen*)
- ❖ BI-WEEKLY timesheets are due every 2 weeks. (*see submit by date in top right side of screen*)
- ❖ You may submit timesheets prior to the submit by date. Meeting deadlines and completing your timesheet accurately is critical for compliance.
- ❖ The top left of your screen will display your S Number, name, position title, position number, organizational code, and definition.
- ❖ The top right of your screen displays the options to cancel timesheet, restart time, or display leave balances.
- ❖ Canceling and restarting your timesheet will clear any data that you have entered.
- ❖ The Leave Balances option will display your available leave balances.
- ❖ The status of your timesheet is displayed below those options.
- ❖ To enter time, select the day, select the earn code (Annual leave, sick leave, etc.) from the dropdown menu, enter the start time and end time. You may select the time using the clock icon on the right side of the start and end time boxes. This will populate the time using the correct format. You may type in the time. However, the format must be exactly the same as the format displayed. The hours will populate automatically based on the time entered. Please note, time can

only be entered in 15-minute increments. The arrows pointing to the left and right on the calendar display will advance you to the next week or previous week to continue time entry.

- ❖ You may add more time to account for breaks (example lunch break) or if multiple earn codes were used on the same day.
- ❖ After you enter your time, select the 'Save' button on the bottom right side of the screen.
- ❖ Please make sure you are saving after entering time each day. This includes going back to make changes.
- ❖ Please pay close attention to any error messages that you receive.
- ❖ BI-WEEKLY timesheets will only allow time to be entered for the two-week pay period.
- ❖ MONTHLY timesheets will only allow time to be entered from the first day of the month through the last day of the month.
- ❖ After the time entry is saved, additional options to edit, copy, and delete will be available. The corresponding icons are highlighted on the right side of the screen.
- ❖ Edit: Allows changes to be made to the time entry.
- ❖ Copy: Allows the saved hours to be copied to any other days during the month.
- ❖ Delete: Will clear the data entered for that day only.
- ❖ Once all your time for the month/pay period has been entered, select Preview at the bottom right of our screen to advance to the next step.
- ❖ Review the time entered in each section. If corrections need to be made, select the 'Return' option to go back to the Time Entry screen.
- ❖ Number one is Timesheet Detail Summary. This provides you with the total number of hours entered each day.
- ❖ Number two is Time Information. This provides the specific time in and time out details.
- ❖ Number three is Summary. This displays the hours by week and is based on the dates of the time period. For monthly employees, the display will begin on the first day of the month and end on the last day of the month.
- ❖ NOTE: The standard workweek is 12:00 am Saturday through 11:59 pm Friday. The standard work week is used for compliance with the Fair Labor Standards Act, also known as FLSA. It is also used for overtime calculation purposes. Full-time employees should document 40 hours per standard workweek.
- ❖ The comment section is optional and can be used to communicate additional information to your supervisor. All comments should remain professional as they are part of the official record.
- ❖ After you have reviewed your timesheet and confirmed that your time entry is correct, check the box to certify that the time entered represents a true and accurate record of your time.
- ❖ Then select the 'Submit' button highlighted at the lower right corner of the screen.
- ❖ It is your responsibility to report your time and leave accurately. Your timesheet should be a true and accurate reflection of your hours worked and leave used.
- ❖ A best practice is to enter your time daily.
- ❖ Meet all timesheet deadlines. If you know you are going to be out, plan ahead to ensure that your timesheet is submitted on time.
- ❖ Report any issues promptly. Communicate with your supervisor / HR / Payroll Department as soon as possible if issues or errors are identified. Don't hesitate to ask if you are unsure about anything.

**NEED HELP?**

**Portal Login help:** The TSC Support Desk is staffed from 8:00 am to noon and 1:00 pm to 5:00 pm.  
Support Desk: 719-846-5663 – Trinidad / 719-589-7105 – Alamosa / For after-hours changing of passwords for Portal, call 1-888-800-9198.

**HR Department:** 719-846-5534 Trinidad (Krystalee Moreno) / 719-846-5538 Alamosa (Yvette Atencio)

**Payroll Department:** 719-846-5570 (Blanca Menendez)