

BANNER TIMESHEET APPROVERS

As a supervisor, it is important to monitor timesheets to ensure that your employees are recording their time in/out each day that they work. Employees should not wait until the last day of the pay period to enter their hours worked.

If you are a timesheet approver follow these steps to approve a timesheet:

Log into your employee portal (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 Approving:

Please note that timesheets are legal documents and should be an accurate reflection of your employees time entered for the pay period, including hours worked and leave types used.

It is your responsibility to verify that the time entered is accurate compared to the time worked.

- ❖ In the 'My Activities' section, click the 'Approve Time' link
- ❖ The Time Entry Approval overview screen will open. This will timesheet status for all employees.
- ❖ Pending: Timesheets that are already submitted and awaiting your approval.
- ❖ In Progress: Timesheets that are currently in progress but have not been submitted yet.
- ❖ Returned: Timesheets that you have reviewed and returned for corrections.
- ❖ Error: If there is an error message for a timesheet contact HR / Payroll department as soon as possible so that the error can be corrected
- ❖ Approved: Timesheets already approved for the pay period
- ❖ To verify and approve hours, click on the employees name, this will open up the Timesheet Detail Summary page.
- ❖ In the Time Entry Detail section, it will show the dates, earn codes, shift, and total hours for the day.
- ❖ In the Time Information section, it will show more details including the hours/units, time in and time out.
- ❖ Verify all hours and time entries are accurate. If everything is accurate you can "approve" the timesheet by clicking the 'Approve' button in the lower right corner. If there are errors, you will need to click the 'Return for Corrections' button. Once you click on the 'Return for Corrections'

button, it will prompt you to add a comment. Enter a comment for the employee explaining why the timesheet is being returned and then click on the 'Return for Corrections' button again.

- ❖ It will now show on the Approval page under the 'Returned' section. You must notify your employee that you returned the timesheet for corrections as they will not get an automatic notification.
- ❖ Once the employee corrects the timesheet and resubmits it, it will once again show up in the 'Pending' section. You will need to open it again, verify hours are accurate and then approve it.
- ❖ All timesheets must be approved by 5:00 pm on the last day of the pay period.
- ❖ If you do not have it approved in time you must notify the Payroll Department as soon as possible to verify hours and have the timesheet approved. If it is not approved by 5:00 pm on the following Monday, it will not be processed with the current pay period and the payment for the employee will be delayed by two additional weeks.
- ❖ If an employee misses their deadline to complete their online timesheet, they will need to complete a paper timesheet, have it validated by the supervisor and both the supervisor and the employee will have to sign it. It will then need to be turned into the Payroll Department. All paper timesheets are considered late submissions and payment may be delayed an additional two weeks.

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)