

Time and Leave Reporting
User Guide for Hourly & Student Employees

HCC - 2012

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Introduction

The Time and Leave Reporting (TLR) application is available to all hourly and student employees. TLR streamlines the process of reporting time. The TLR allows employees to submit a timesheet and review past timesheets. Timesheets for students and hourly employees are to be submitted by the day following the close of the pay period. Pay periods run from the first of the month to the 15th and from the 16th to the last day of the month. Students and hourly employees are paid twice monthly on the 20th and the 5th of the month.

Login Credentials


Logon credentials required for TLR are employee System Identifier (SID) and Personal Identification Number (PIN) provided to you by payroll. If assistance with credentials is required, please contact the Payroll office.

Login

Clip and paste or type the following address into your web browser: <https://tlr.highline.edu/>

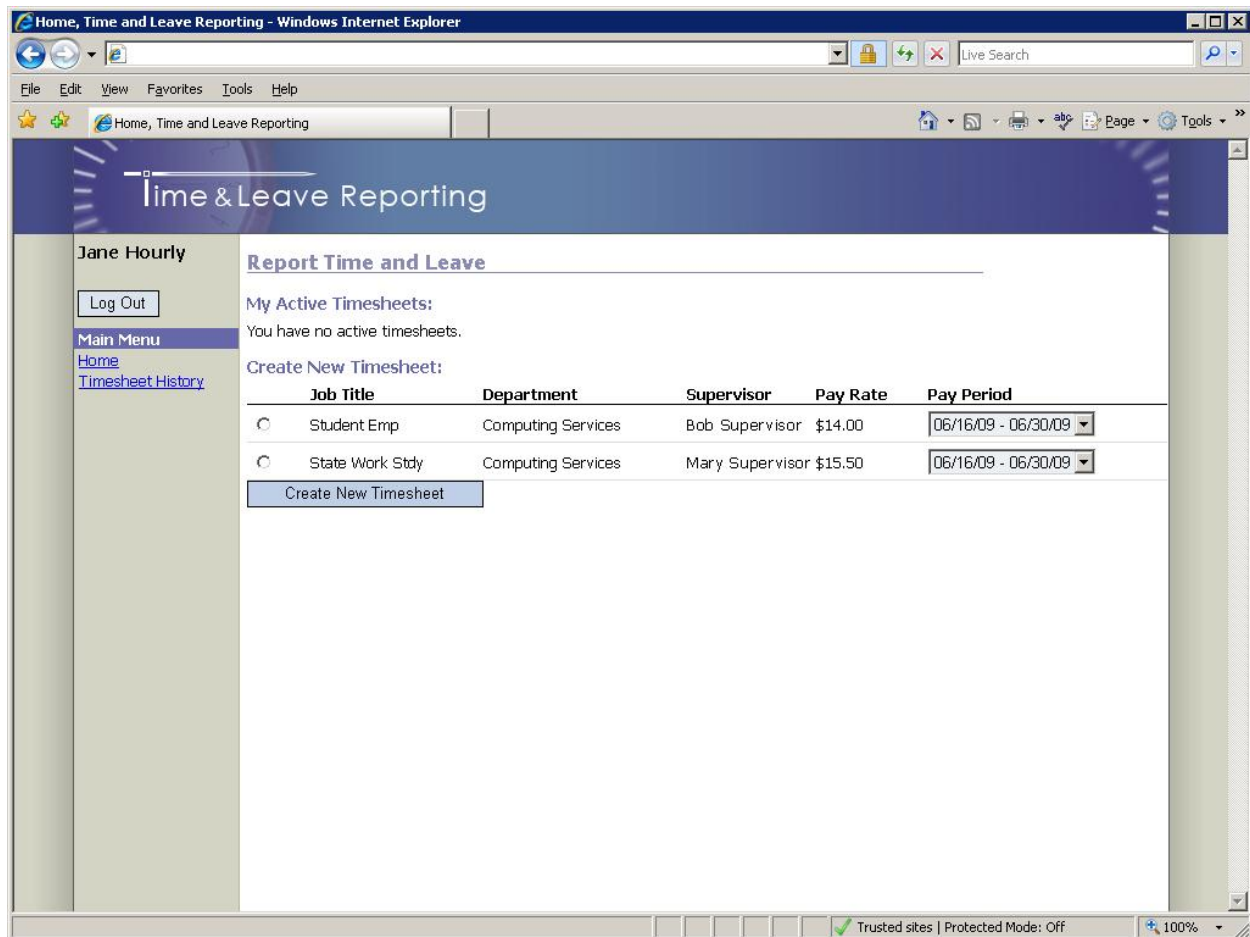
Logon credentials required for TLR are employee System Identifier (SID) and Personal Identification Number (PIN) (**Figure 1**). If assistance with credentials is required, please contact the Human Resources department or Payroll department. Note, when entering a SID and PIN use digits (numbers) only.

Figure 1 - Login Page



After logging in, users will be taken to the Home page of the application (**Figure 2**).

Figure 2



The Home page is where employees are able to create new timesheets and also see the list of their active timesheets (those that have not been processed by payroll).

Creating a Timesheet

To create a timesheet, on the Home page (Refer to the “Create New Timesheet” section in **Figure 2**):

1. Select a job for which you are submitting a timesheet (if you have only one job in the list it will already be selected).
2. Select an appropriate pay period. You may choose a current or future pay period.
3. Click the “Create Timesheet” button.

Once the “Create Timesheet” button is clicked you will be redirected to the timesheet page (**Figure 3**).

Editing a Timesheet

Figure 3 - Timesheet Page

Timesheet, Time and Leave Reporting - Windows Internet Explorer

File Edit View Favorites Tools Help

Timesheet, Time and Leave Reporting

Time & Leave Reporting

Jane Hourly

Log Out

Main Menu

- Home
- Timesheet History
- Leave Balance

Timesheet for 6/16/2009 - 6/30/2009

Status: In Process

Name (SID): Jane Hourly (950XXXXXX)

Supervisor(s): Mary Supervisor (Mark AlternateSigner)

Job Title: State Work Study

Pay Rate: \$15.50

Budget(s): 000000000000 (SWS)

Due Date: 6/28/2009

Add Entry

Date: Tue - 6/16/2009

Start Time: 07:00 AM

End Time: 08:00 AM

Add Entry

| Date | Start Time | End Time | Meal Time | Total Hours | Actions |
|----------|------------|----------|-----------|-------------|---------|
| Sun 6/14 | | | | | |
| Mon 6/15 | | | | | |
| Tue 6/16 | | | | | |
| Wed 6/17 | | | | | |
| Thu 6/18 | | | | | |
| Fri 6/19 | | | | | |
| Sat 6/20 | | | | | |

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Adding entries to a timesheet and editing existing entries

To add a new entry to a timesheet:

1. Select the day from the “Date” dropdown list.
2. Specify “Start Time” and “End Time” of your shift.
3. Click the “Add Entry” button.

If your shift lasts five hours or more, you will be asked to specify the duration of a meal break as per Department of Labor & Industries’ rules:

Add Entry

Date:

Start Time:

End Time:

Meal Time: The Dept. of Labor & Industries rules state: Employees shall be allowed a meal period (break) of at least 30 minutes, no less than two hours, nor more than five hours from the beginning of the shift. Did you take a meal break?

As entries are added to a timesheet, they will appear in the calendar:

Add Entry

Date:

Start Time:

End Time:

| Date | Start Time | End Time | Meal Time | Total Hours | Actions |
|---------------------|------------|----------|-----------|--------------|---|
| Sun 6/14 | | | | | |
| Mon 6/15 | | | | | |
| Tue 6/16 | 7:00 AM | 9:00 AM | | 2 hrs | Edit Delete |
| Wed 6/17 | 7:00 AM | 9:00 AM | | 2 hrs | Edit Delete |
| Thu 6/18 | 7:00 AM | 9:00 AM | | 2 hrs | Edit Delete |
| Fri 6/19 | 7:00 AM | 9:00 AM | | 2 hrs | Edit Delete |
| Sat 6/20 | | | | | |
| Regular Hrs: | | | | 8 hrs 0 mins | |
| This week: | | | | 8 hrs 0 mins | |
| Overtime: | | | | 0 hrs 0 mins | |

Editing and deleting timesheet entries

To edit a timesheet entry:

1. Click on the entry you want to edit. Details of the entry will be displayed above the timesheet.
2. Update the information using the same interface described in the “Add entry” section.
3. Click the “Update” button.

To delete a timesheet entry:

1. Click on the entry you want to delete. Details of the entry will be displayed above the timesheet.
2. Click the “Delete” button.

Adding, editing, and deleting timesheet remarks

The employee, supervisor and payroll personnel can add one or more remarks to timesheets.

To add a remark:

1. Click the “Add Remark” button.
2. Enter remark text.
3. Click the “Save Remark” button.

| | | | | | |
|---|--|--|--|--------------|--|
| Tue 6/30 | | | | | |
| Wed 7/1 | | | | | |
| Thu 7/2 | | | | | |
| Fri 7/3 Independence Day | | | | | |
| Sat 7/4 | | | | | |
| Regular Hrs: | | | | 0 hrs 0 mins | |
| This week: | | | | 0 hrs 0 mins | |
| Overtime: | | | | 0 hrs 0 mins | |
| Grand Total: 17 hrs | | | | | |
| Remarks | | | | | |
| Remark Text: <input type="text" value="My remark text"/> <input type="button" value="Save Remark"/> <input type="button" value="Cancel"/> | | | | | |

The remark will be displayed directly below the timesheet:

| | | | | | |
|--|--|--|----------------|--------------|--|
| Tue 6/30 | | | | | |
| Wed 7/1 | | | | | |
| Thu 7/2 | | | | | |
| Fri 7/3 Independence Day | | | | | |
| Sat 7/4 | | | | | |
| Regular Hrs: | | | Bob Supervisor | 0 hrs 0 mins | |
| This week: | | | | 0 hrs 0 mins | |
| Overtime: | | | | 0 hrs 0 mins | |
| Grand Total: 17 hrs | | | | | |
| Remarks | | | | | |
| <div><div>My remark text</div><div>Jane Hourly 6/29/2009 1:06 PM</div><div>Edit Delete</div></div> | | | | | |
| <input type="button" value="Add Remark"/> | | | | | |

To edit a remark:

1. Click the “Edit” link next to the remark.
2. Make the necessary changes.
3. Click the “Save Remark” button.

To delete a remark:

1. Click the “Delete” link next to the remark.
2. Confirm the deletion by clicking “Ok” in the pop-up prompt.

Submitting a Timesheet

When you complete your timesheet you can submit it to your supervisor for approval by clicking the "Submit Timesheet" button towards the bottom of the Timesheet page. Unless rejected back to the employee, once timesheets are submitted they cannot be modified or deleted.

Deleting a Timesheet

You can delete a timesheet that you have created by clicking the "Delete Timesheet" button towards the bottom of the timesheet page. Only timesheets with the status "In Process" can be deleted.

Approval and Rejection of Time or Leave Sheets:

A supervisor either "approve" a Time/Leave sheet, which will send it to Payroll for processing, or he/she can choose to "reject" it, sending it back to the employee for revision. If a supervisor chooses to reject the Time/Leave sheet they must first enter a comment (their reason for rejecting the sheet) in the Comment Box to the right of the Approve and Reject buttons.

The screenshot shows a web browser window titled "Timesheet, Time and Leave Reporting - Windows Internet Explorer". The address bar shows the URL: <https://bellevuecollege.edu/TLR09/Timesheet.aspx?TimeSheetID=8004>. The page has a blue header with the text "Time & Leave Reporting".

On the left side, there is a sidebar menu for "Mary Supervisor" with options: "Log Out", "Main Menu", "Home", "Timesheet History", "Leave Balance", "Supervisor", "Approve Timesheets", "Search Timesheets", "Search Employees", and "Employees' Balance".

The main content area is titled "Timesheet for 6/16/2009 - 6/30/2009". It displays the following information:

- Status: Awaiting Supervisor's Approval
- Name (SID): John Classified (950XXXXXX)
- Supervisor(s): Mary Supervisor (Bob AlternateSigner)
- Job Title: Information Tech Spec 2
- Due Date: 6/28/2009

Below this information is a table showing the balance for different types of time/leave:

| Type | Avail Bal | Reported | Est New Bal |
|------|-----------|----------|-------------|
| V | 88.00 | 8.00 | 80.00 |
| S | 50.00 | 8.00 | 42.00 |
| W | 0.00 | 72.00 | 0.00 |
| P | 8.00 | | |
| X | 0.00 | | |

Below the table is a section titled "Timesheet" with instructions: "Supervisors: Click on those vacation (V) entries that were not approved at least 24 hours prior to being taken to mark as Not Pre-Approved (NP)."

The timesheet grid shows dates from Sunday 6/14 to Saturday 7/4. The entries are as follows:

| Sun 6/14 | Mon 6/15 | Tue 6/16 | Wed 6/17 | Thu 6/18 | Fri 6/19 | Sat 6/20 |
|----------|----------|----------|----------|----------|----------|----------|
| | | S - 8 | V - 8 | W - 8 | W - 8 | |
| Sun 6/21 | Mon 6/22 | Tue 6/23 | Wed 6/24 | Thu 6/25 | Fri 6/26 | Sat 6/27 |
| | W - 8 | W - 8 | W - 8 | W - 8 | W - 8 | |
| Sun 6/28 | Mon 6/29 | Tue 6/30 | Wed 7/1 | Thu 7/2 | Fri 7/3 | Sat 7/4 |
| | W - 8 | W - 8 | | | | |

Below the grid is a "Remarks" section with a text area containing the comment: "I had a doctor appointment the morning of 6/16 and then went home sick for the rest of that day." and a timestamp: "John Classified 6/26/2009 3:14 PM". There is an "Add Remark" button.

At the bottom of the page, there are two buttons: "Approve Timesheet" and "Reject". To the right of the "Reject" button is a "Comment:" label and a text input field.

Timesheet Status

The status of your active timesheet(s) can be viewed on the home page under the “My Active Timesheets” section (**Figure 6**). Timesheets are considered “Active” until processed by Payroll.

Figure 2 - Timesheet Status

Home, Time and Leave Reporting - Windows Internet Explorer

File Edit View Favorites Tools Help

Home, Time and Leave Reporting

Time & Leave Reporting

Jane Hourly

Log Out

Main Menu

Home

Timesheet History

Report Time and Leave

My Active Timesheets:

| Pay Period | Title | Department | Supervisor | Pay Rate | Status |
|---------------------|-------------|--------------------|----------------|----------|--------------------------------|
| 06/16/09 - 06/30/09 | Student Emp | Computing Services | Bob Supervisor | \$14.00 | Awaiting Supervisor's Approval |

Create New Timesheet:

| Job Title | Department | Supervisor | Pay Rate | Pay Period |
|--|--------------------|-----------------|----------|---------------------|
| <input type="radio"/> Student Emp | Computing Services | Bob Supervisor | \$14.00 | 06/01/09 - 06/15/09 |
| <input type="radio"/> State Work Study | Computing Services | Mary Supervisor | \$15.50 | 06/16/09 - 06/30/09 |

Create New Timesheet

Done

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Timesheet History

The Timesheet History page allows all employees to search through previously created and submitted timesheets. To review timesheet history, click on the “Timesheet History” link in the navigation pane (**Figure 7**). By default, you will see the five latest timesheets; they can also be searched by start and end date. To specify dates for a search, type dates directly into the Start/End Date textboxes or click on the calendar icons to the right of the textboxes and select the appropriate dates. When finished entering dates, click on the “Search” button to run the search. Results will be displayed below the “Search” button.

Figure 3 - Timesheet History Page

Timesheet History, Time and Leave Reporting - Windows Internet Explorer

File Edit View Favorites Tools Help

Timesheet History, Time and Leave Reporting

Time & Leave Reporting

Jane Hourly

Log Out

Main Menu

Home

Timesheet History

My Timesheet History

Start Date: 1/1/09 (m/d/yyyy)

End Date: (m/d/yyyy)

Search

| Pay Period | Title | Department | Supervisor | Pay Rate | Status |
|---------------------|-------------|--------------------|----------------|----------|--------------------------------|
| 06/16/09 - 06/30/09 | Student Emp | Computing Services | Bob Supervisor | \$14.00 | Awaiting Supervisor's Approval |

Done Trusted sites | Protected Mode: Off 100%

For further assistance, please consult the Payroll Office.

Timesheet Action Log:

Whenever you perform an action in this Time and Leave Reporting system (TLR), the date and time of that action is recorded, and can be viewed at the bottom of each timesheet, directly below the Remarks box. The Action Log will display a timesheet's creation, submission, any rejection, the supervisor's final approval, and the last and most important step - the processing by Payroll !

Timesheet, Time and Leave Reporting

[Process Timesheets](#)

| Sun | 3/18 | Mon | 3/19 | Tue | 3/20 | Wed | 3/21 | Thu | 3/22 | Fri | 3/23 | Sat | 3/24 |
|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|
| | | | | | | | | | | | | | |

| Sun | 3/25 | Mon | 3/26 | Tue | 3/27 | Wed | 3/28 | Thu | 3/29 | Fri | 3/30 | Sat | 3/31 |
|-----|------|-----|------|-----|------|-----|-------|-----|------|-----|------|-----|------|
| | | | | | | | S - 8 | | | | | | |

Holidays
There are no holidays this pay period.

Remarks

| | |
|---|---|
| I think I forgot to save the remark the first time with the "Save Remark" button. Are you seeing the remarks in your email? or on the timesheet page? Changing this to sick leave, as I will be going to as many Dr. appts as I can that day. | Daniels, Patricia 3/20/2012 11:12 AM |
| How many remarks can I add? | Daniels, Patricia 3/20/2012 11:13 AM |

Timesheet Action Log

| Date | Action | Action By | Comment |
|-----------------------|-------------------|-------------------|-----------------------------|
| 3/30/2012 3:35:19 PM | Process timesheet | Bekins, Ann | |
| 3/20/2012 11:26:35 AM | Approve timesheet | Colgan, Dennis | Schedule whatever you need. |
| 3/20/2012 11:13:48 AM | Submit timesheet | Daniels, Patricia | |
| 3/20/2012 11:07:41 AM | Reject timesheet | Colgan, Dennis | Just because |
| 3/20/2012 10:45:13 AM | Submit timesheet | Daniels, Patricia | |
| 3/20/2012 10:38:03 AM | Create timesheet | Daniels, Patricia | |