



Timesheet Reporting for Student Employees User's Guide

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Introduction

The Time and Leave Reporting (TLR) application is available to all student employees. TLR streamlines the process of reporting time worked.

TLR allows employees to submit a timesheet and review past timesheets.

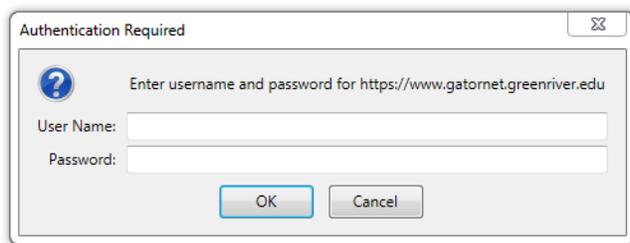
Login

To get to TLR from any computer, start from the main GRC website:

www.greenriver.edu

Click on Quick Links at the top right-side of the GRC website, and then click on Faculty and Staff Portal. Under Quick Tools, click on TLR & Timesheets.

If you see this box:



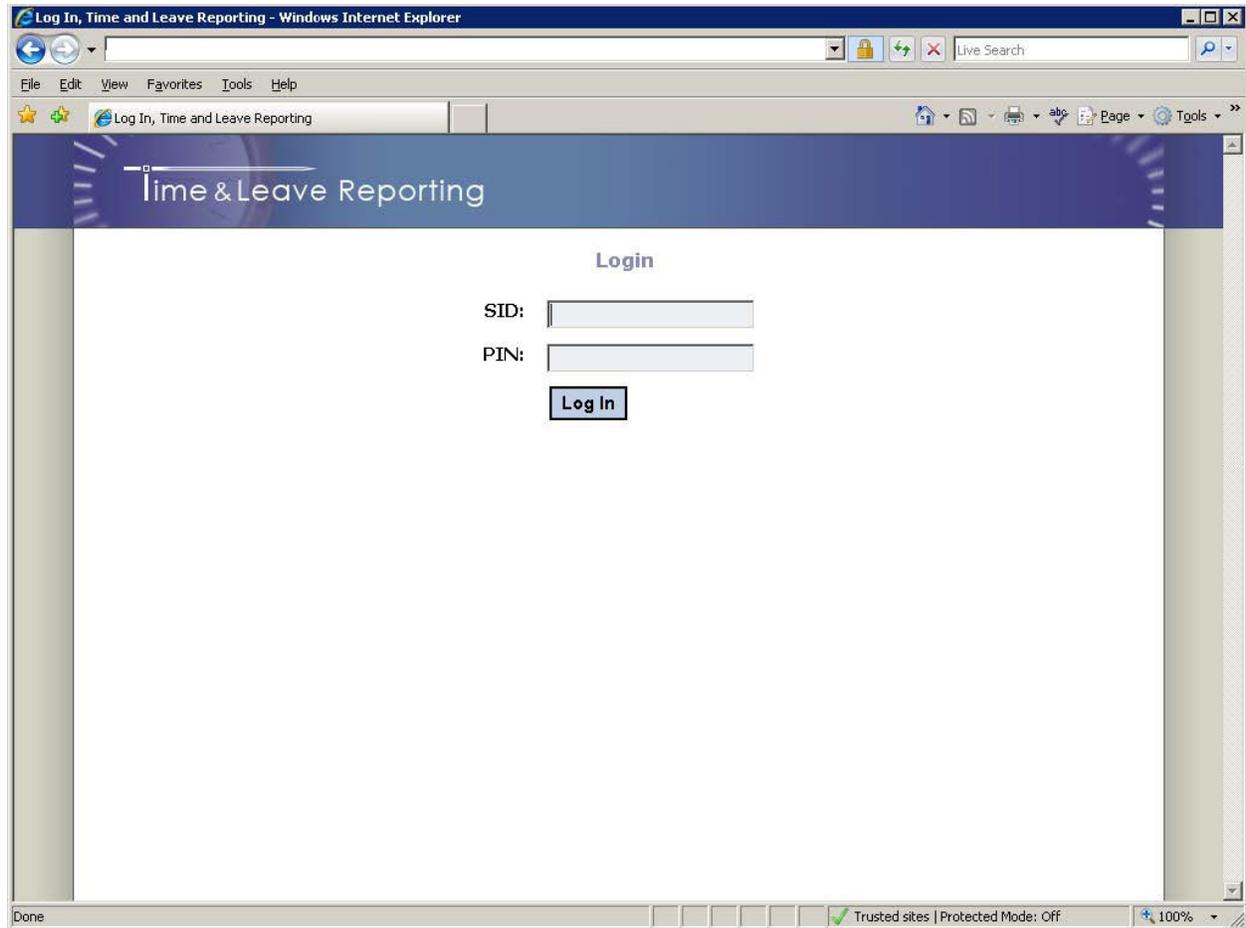
You will need to use the shared Username and Password IT has set up. This is provided either by the your supervisor, or any Payroll staff can provide it (Ext. 2014).

Once you successfully enter this information, you are ready for the next step.

Login credentials required for TLR are employee System Identifier (SID) and Personal Identification Number (PIN; typically the last 6 digits of your social security number) (**Figure 1**). If assistance with credentials is required, please contact the Payroll department. This is the same login used for viewing employee online earnings.

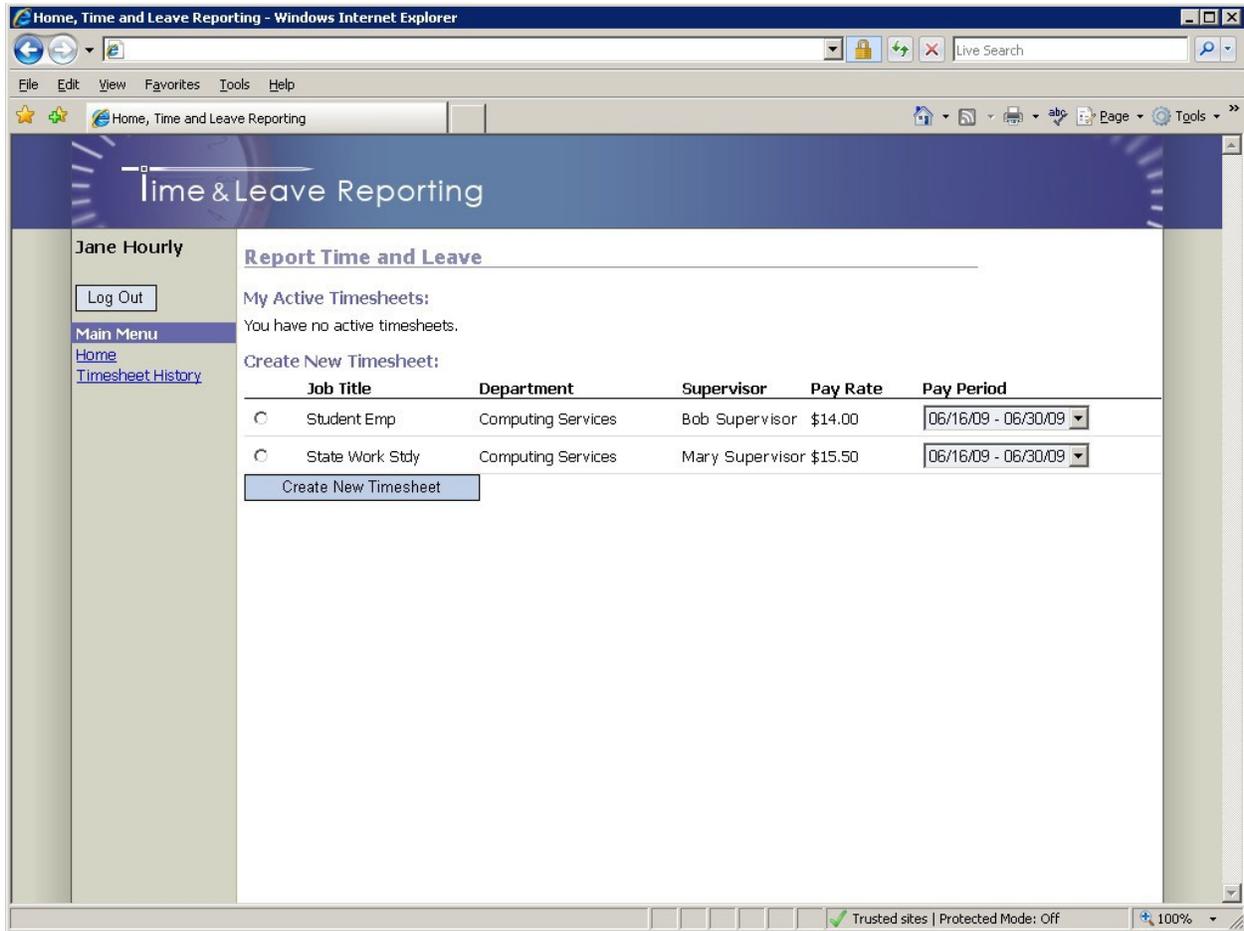
Note: when entering an SID and PIN use digits (numbers) only.

Figure 1 - Login Page



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

Figure 2 – Home Page



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

Creating a Timesheet – Only create a timesheet if you have hours to report the current payroll period.

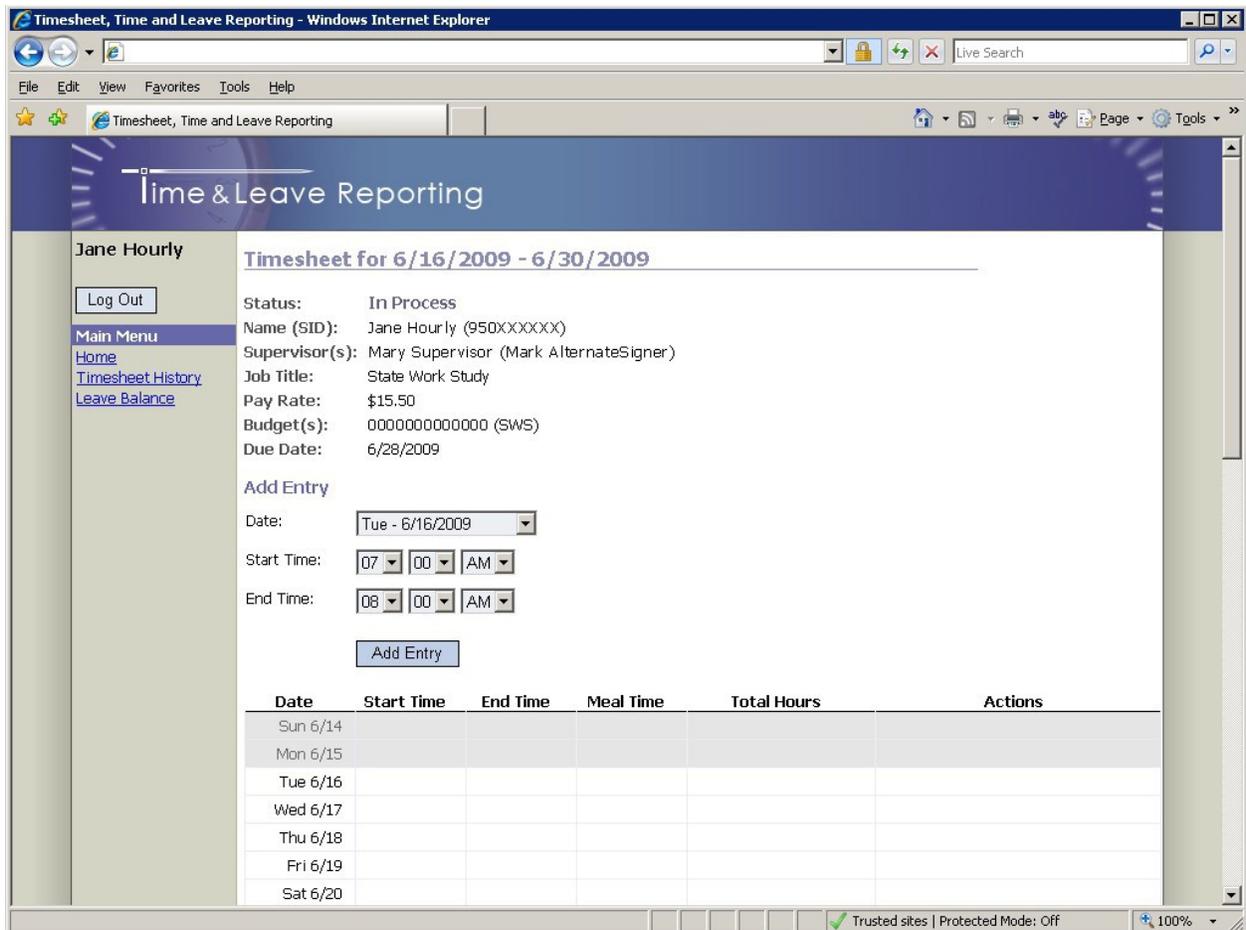
To create a timesheet, on the Home page (Refer to the “Create New Timesheet” section in **Figure 2**):

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. **Verify you are on the appropriate pay period. You can only submit one timesheet per payroll period – per job.**
3. Click the “Create New Timesheet” button.

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

Editing a Timesheet

Figure 3 - Timesheet Page



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 – only 15 minute increments allowed.
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: **SUPERVISORS: If more than 5 hours are worked in a shift – workers must be allowed at least a 30-minute unpaid meal period. Workers must be at least 2 hours into their shift before the meal period can start, and cannot start more than 5 hours after the beginning of the shift.**

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 | |

If you work at different times on the same day, you will add the first hours exactly as worked, and then you will "Add Entry" again for the same day, with the additional times. It will add the hours to the correct day as appropriate:

| | | | | | |
|---------------------|----------|---------|--|---------------------|---|
| Sun 2/17 | | | | | |
| Mon 2/18 | | | | | |
| President Day | | | | | |
| Tue 2/19 | | | | | |
| Wed 2/20 | | | | | |
| Thu 2/21 | | | | | |
| Fri 2/22 | | | | | |
| Sat 2/23 | | | | | |
| Regular Hrs: | | | | 0 hrs 0 mins | |
| This week: | | | | 0 hrs 0 mins | |
| Overtime: | | | | 0 hrs 0 mins | |
| Sun 2/24 | | | | | |
| Mon 2/25 | 7:00 AM | 8:00 AM | | 1 hrs | Edit Delete |
| Mon 2/25 | 11:00 AM | 3:00 PM | | 4 hrs | Edit Delete |
| Tue 2/26 | | | | | |
| Wed 2/27 | | | | | |
| Thu 2/28 | | | | | |
| Fri 3/1 | | | | | |
| Sat 3/2 | | | | | |

Requesting Paid Sick Leave:

- Employees will utilize the Time & Leave Reporting (TLR) system to report the use of sick leave.
Any hours you are reporting as sick leave (partial or full day must also have checked sick leave box).
Leave can be requested and used in increments of .25 hours (15 minutes) or greater.
- Leave earned in a calendar month will be available to use the following month. Sick leave accruals will post the first week of the month, after Payroll has completed the previous month's final payroll.
- Paid sick leave hours will be compensated at an employee's hourly rate of pay for the job absence

The example below student employee scheduled to work on Thursday and Friday from 10am to 12:30pm. On Friday the student needed to leave 1 hour due to illness.

1. Regular hours entered:

Job Title: WORK STUDY STUDENT
 Pay Rate: \$11.50
 Budget(s): 8602791C00AP0001 (FWS)
 Due Date: 03/15/18

***** MUST BE COMPLETED BY EMPLOYEE - OR TIMESHEET WILL BE RETURNED FOR COMPLETION *****

Yes, during the dates above I am registered in 6 or more credits at Green River College.
 No, during the dates above I am NOT registered in 6 or more credits at Green River College.

Add Entry

Date: Fri - 3/2/2018
 Start Time: 11:30 AM
 End Time: 12:30 PM

Box must be checked for reporting sick leave hours only, and remark entered below. Two entries would be required if reporting sick leave for a portion of a day, the other entry on that same day would be as hours worked and box unchecked.

| Type | Avail Bal | Reported | Est New Bal |
|------|-----------|----------|-------------|
| HL | 6.43 | | |

| Date | Start Time | End Time | Meal Time | Total Hours | Actions |
|---------------------|------------|----------|-----------|---------------------|---|
| Sun 2/25 | | | | | |
| Mon 2/26 | | | | | |
| Tue 2/27 | | | | | |
| Wed 2/28 | | | | | |
| Thu 3/1 | 10:00 AM | 12:30 PM | | 2 hrs 30 mins | Edit Delete |
| Fri 3/2 | 10:00 AM | 11:30 AM | | 1 hrs 30 mins | Edit Delete |
| Sat 3/3 | | | | | |
| Regular Hrs: | | | | 4 hrs 0 mins | |
| Leave Hrs: | | | | 0 hrs 0 mins | |
| This week | | | | 7 hrs 0 mins | |
| Overtime: | | | | 0 hrs 0 mins | |

2. The employee needs to report 1 hour of sick leave on Friday from 11:30am to 12:30pm, and must click the box in order for this time to be reported as paid sick leave hours, click add entry.

Job Title: WORK STUDY STUDENT
 Pay Rate: \$11.50
 Budget(s): 8602791C00AP0001 (FWS)
 Due Date: 03/15/18

***** MUST BE COMPLETED BY EMPLOYEE - OR: TIMESHEET WILL BE RETURNED FOR COMPLETION *****

- Yes, during the dates above I am registered in 6 or more credits at Green River College.
- No, during the dates above I am NOT registered in 6 or more credits at Green River College.

Add Entry

Date:
 Start Time:
 End Time:

Box must be checked for reporting sick leave hours only, and remark entered below. Two entries would be required if reporting sick leave for a portion of a day, the other entry on that same day would be as hours worked and box unchecked.

| Type | Avail Bal | Reported | Est New Bal |
|------|-----------|----------|-------------|
| HL | 6.43 | | |

| Date | Start Time | End Time | Meal Time | Total Hours | Actions |
|---------------------|------------|----------|-----------|---------------------|---|
| Sun 2/25 | | | | | |
| Mon 2/26 | | | | | |
| Tue 2/27 | | | | | |
| Wed 2/28 | | | | | |
| Thu 3/1 | 10:00 AM | 12:30 PM | | 2 hrs 30 mins | Edit Delete |
| Fri 3/2 | 10:00 AM | 11:30 AM | | 1 hrs 30 mins | Edit Delete |
| Sat 3/3 | | | | | |
| Regular Hrs: | | | | 4 hrs 0 mins | |
| Leave Hrs: | | | | 0 hrs 0 mins | |
| This week: | | | | 7 hrs 0 mins | |
| Overtime: | | | | 0 hrs 0 mins | |

3. The result of the above entry of sick leave the TLR would appear as follows for all hours Thursday and Friday. Employee will be paid 5 total hours, 1 hour will be reduced from total sick leave hours.

Job Title: WORK STUDY STUDENT
 Pay Rate: \$11.50
 Budget(s): 8602791C00AP0001 (FWS)
 Due Date: 03/15/18

***** MUST BE COMPLETED BY EMPLOYEE - OR TIMESHEET WILL BE RETURNED FOR COMPLETION *****

Yes, during the dates above I am registered in 6 or more credits at Green River College.
 No, during the dates above I am NOT registered in 6 or more credits at Green River College.

Add Entry

Date:

Start Time:

End Time:

Box must be checked for reporting sick leave hours only, and remark entered below. Two entries would be required if reporting sick leave for a portion of a day, the other entry on that same day would be as hours worked and box unchecked.

| Type | Avail Bal | Reported | Est New Bal |
|------|-----------|----------|-------------|
| HL | 6.43 | 1.00 | 5.43 |

| Date | Start Time | End Time | Meal Time | Total Hours | Actions |
|---------------------------------|------------|----------|-----------|---------------------|---|
| Sun 2/25 | | | | | |
| Mon 2/26 | | | | | |
| Tue 2/27 | | | | | |
| Wed 2/28 | | | | | |
| Thu 3/1 | 10:00 AM | 12:30 PM | | 2 hrs 30 mins | Edit Delete |
| Fri 3/2 | 10:00 AM | 11:30 AM | | 1 hrs 30 mins | Edit Delete |
| Fri 3/2 Hourly Sick Leave | 11:30 AM | 12:30 PM | | 1 hrs | Edit Delete |
| Sat 3/3 | | | | | |
| Regular Hrs: | | | | 4 hrs 0 mins | |
| Leave Hrs: | | | | 1 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 **(IF YOU DON’T CLICK “SAVE REMARK” IT WILL BE LOST)**

| | | | | |
|-----------------------------|---|--|--|--|
| 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 | | | | |
| <i>My remark text</i> Jane Hourly Edit Delete 6/29/2009 1:06 PM | | | | |
| <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

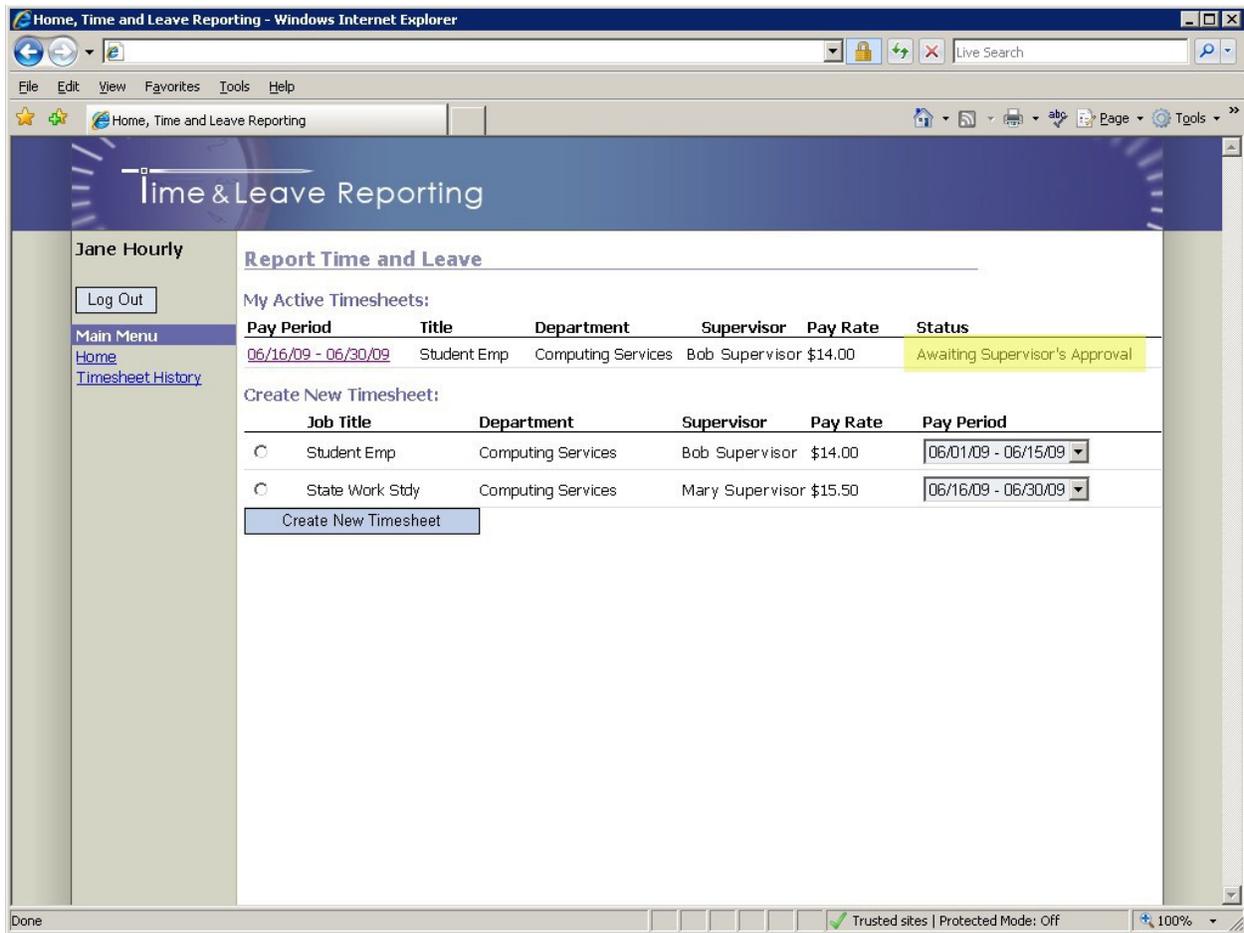
You can delete a timesheet that you have created by clicking the “Delete Timesheet” button towards the bottom of the timesheet page. Only timesheets with the status “In Process” can be deleted.

Timesheet Status

The status of your active timesheet(s) can be viewed on the home page under the “My Active Timesheets” section (**Figure 3**). Timesheets are considered “Active” until processed by Payroll.

After submitting to your supervisor – click on HOME page to verify timesheet has been sent to supervisor as highlighted below:

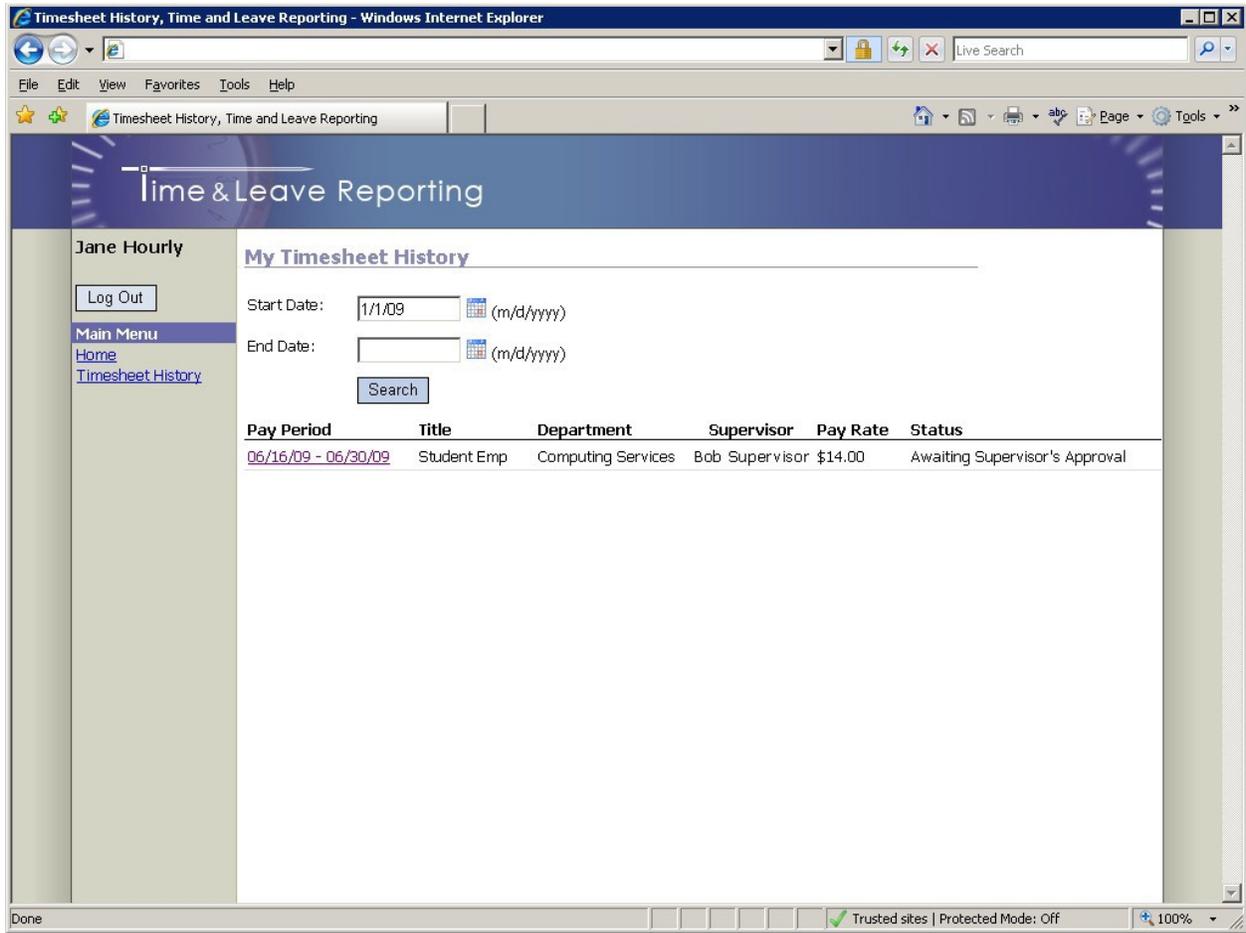
Figure 3 - Timesheet Status



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 4). 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 4 - Timesheet History Page



For further assistance, please consult the Payroll Office at payroll@greenriver.edu

****Note****

Supervisors: if your employee has more than one payroll expenditure account, you will need to designate the number of hours to each account prior to approving timesheet.