

Time & Leave Reporting System Instructions For TIME AND EFFORT (Classified & Exempt)

TLR questions and issues, please email:

PayrollMessageCenter@seattlecolleges.edu

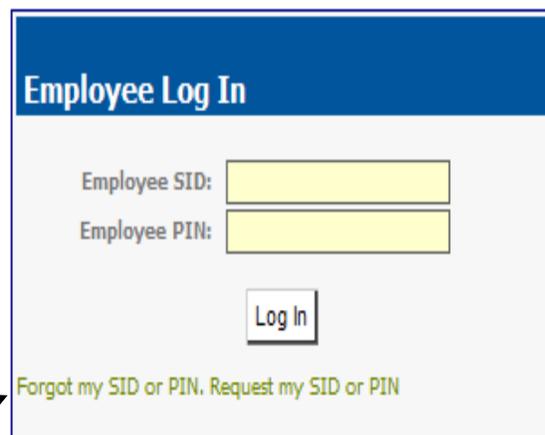
Accessing the System

Open up your web browser and type in the address of the TLR system:

<https://apps.seattlecolleges.com/TLR>

This is the homepage where you login to access your timesheets.

If you need a reminder of your SID and PIN number, you can request those numbers from the Payroll Department by clicking on the link below the “Log In”



Employee Log In

Employee SID:

Employee PIN:

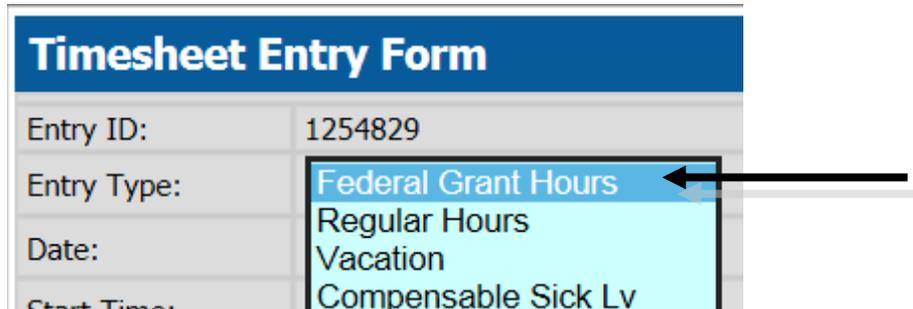
Log In

[Forgot my SID or PIN. Request my SID or PIN](#)

Entering Time and Effort Hours

Once you have created your timesheet, you can begin editing hours. To edit an entry, click on the small pencil icon on the right side of the screen (for classified) or click on the “name” of the day on the left (for exempt)

In the Entry Type field—select FEDERAL GRANT HOURS

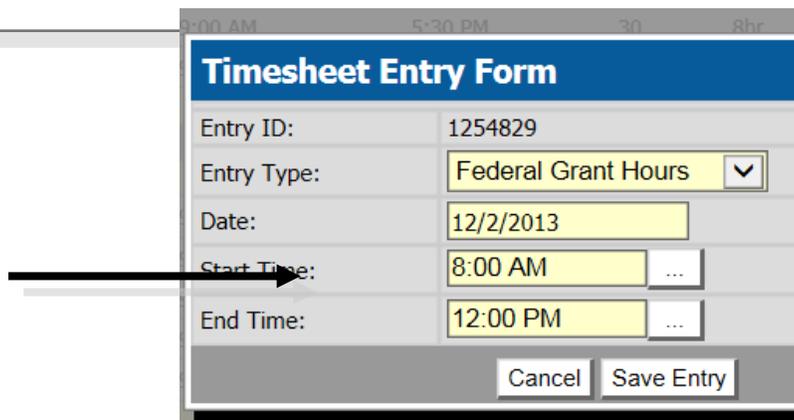


The screenshot shows the 'Timesheet Entry Form' with the following fields: Entry ID: 1254829, Entry Type: Federal Grant Hours (selected), Date: (blank), and Start Time: (blank). The dropdown menu for Entry Type is open, showing options: Federal Grant Hours, Regular Hours, Vacation, and Compensable Sick Lv. An arrow points to the 'Federal Grant Hours' option.

After selecting FEDERAL GRANT HOURS, you will be prompted to edit your start and end time.

If you are paid on more than one federal grant—you will be prompted to choose a budget.

Time can be whole day or partial day split with REGULAR hours.



The screenshot shows the 'Timesheet Entry Form' with the following fields: Entry ID: 1254829, Entry Type: Federal Grant Hours (selected), Date: 12/2/2013, Start Time: 8:00 AM, and End Time: 12:00 PM. The Start Time and End Time fields have dropdown arrows. An arrow points to the Start Time field.

After clicking “Save Entry”, the timecard will be populated with the Federal Grant hours and budget.

Day	Entry Type	Start Time	End Time	Hours	Total Hours
18	Sunday				
19	HOLIDAY Paid Holiday			0	8hr
20	Tuesday FGW:1451614M31AK01	8:00 AM	4:30 PM	30	8hr
21	Wednesday FGW:1451614M42AK01	8:00 AM	4:30 PM	30	8hr
22	Thursday Regular Hours	8:00 AM	4:30 PM	30	8hr
23	Friday Regular Hours	8:00 AM	4:30 PM	30	8hr
24	Saturday				

Weekly Reg Hours Total: 40hr

Entering Split Shift

Note: If you have a **split shift** between REGULAR and FEDERAL GRANT HOURS or MULTIPLE FEDERAL GRANT BUDGETS, you will need to be sure that the daily total equals your entire shift.

1. Add the first entry for the day you are splitting. Set the hours for the FEDERAL GRANT HOURS and save entry.
2. Click on the day again for which you want to create a separate entry. This will create another entry for that day. Enter your REGULAR shift hours or additional FEDERAL GRANT HOURS (and choose budget).

5	Monday	Regular Hours	8:00 AM	11:30 AM	0	3hr 30min
5	Monday	FGW:1451614M31AK01	12:00 PM	4:00 PM	0	4hr
5	Monday	FGW:1451614M42AK01	4:00 PM	4:30 PM	0	0hr 30min
6	Tuesday	FGW:1451614M31AK01	8:00 AM	11:45 AM	0	3hr 45min
6	Tuesday	FGW:1451614M42AK01	12:15 PM	12:30 PM	0	0hr 15min
6	Tuesday	Regular Hours	12:30 PM	4:30 PM	0	4hr

ITEMS TO NOTE:

1. Even if your **entire** shift/pay is from Federal Grant budget(s), you will still need to make these adjustments on TLR. Otherwise the Federal Grant Summary reports will not reflect your hours.
 - ♦ **LUNCH BREAKS:** TLR is built to account for lunch for work periods of 5 or more hours. If your time reporting happens to be 4 hours each—you will need to account for lunch by reducing one entry by your lunch period.

Timesheet Summary

The timesheet summary will reflect two calculations:

1. The Time and Effort budget summary reflects the summary of hours that were recorded as a) Work Entry (Non-grant funded hours) and b) Federal Grant hours summarized by budget.
2. The Job Account Budget summary reflects the **PAY** distribution. If a budget correction needs to occur, Employee Services will need an ENSRC to make that change.

Entry Type	Budget Number	Entry Hour	Total En
Work Entry	NA	80.00	88.00
Federal Grant	1451112M35AK01	3.00	88.00
Federal Grant	1451112SPKAK04	4.00	88.00

Earning Type	Budget Number	Pay Rate	FullTimePercenta
Regular Pay - Salaried	1451112M35AK02	\$803.25	50.00
Regular Pay - Salaried	1230612W51AK02	\$803.25	50.00

Timesheet Total: 88hr
Timesheet Overtime Total: 0hr

[Return To Active Timesheet List](#) [Review For Submission](#) [Delete Timesheet](#)

SUBMISSION:

After timecard has been updated for the pay period, submit to supervisor for approval.