Introduction to the Seattle Community Colleges’ Time & Leave Reporting System

The Seattle Community Colleges uses a positive-time reporting system for Classified and Exempt employees to report their work and their use of leave.

Employees do not get paid by the hours they report on this system. However, the Time & Leave Reporting (TLR) system will allow employees to:

- Create a basic schedule to be used each pay period
- Input their usage of sick, vacation, personal, and holiday leave
- And track the amount of leave they have used over the year

TLR issues: PayrollMessageCenter@sccd.ctc.edu

Accessing the System

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

https://apps.seattlecolleges.edu/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 click on the “Forgot my SID of PIN” link below.

You can also request these numbers by contacting Employee Services at...
Creating Our First Work Schedule

When you first login, you will have to choose an option from the menu on the left hand side of the screen.

You will first want to let the system know your current “Work Schedule”. To do that we will click on the button on the left labeled “Work Schedule.”

On the next screen, choose the “Add New Work Schedule” button.

Once the button is clicked, we are asked to name our schedule. This need not be our own name, and can be any useful name such as “Normal Weekly Schedule.”

Now, click the “Save & Go Next” button at the bottom of the screen.

On this next screen, we begin creating the schedule. Click on “Add new work schedule entry”.
This adds a new day to the schedule.

Once an entry is customized, we click “Save Entry”.
We will need to create an entry for each day of the workweek.
Our New Schedule

This is a full week’s schedule. Clicking this button allows us to edit each day’s hours.

The “False” notation indicates that we are going to take a lunch that day.

You will need to certify that is, in fact, your work schedule, and then click “Submit & Finish.”

Creating a Timesheet for a New Pay Period

As an employee, you will need to create a timesheet for each pay period that you work. These periods are the 1st—15th of each month, and the 16th—last day of each month. You cannot create a timesheet for a future pay period, only one that has already begun.

Choose the “Create TimeSheet” tab on sidebar to begin creating a new timesheet.
Creating a Timesheet

Select the job for which you are creating a timesheet. Most employees will only have one job listed.

Then choose the Pay Period and Work Schedule.

Note that a timesheet can be created for past periods. However, you should enter your leave during the pay period it is being taken.

Using the Timesheet

When your timesheet opens, you will be able to view your currently accrued time.

We can now begin making any changes to our timesheet. Information from the chosen work schedule is automatically input into the timesheet. Thus, my start times and end times already appear.

To edit an entry, click on the small pencil icon on the right side of the screen.
5

Entering Leave

Once we have chosen to edit an entry, by following the previous step, the Timesheet Entry Form will appear. We can change our work hours for this day, or use this form to show that we have taken leave.

The Dept. of Labor & Industries rules state: Employees (break) of at least 30 minutes, no less than two hours before the beginning of the shift. Did you take a meal break?

Note: If we have a day split between leave and work time, we need to make two entries on our timesheet to reflect that.

1. Edit the entry for the day we are splitting between work and leave. Set the hours for the time actually at work.

2. Click on the day for which we want to create a separate entry. This will create another entry for that day. Enter your leave time into the form that opens.
Submitting the Timesheet

At the bottom of the screen is a spot for us to finish work on this timesheet. Once the pay period has ended, we will need to send it to our supervisor for approval. We can do that by clicking the “Review for Submission” button.

Note: If you have overtime amounts during this pay period, you will be asked whether you are taking it as Paid Overtime or Comp Time.

There is a spot in which to insert comments about this timesheet. It would be great spot to add a reminder about why overtime needed to be taken.

6

Time & Leave for Supervisors

Approving Timesheets

Choose “Timesheets Need Approval” to show a list of timesheets which have been submitted for your approval.

“Employee WorkSchedule” allows you to view the schedule of any of your reports.
Now we can see the directly supervised employee. Click here to open and review the timesheet:

After reviewing the Timesheet, you will need to approve it. You can also leave a comment, and the system will note some errors or exceptions.

The Reject button will send the timesheet back to the employee.

Options for Supervisors

- Creates a Timesheet for an employee you supervise. The employee must first submit an authorization form to Payroll, and be approved.
- Your employees who have not created a timesheet for a given pay period.
- List of all employers for whom you are the supervisor or have been assigned as Indirect Signer. Includes Hourly and Work Study.
Exempt employees use the Time & Leave Reporting system to report their sick and vacation leave in the same manner as other employees. However:

- Exempt employees do not create a schedule
- Exempt employees do not track their time worked

The first step is to choose ‘Create Timesheet.’

When the next screen opens, we will choose our job, and the pay period, as shown on pg. 4.

On the timesheet, the weekdays default to Exempt work days. No Entry Type is shown for those days, and employees do not need to change anything about that day.

To note leave taken, just click on the name of the day it was taken.

Choose your leave type for that day, and the amount of time. You do not need to track leave amounts smaller than two hours.

Once finished, choose ‘Save Entry.’