

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

Timesheet Entry Form

| | |
|-------------|---------------------|
| Entry ID: | 1254829 |
| Entry Type: | Federal Grant Hours |
| Date: | Regular Hours |
| | Vacation |
| | Compensable Sick Lv |

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.

Timesheet Entry Form

| | |
|-------------|---------------------|
| Entry ID: | 1254829 |
| Entry Type: | Federal Grant Hours |
| Date: | 12/2/2013 |
| Start Time: | 8:00 AM |
| End Time: | 12:00 PM |

Cancel **Save Entry**

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

| | | | | | | |
|--------------|--------------------|---------|---------|----|-----|--|
| 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.

| Time And Effort | | | |
|-----------------|----------------|------------|----------|
| 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 |

| Job Account Budget | | | |
|------------------------|----------------|----------|------------------|
| 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.