Time & Labor Self-Service (TLSS) – General FAQs

Q: What is Time & Labor Self-Service?
A: Time & Labor Self-Service (TLSS) is an electronic time reporting tool that replaces the paper timesheet student employees use to report time worked for pay.

Q: Which employees report time worked in TLSS?
A: Student Assistants, Bridge Student Assistants, Non-Resident Student Assistants and Instructional Student Assistants must all report time worked in TLSS. Failure to do so will result in a delay in that student's pay warrant.

Q: How does the TLSS work?
A: The process involves different roles and responsibilities for student employees, time approvers, HR and Payroll. See the Time & Labor Self-Service Process Flow to view how all of these components fit together.

Q: Is the login/password for TLSS the same one that is used to log into myCI?
A: Yes.

Q: When are paper timesheets required?
A: Paper timesheet are only accepted by Payroll for the following reasons:
- To make corrections to reported time that has already been approved in a current pay period
- To make corrections to a previous time period
- To process a late timesheet
- To process a final paycheck for an employee who is separating

Q: How are paper timesheets processed?
1) The Department TLSS Approver or Coordinator writes "Late Timesheet" or "Adjusted Timesheet" on the top of the paper timesheet, then scans a copy to his/her assigned payroll representative.
2) The departments files the original timesheet with wet signatures for audit purposes.
3) Payroll processes the scanned timesheet for pay.
4) Note: Payroll will only accept scanned timesheet. Paper timesheets will be returned unprocessed.

Q: What is the deadline for student employees to enter their time each month?
A: All hours must be recorded in the system by the end of the day on the fifth calendar day of the following pay period, as shown on the Payroll Calendar. (i.e.: All time worked in the June pay period must be reported by the end of 7/5/14.)

It is encouraged for students to enter their time worked daily. **Note:** Time should never be entered *before* it is worked.

Q: What is the process for late pay?

A: Reported time for prior payroll cycles cannot be entered via TLSS and must be reported on a paper timesheet and submitted to your TLSS department Coordinator or Approver for processing. Please refer to the [University Payroll Calendar](#) for campus deadlines. Your department may enforce earlier deadlines, so please contact your department coordinator department procedures.

Q: When will a new student employee be able to access their record in TLSS?

A: The student will be able to access their timesheet once the new appointment is entered into the system. At the beginning of the semester, it may take a week or so to get the information entered, due to the sheer volume of new student employee appointments. Check with your department coordinator for assistance.

Q: Does time worked on holidays need to be entered into TLSS?

A: Hours should only be recorded on campus holidays if the student employee actually worked. Student employees are not eligible for holiday pay.

Q: I cannot access TLSS. Who should I contact?

A: See *Section A, Login and Timesheet Navigation* in the [Time & Labor – Student Employee Self-Service](#) process guide. If you continue to experience problems, contact your department coordinator. You can also contact the CI helpdesk at (805) 437-8552 or via email at helpdesk@csuci.edu.

Q: How do I provide feedback regarding TLSS?

A: Please email Payroll at *payroll.services@csuci.edu*.

Q: I have a payroll-related question. Who should I contact?

A: Send an email to *payroll.services@csuci.edu*, or leave a message on ext. 3630. A Payroll Technician will respond to your question.