Time & Labor Self-Service (TLSS) - Process Flow Department Payroll **Employee** HR (Approver/Student Pay Coordinator) Employee is hired T&L is updated or changes jobs Enter Reported Time worked No Review Reported Submitted? Yes-Time Approve Reported Correct error(s) Yes Errors? Time Admin system update at 10am, 2pm & 6pm Exceptions? Νo Correct error(s) Time Admin Approve Reported system update at Time 10am, 2pm & 6pm Review Payable Time Correct error(s) Exceptions? No Approve Payable Time Time Admin system update at 10am, 2pm & 6pm Payroll process pay to State Controller's Office