

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

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

A: Yes.

Q: Do I have to be on campus to report my attendance?

A: No. Since we utilize the myCI portal, you can access TLSS wherever an internet connection is available.

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: Do I need to wait until the end of the month to report my time worked?

A: No. We actually encourage students to enter their time every day that they work. Do NOT ever enter time before it is worked.

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 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.)

Q: If a work week crosses into the next pay period, can I work more than 20 hours in the workweek?

A: No. Students must adhere to the 20 hour per week regulation while classes are in session.

Q: I have multiple student employee positions. How do I enter my time?

A: Employees are responsible for selecting the appropriate timesheet for each position in which they work, and entering the correct amount of hours on each appropriate timesheet. The hours worked in different positions CANNOT be combined. Check with your TLSS Coordinator if you have a question on which record corresponds to the correct timesheet. (Each job listed has a corresponding record number.)

Q: Can I go back and make corrections to time entered in TLSS?

A: Student employees can record time for the previous month through the 5th calendar day of the new pay period as long as the status is still "Submitted." If time has been approved, then the employees needs to ask their Approver (or department Coordinator) to make the necessary changes to their timesheet. (See *Section C, Correct Timesheet* in the [Time & Labor – Student Employee Self-Service](#) process guide.

Q: Can a supervisor change my hours worked in TLSS?

A: Yes. Approvers can change/correct a *Timesheet*, but should never do so without communication with the student.

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: 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: 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.