

Time & Labor Self-Service (TLSS) – Approver/Coordinator FAQs

Q: How does an Approver get access to the system?

A: Your department TLSS Coordinator or your manager may need to request access if you are a new Approver.

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: What is expected of me as a TLSS approver?

A: You will be expected to approve your employee's Payable Time electronically, using Manager Self-Service in CI Records. *Approvers should be careful to select only your student employees, as **all** student employees on campus will appear on your screen.* Step-by-step guidelines are available in the [Time & Labor Approver Process Guide](#).

Approvers will be expected to complete the following steps per student:

1. Review student Timesheet in TLSS. Make adjustments if necessary.
2. The Time Administration (Time Admin) process needs to run before you can move on to the next step. (Scheduled to run daily at 10:00 am, 2:00 pm, and 6:00 pm.)
3. Check for *Exceptions*. If exceptions exist, corrections need to be made. Once corrections are made, you must again wait for Time Admin to run to ensure that the corrections are accepted.
4. The final step is for the Approver to approve the employee's *Payable Time*. This step prepares the student's pay to be sent to the State Controller's Office.

Failure to follow any of these steps may result in a delay in the student's pay.

Q: What if I am absent and cannot approve my student's time by the deadline?

A: There should be multiple approvers within a department or work area. Be sure to know who your back-ups are before you need their assistance.

Q: Do I have to be on campus to approve my students' time worked?

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.

Q: What is the deadline for TLSS approvals?

A: All approvals must be made in the system by 11:59 pm on the 7th calendar day of the following pay period, as shown on the Payroll Calendar. (i.e.: Payable Time approvals for the June pay period must be completed by the end of 7/7/14.)

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

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

Q: My student has multiple student employee positions. How do they enter time worked?

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 timesheet. The hours worked in different positions CANNOT be combined. Check with your payroll representative if you have a question on which record corresponds to the correct timesheet. (Each job listed has a corresponding record number.) Employee reports will be sent to each department at the beginning of each semester listing all student employees within a department and their corresponding employee record numbers.

Q: Once *Payable Time* is approved, can the hours be changed?

A: No. Once Payable Time is approved, the reported time is final and will be submitted to the State Controller's Office for pay. If you notice an error after time has been approved, contact Payroll Services immediately. They will require an amended timesheet and may need to hold the pay warrant and have a new one issued.

Q: Will hours be paid if moderate exceptions are allowed? (i.e.: A student worked 9 hours in a workday or more than 20 hours in a work week.)

A: Pay is usually issued if time is approved, even if moderate exceptions have not been cleared. There have been a few instances, however, where the student's hours were not finalized. It is strongly recommended that all exceptions are cleared each month for this reason.

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 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 you 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.