

# Time and Leave Reporting System (TLR)

The TLR system is being implemented as a “first step” transition to the CTC-LINK system scheduled for implementation in **July 1 2016**.

- More compliant with Federal and State labor laws
- Better review and audit capabilities for Employees, Supervisors and HR-Payroll
- Automates Leave reporting for Classified and Exempt Employees.

To get started, employees log on to the TLR website: <https://app1.edcc.edu/tlr/>



## Login

SID:

PIN:

Enter your Employee System Identification (SID) number and PIN and select “Log In”. Contact HR if you need assistance locating your ID’s.

The image shows the home page of the TLR system. It includes a sidebar with a "Log Out" button and a "Main Menu" with links for "Home", "Timesheet History", and "Work Hours". The main content area is titled "Report Time and Leave" and contains sections for "My Active Timesheets" (stating no active timesheets) and "Create New Timesheet". Below this is a table with columns for Job Title, Department, Supervisor, Pay Rate, and Pay Period. Two rows are listed: "OFC ASSIST I" and "STUDENT HOURLY", both under "Human Resources" and supervised by "Tucker, Carolyn". The "Pay Period" column shows a dropdown menu with "09/16/14 - 09/30/14" selected. Red arrows point to the "Job Title" and "Pay Period" columns. A "Create New Timesheet" button is located below the table.

This is your home page. To create a new timesheet,

- Select the appropriate Job.
- Select the appropriate pay period. If the pay period date range is not correct, click the drop down box and select the desired pay period.
- Click the “Create New Timesheet Button.

[Log Out](#)

**Main Menu**

- [Home](#)
- [Timesheet History](#)
- [Work Hours](#)

## Timesheet for 9/16/2014 - 9/30/2014

Status: In Process  
 Name (SID):  
 Supervisor(s): Tucker, Carolyn (Craswell, James; Craswell, James)  
 Job Title: OFFICE ASSISTANT I  
 Pay Rate: \$10.36  
 Budget(s): 1010831833AM00 (STF)  
 Due Date: 9/28/2014

To Add hours, Select the Date, Start and Stop Time, and press the "Add Entry" button

**Add Entry**

Date:

Start Time:

End Time:

Date	Start Time	End Time	Meal Time	Total Hours	Actions
Sun 9/14					
Mon 9/15					
Tue 9/16					
Wed 9/17					
Thu 9/18					
Fri 9/19					
Sat 9/20					

<b>Regular Hrs:</b>				0 hrs 0 mins
<b>This week:</b>				0 hrs 0 mins
<b>Overtime:</b>				0 hrs 0 mins
Sun 9/21				
Mon 9/22				
Tue 9/23				
Wed 9/24				
Thu 9/25				
Fri 9/26				
Sat 9/27				
<b>Regular Hrs:</b>				0 hrs 0 mins
<b>This week:</b>				0 hrs 0 mins
<b>Overtime:</b>				0 hrs 0 mins
Sun 9/28				
Mon 9/29				
Tue 9/30				
Wed 10/1				
Thu 10/2				
Fri 10/3				
Sat 10/4				
<b>Regular Hrs:</b>				0 hrs 0 mins
<b>This week:</b>				0 hrs 0 mins
<b>Overtime:</b>				0 hrs 0 mins

Add Remark:  
Sorry I'm late, Dog ate timesheet

Submit: Only once when timesheet is complete, at end of pay period.

**Grand Total:**

Remarks

Note the time stamp documenting Date/Time, Action, and Action By.

**Timesheet Action Log**

Date	Action	Action By	Comment
9/23/2014 10:12:13 AM	Create timesheet		

### Add Entry

Date:

Start Time:

End Time:

Made a mistake? You can edit or delete entry

Date	Start Time	End Time	Meal Time	Total Hours	Actions
Sun 9/14					
Mon 9/15					
Tue 9/16	7:00 AM	8:00 AM		1 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
Wed 9/17					
Thu 9/18					

To add additional hours repeat the process selecting date and times.

### Add Time Entry

Date:

Start Time:

End Time:

Date	Start Time	End Time	Meal Time	Total Hours	Actions
Sun 9/14					
Mon 9/15					
Tue 9/16	7:00 AM	8:00 AM		1 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
Tue 9/16	2:00 PM	5:00 PM		3 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
Wed 9/17	2:00 PM	4:00 PM		2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
Thu 9/18					
Fri 9/19					

### Add Time Entry

Date:

Start Time:

End Time:

Meal Time: The Dept. of Labor & Industries rules state: Employees shall be allowed a meal period (break) of at least 30 minutes, no less than two hours, nor more than five hours from the beginning of the shift. Did you take a meal break?

If you work more than 4 hours, you'll be prompted to enter a lunch break. Select the time and press "Add Entry". If you didn't take a lunch, select 0 minutes

Date	Start Time	End Time	Meal Time	Total Hours	Actions
Sun 9/14					
Mon 9/15					
Tue 9/16	7:00 AM	8:00 AM		1 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
Tue 9/16	2:00 PM	5:00 PM		3 hrs	
Wed 9/17	2:00 PM	4:00 PM		2 hrs	
Thu 9/18	9:00 AM	4:00 PM	30 mins	6 hrs 30 mins	
Fri 9/19					
Sat 9/20					
<b>Regular Hrs:</b>				<b>12 hrs 30 mins</b>	
<b>This week:</b>				<b>12 hrs 30 mins</b>	
<b>Overtime:</b>				<b>0 hrs 0 mins</b>	

Note the Total Hours for the week, Regular and Overtime

At the end of the pay period, review all hours worked. Make and changes if necessary, and press “Submit Time” button.

Press Submit Timesheet when all hours worked are correct.

The screenshot shows a user interface with a sidebar on the left containing a 'Log Out' button and a 'Main Menu' section with links for 'Home', 'Timesheet History', and 'Work Hours'. The main content area has a 'Submit Timesheet' button and a 'Delete Timesheet' button. Below these is a 'Timesheet Action Log' table with columns for Date, Action, Action By, and Comment. The table contains one entry: 9/23/2014 10:12:13 AM, Create timesheet.

**Remember:** Timesheet are due to be submitted by the end of your last day worked in the pay period. Pay periods always end the 15<sup>th</sup> and the last day of month. If those days fall on a weekend, holiday, or scheduled time off, submit your time sheet before you leave.

Timesheets submitted after the due date are not guaranteed to be paid, and may be deferred until the following pay period.

Return to your home page and note the new Timesheet status.

Timesheet is now Awaiting Supervisor’s Approval

The screenshot shows the 'Time & Leave Reporting' home page. The sidebar has a 'Log Out' button and a 'Main Menu' section with links for 'Home', 'Timesheet History', and 'Work Hours'. The main content area has a 'Report Time and Leave' section with a 'My Active Timesheets:' table. The table has columns for Pay Period, Job Title, Department, Supervisor, Pay Rate, and Status. The table contains one entry: 09/16/14 - 09/30/14, OFC ASSIST I, Human Resources, Tucker, Carolyn, \$10.36, Awaiting Supervisor's Approval. Below this is a 'Create New Timesheet:' section with a table for selecting Job Title, Department, Supervisor, Pay Rate, and Pay Period. The 'Create New Timesheet' button is visible at the bottom.

Once you’ve submitted your timesheet, it’s a good time to create the next timesheet. Just pick the Job and press the “Create New Timesheet” button.

The next step is for Supervisor Approval.

Supervisors log on to the same TLR website: <https://secure.edcc.edu/tlr>

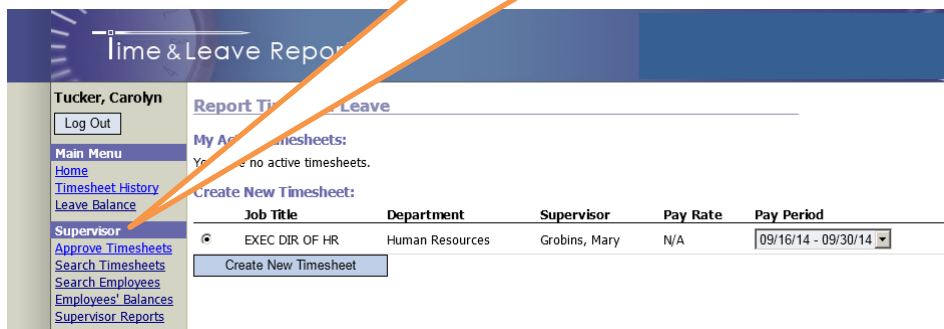


### Login

SID:

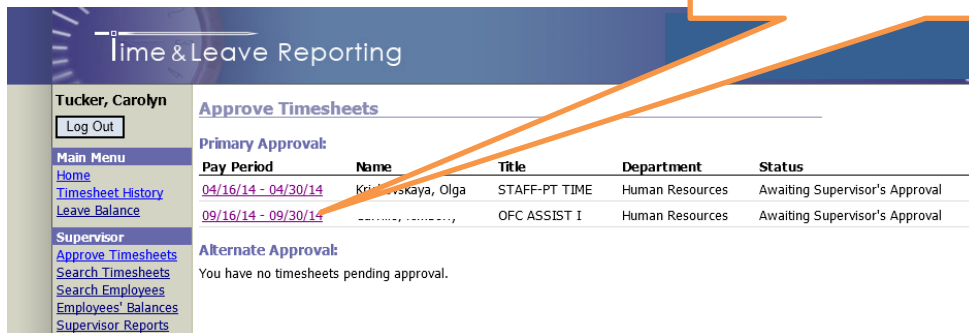
PIN:

Note the additional menu items for Supervisors



Click "Approve Timesheets" to review and approve timesheets.

Select the timesheet you wish to approve.



## Timesheet for 9/16/2014 - 9/30/2014

**Status:** Awaiting Supervisor's Approval  
**Name (SID):**  
**Supervisor(s):** Tucker, Carolyn (Craswell, James; Craswell, James)  
**Job Title:** OFFICE ASSISTANT I  
**Pay Rate:** \$10.36  
**Budget(s):** 1010831833AM00 (STF)  
**Due Date:** 9/28/2014

[Update Timesheet Information](#)

Date	Start Time	End Time	Meal Time	Total Hours
Sun 9/14				
Mon 9/15				
Tue 9/16	7:00 AM	8:00 AM		1 hrs
Tue 9/16	2:00 PM	5:00 PM		3 hrs
Wed 9/17	2:00 PM	4:00 PM		2 hrs
Thu 9/18	9:00 AM	4:00 PM	30 mins	6 hrs 30 mins
Fri 9/19				
Sat 9/20				
<b>Regular Hrs:</b>				<b>12 hrs 30 mins</b>
<b>This week:</b>				<b>12 hrs 30 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>
Sun 9/21				
Mon 9/22				
Tue 9/23				
Wed 9/24				
Thu 9/25				
Fri 9/26				
Sat 9/27				
<b>Regular Hrs:</b>				<b>0 hrs 0 mins</b>
<b>This week:</b>				<b>0 hrs 0 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>
Sun 9/28				
Mon 9/29				
Tue 9/30				
Wed 10/1				
Thu 10/2				
Fri 10/3				
Sat 10/4				
<b>Regular Hrs:</b>				<b>0 hrs 0 mins</b>
<b>This week:</b>				<b>0 hrs 0 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>

Review timesheet and approve or reject. If rejecting, add a comment to employee: "You forgot hours for 9/26, please add."

**Grand Total: 12 hrs 30 mins**

### Remarks

Comment:

### Timesheet Action Log

Date	Action	Action By	Comment
9/23/2014 12:04:46 PM	Reject timesheet	Tucker, Carolyn	You forgot hours for 9/26, please add.
9/23/2014 11:15:12 AM	Submit timesheet		
9/23/2014 10:12:13 AM	Create timesheet		

Thu 9/25				
Fri 9/26	2:00 PM	5:00 PM		3 hrs
Sat 9/27				
<b>Regular Hrs:</b>				<b>3 hrs 0 mins</b>
<b>This week:</b>				<b>3 hrs 0 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>
Sun 9/28				
Mon 9/29				
Tue 9/30				
Wed 10/1				
Thu 10/2				
Fri 10/3				
Sat 10/4				
<b>Regular Hrs:</b>				<b>0 hrs 0 mins</b>
<b>This week:</b>				<b>0 hrs 0 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>

Once hours corrected by employee, Supervisor can approve timesheet. Note the complete log of transactions.

**Grand Total: 15 hrs 30 mins**

**Remarks**

Add Remark

Comment:

**Timesheet Action Log**

Date	Action	Action By	Comment
9/23/2014 12:09:11 PM	Approve timesheet	Tucker, Carolyn	
9/23/2014 12:07:47 PM	Submit timesheet		
9/23/2014 12:04:46 PM	Reject timesheet	Tucker, Carolyn	You forgot hours for 9/26, please add.
9/23/2014 11:15:12 AM	Submit timesheet		
9/23/2014 10:12:13 AM	Create timesheet		

Employees and Supervisors can track the pay status of timesheets. When payroll processes, it's noted on the log.

**Timesheet Action Log**

Date	Action	Action By	Comment
9/23/2014 12:17:24 PM	Reject timesheet	Craswell, James	Test Timesheet...Not Paid
9/23/2014 12:09:11 PM	Approve timesheet	Tucker, Carolyn	
9/23/2014 12:07:47 PM	Submit timesheet		
9/23/2014 12:04:46 PM	Reject timesheet	Tucker, Carolyn	You forgot hours for 9/26, please add.
9/23/2014 11:15:12 AM	Submit timesheet		
9/23/2014 10:12:13 AM	Create timesheet		

# Sample 1: Hourly timesheet – 1 budget

Budget(s): 1480141H30AZ01 (HRY)  
 Due Date: 3/13/2016

Date	Start Time	End Time	Meal Time	Total Hours
Sun 2/28				
Mon 2/29				
Tue 3/1	9:30 AM	4:30 PM		7 hrs
Wed 3/2	10:00 AM	3:30 PM		5 hrs 30 mins
Thu 3/3				
Fri 3/4				
Sat 3/5				
<b>Regular Hrs:</b>				<b>12 hrs 30 mins</b>
<b>This week:</b>				<b>16 hrs 30 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>
Sun 3/6				
Mon 3/7	9:30 AM	2:00 PM		4 hrs 30 mins
Tue 3/8				
Wed 3/9	9:30 AM	1:00 PM		3 hrs 30 mins
Thu 3/10	9:30 AM	2:00 PM		4 hrs 30 mins
Fri 3/11	9:30 AM	12:30 PM		3 hrs
Sat 3/12				
<b>Regular Hrs:</b>				<b>15 hrs 30 mins</b>
<b>This week:</b>				<b>15 hrs 30 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>
Sun 3/13				
Mon 3/14	10:00 AM	3:00 PM		5 hrs
Tue 3/15	10:00 AM	2:00 PM		4 hrs
Wed 3/16				
Thu 3/17				
Fri 3/18				
Sat 3/19				
<b>Regular Hrs:</b>				<b>9 hrs 0 mins</b>
<b>This week:</b>				<b>15 hrs 0 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>

**Grand Total: 37 hrs**

[Timesheet Action Log](#)



Sample 2: Student work study timesheet

- Budget(s): 8602791800AP01 (FWS), 1490S11J20AM01 (STU)
- Due Date: 3/13/2016

Date	Start Time	End Time	Meal Time	Total Hours
Sun 2/28				
Mon 2/29				
Tue 3/1	8:30 AM	12:00 PM		3 hrs 30 mins
Wed 3/2	9:00 AM	11:30 AM		2 hrs 30 mins
Thu 3/3	8:30 AM	11:30 AM		3 hrs
Fri 3/4				
Sat 3/5				
<b>Regular Hrs:</b>				<b>9 hrs 0 mins</b>
<b>This week:</b>				<b>12 hrs 30 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>
Sun 3/6				
Mon 3/7	8:30 AM	12:00 PM		3 hrs 30 mins
Tue 3/8				
Wed 3/9	9:00 AM	11:30 AM		2 hrs 30 mins
Thu 3/10	8:30 AM	11:30 AM		3 hrs
Fri 3/11				
Sat 3/12				
<b>Regular Hrs:</b>				<b>9 hrs 0 mins</b>
<b>This week:</b>				<b>9 hrs 0 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>
Sun 3/13				
Mon 3/14				
Tue 3/15	8:15 AM	12:00 PM		3 hrs 45 mins
Wed 3/16				
Thu 3/17				
Fri 3/18				
Sat 3/19				
<b>Regular Hrs:</b>				<b>3 hrs 45 mins</b>
<b>This week:</b>				<b>18 hrs 0 mins</b>
<b>Overtime:</b>				<b>0 hrs 0 mins</b>

**Grand Total: 21 hrs 45 mins**

**Budget Allocation (21.75 hours)**

Budget #	Earning Type	Allocation
8602791800AP01	(FWS) FED W/S	21.75
1490S11J20AM01	(STU) STU PAY	0.00

Sample 3: Hourly timesheet with multiple budgets

Budget(s): 1490611S20AZ01 (HRV), 1451631UACAZ01 (HRV), 1480631N6SAZ01 (HRV)  
 Due Date: 3/13/2016

Date	Start Time	End Time	Meal Time	Total Hours	Budgets	
Sun 2/28						
Mon 2/29						
Tue 3/1	10:00 AM	3:30 PM		5 hrs 30 mins	Budget # 1490611S20AZ01 0.00 1451631UACAZ01 0.00 1480631N6SAZ01 5.50	
Wed 3/2						
Thu 3/3	10:00 AM	3:00 PM		5 hrs	Budget # 1490611S20AZ01 0.00 1451631UACAZ01 0.00 1480631N6SAZ01 5.00	
Fri 3/4						
Sat 3/5						
<b>Regular Hrs:</b>				10 hrs 30 mins		
<b>This week:</b>				16 hrs 0 mins		
<b>Overtime:</b>				0 hrs 0 mins		
Sun 3/6						
Mon 3/7						
Tue 3/8	9:30 AM	4:00 PM		6 hrs 30 mins	Budget # 1490611S20AZ01 0.00 1451631UACAZ01 0.00 1480631N6SAZ01 6.50	
Wed 3/9	9:30 AM	5:30 PM		8 hrs	Budget # 1490611S20AZ01 0.00 1451631UACAZ01 0.00 1480631N6SAZ01 8.00	
Thu 3/10						
Fri 3/11						
Sat 3/12						
<b>Regular Hrs:</b>				14 hrs 30 mins		
<b>This week:</b>				14 hrs 30 mins		
<b>Overtime:</b>				0 hrs 0 mins		
Sun 3/13						
Mon 3/14	10:00 AM	4:30 PM		6 hrs 30 mins	Budget # 1490611S20AZ01 0.00 1451631UACAZ01 0.00 1480631N6SAZ01 6.50	
Tue 3/15	10:00 AM	3:30 PM		5 hrs 30 mins	Budget # 1490611S20AZ01 0.00 1451631UACAZ01 0.00 1480631N6SAZ01 5.50	
Wed 3/16						
Thu 3/17						
Fri 3/18						
Sat 3/19						
<b>Regular Hrs:</b>				12 hrs 0 mins		
<b>This week:</b>				16 hrs 0 mins		
<b>Overtime:</b>				0 hrs 0 mins		

**Grand Total: 37 hrs**

**Budget Allocation (37 hours)**

Budget #	Earning Type	Allocation
1490611S20AZ01	(HRV) HOURLY	0.00
1451631UACAZ01	(HRV) HOURLY	0.00
1480631N6SAZ01	(HRV) HOURLY	37.00