

TLR GENERAL INFORMATION

The Time and Leave Reporting (TLR) system is an electronic time recording system that is designed for use by both overtime eligible and overtime ineligible college employees. Most classified, part-time hourly/temporary and student/work-study employees are overtime eligible and must record all hours worked in TLR. Administrators, Exempt and Full Time/Adjunct Faculty also use TLR to report the leave time they have taken.

Leave Time Request

Check with the department supervisor to determine how time off is to be requested. Payroll suggests an email request to the supervisor for authorization.

Submissions Dates

You must submit TLR timesheets twice a month on the 15th and last day of the month. If those days fall on a regular day off or a weekend, you must submit your timesheets on your last working date before the due date.

Late Submissions

Failure to submit a timesheet to your supervisor and/or to Payroll can cause a delay in receiving a paycheck. Payroll will process and pay late timesheets on the next pay cycle.

Timesheet Status

If the status of the timesheet is....	This means....
"In Process"	The timesheet was not submitted to the supervisor and is still in process by the employee.
"Awaiting Supervisor Approval"	The timesheet is ready for the supervisor's review, but wasn't submitted to Payroll.
"Sent to Payroll"	The supervisor has approved and submitted the timesheet to Payroll
"Processed by Payroll"	Payroll has processed the timesheet.

Responsibility

Employee:

Primary responsibility for accurately recording time belongs to the individual employee. You have the responsibility to ensure you record your time correctly, reflecting proper labor charges, work time and absences, etc. You also have the responsibility to submit your timesheet by the due dates. By submitting your timesheet electronically, you are certifying that the timesheet accurately reflects how your time was spent during the week.

Supervisor:

Supervisors play a critical role on TLR. The primary supervisor shares responsibility with the employee to ensure timesheet accuracy. Alternate supervisors function as backup approvers if the primary supervisor isn't available. By submitting the timesheet electronically, the supervisor is certifying that the timesheet accurately reflects the number of hours the employee worked.

Specifically, supervisors must:

- Know where to find the budget number used to segregate time charges for their employees.
- Train and ensure all employees under their supervision understand proper time reporting procedures.
- Review the timesheets to ensure all employees under their supervision have the correct budget number, department and that the correct alternate supervisors are listed for each work assignment.
- Approve the timesheet by submitting it to Payroll, which certifies that the timesheet accurately reflects the number of hours and leave the employee reported.

Questions?

Contact Payroll at payroll@bates.ctc.edu 253-680-7118 or 253-680-7128