

PeopleSoft Online Time Entry Approval for Managers

1. Login to Peoplesoft... the following link will get you there whether you are on or off campus: <http://tconline.trincoll.edu>
2. Navigate to the following link:
Manager Self-Service->Time Management->Approve Time and Exceptions->Reported Time
 (as a supervisor, you will receive an e-mail when an employee that reports to you has completed a timesheet, this link will only work from on campus or if connected to Trinity's VPN). All employees that you supervise (and have reported time) will be listed on this page. This page will default to the **current** day.

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

View By: Show Schedule Information
 Date:

Expand to view Instructions

Please click on the employee's name below to review and approve their reported time. If your employee does not appear below, please click "previous week" above, to view a prior pay period.

Employees For Mary Parducci, Time Needing Approval From 04/28/2014 - 05/04/2014 Personalize | Find | 1 of 1 | Last

Name	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Supervisor ID	North American Paygroup
Susan Specht	36.50	36.50	0.00		0.00	0.00	1000344	0	1000379	S35

[Manager Self Service](#)

[Time Management](#)

[Report Time](#)

3. If the Pay period has passed, click on **Previous Week** as shown in the screenshot above. Click on the employee's name to view full pay period details. Employee will be displayed as shown below.

Timesheet

[Susan Specht](#)

Job Title: Accounting

Employee ID: 1000344

Empl Record: 0

*View By:
 *Date:

From Monday 04/21/2014 to Sunday 05/04/2014

Mon 4/21	Tue 4/22	Wed 4/23	Thu 4/24	Fri 4/25	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Total Hours	Time Reporting Code
	7.00	3.50					7.00	7.00	7.00	7.00	7.00			45.50	REG - Regular Pay Staff
7.00														7.00	SFS - Sick Family - Staff
	1.50						1.00	0.50						3.00	STR - Straight Time Over 35
		3.50	7.00	7.00										17.50	VAS - Vacation Pay Staff

Reported Time Status

Select	Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
<input type="checkbox"/>	04/21/2014	Needs Approval	Approval Monitor	7.00	SFS Sick Family - Staff	
<input type="checkbox"/>	04/22/2014	Needs Approval	Approval Monitor	7.00	REG Regular Pay Staff	
<input type="checkbox"/>	04/22/2014	Needs Approval	Approval Monitor	1.50	STR Straight Time Over 35 Hrs	
<input type="checkbox"/>	04/23/2014	Needs Approval	Approval Monitor	3.50	REG Regular Pay Staff	

4. **BE SURE THAT THE FULL TWO WEEK PAY PERIOD IS DISPLAYED** by making sure "Calendar Period" is selected in the "View By" field and the Date is the first date of the pay period (highlighted above).
5. To approve **ALL** time, click on "Select All" and the "Approve" button. When you are prompted with "Are you sure you want to approved the time selected, click on "Yes". Click on "OK" when you receive the Approve Confirmation. The employee will receive an email at this point stating that the time has been approved.