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.

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.

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.