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Introduction
The Time and Leave Reporting (TLR) application is available to all full-time employees. TLR streamlines the process of reporting time, including the reporting of positive time (for Classified employees) and the approval process for exceptions to employees’ work schedules.

Features in TLR include: the ability to enter work schedules (for overtime-eligible employees only), submit a timesheet, review past timesheets, and view leave balances.

Login and Home Page
Clip and paste or type the following address into your web browser: https://tlr.highline.edu/

Logon credentials required for TLR are employee System Identifier (SID) and Personal Identification Number (PIN) (Figure 1). If assistance with credentials is required, please contact the Payroll Office. Note, when entering a SID and PIN use digits (numbers) only.

Figure 1 - Login Page
After logging in, users will be taken to the Home page of the application (Figure 2).

Figure 2 – TLR Home Page

The Home page is where employees are able to create new leave sheets and also see the list of their active leave sheets (those that have not been processed by payroll).

Creating a Leave Sheet **(As an Exempt employee you will only create and submit a timesheet when you have taken leave within that pay period)**

To create a leave sheet, on the Home page (Refer to the “Create New Timesheet” section in Figure 2):

- Select a job for which you are submitting a leave sheet (if you have only one job in the list it will already be selected).
- Select the current pay period only.
- Click the “Create Timesheet” button.
Once the “Create Timesheet” button is clicked you will be redirected to the timesheet page (Figure 4).

**Editing a Timesheet**

Figure 3 – Timesheet Page
Adding entries to a timesheet and editing existing entries

To add a new entry to a timesheet:

1. Select the day from the “Date” dropdown list.
2. Select a type of entry from the “Entry Type” dropdown list (“V – Vacation”, “S – Sick”, etc.).
3. Enter the duration in the “Duration” text box.

![Add Entry Interface]

Editing and deleting leave sheet entries

To edit a timesheet entry:

1. Click on the entry in the calendar (ex: “S – 8”) you want to edit. Details of the entry will be displayed above the timesheet.
2. Update the information using the same interface described in the “Add Entry” section.
3. Click the “Update” button.

![Add Entry Interface]

To delete a timesheet entry:

1. Click on the entry in the calendar you want to delete. Details of the entry will be displayed above the timesheet.
2. Click the “Delete” button.- No Leave to Submit
Adding, editing, and deleting timesheet remarks

The employee, supervisor and payroll personnel can add one or more remarks to timesheets.

To add a remark:

1. Click the “Add Remark” button (refer to Figure 4).
2. Enter remark text.
3. Click the “Save Remark” button.

The remark will be displayed directly below the timesheet:

To edit a remark:

1. Click the “Edit” link next to the remark.
2. Make the necessary changes.
3. Click the “Save Remark” button.

To delete a remark:

1. Click the “Delete” link next to the remark.
2. Confirm the deletion by clicking “Ok” in the pop-up prompt.

Submitting a Leave Sheet

When you complete your leave sheet you can submit it to your supervisor for approval by clicking the “Submit Timesheet” button towards the bottom of the Leave sheet page. Unless rejected back to the employee, once leave sheets are submitted they cannot be modified or deleted.
Deleting a Leave Sheet

You can delete a timesheet that you have created by clicking the “Delete Timesheet” button towards the bottom of the Leave Sheet page. Only Leave Sheets with the status “In Process” can be deleted.

Approval and Rejection of Time or Leave Sheets:

A supervisor may either "approve" a Time/Leave sheet, which will send it to Payroll for processing, or he/she can choose to "reject" it, sending it back to the employee for revision. If a supervisor chooses to reject the Time/Leave sheet they must first enter a comment (their reason for rejecting the sheet) in the Comment Box to the right of the Approve and Reject buttons.
Leave Sheet Status

The status of your active Leave Sheet(s) can be viewed on the home page under the “My Active Timesheets” section (Figure 5). Leave Sheets are considered “Active” until processed by Payroll.

Figure 4 - Timesheet Status
**Leave Sheet History**

The Timesheet History page allows all employees to search through previously created and submitted Leave Sheets. To review Leave Sheet history, click on the “Timesheet History” link in the navigation pane (Figure 6). By default, you will see the five latest Leave Sheets; they can also be searched by start and end date. To specify dates for a search, type dates directly into the Start/End Date textboxes or click on the calendar icons to the right of the textboxes and select the appropriate dates. When finished entering dates, click on the “Search” button to run the search. Results will be displayed below the “Search” button.

**Figure 5 – Leave Sheet History Page**
Leave Balance

Employees can view Leave Balance information by clicking on the “Leave Balance” link in the navigation pane. The Leave Balance page (Figure 7) is shown below.

Figure 6 - Leave Balance Page
Timesheet Action Log:

Whenever you perform an action in this Time and Leave Reporting system (TLR), the date and time of that action is recorded, and can be viewed at the bottom of each timesheet, directly below the Remarks box. The Action Log will display a timesheet's creation, submission, any rejection, the supervisor's final approval, and the last and most important step - the processing by Payroll!