Time Processing System (TPS)

Instructions for Student Workers, Workstudy Students and University Assistants
**Introduction to the Time Processing System (TPS)**

The Time Processing System (TPS) is a web-based time approval system, which utilizes e-mail as the primary means of communication between you, the employee, and your supervisor as well as the time sheet submittal process. It allows you to track your hours worked for the pay period rather than clocking in and out each day. It is very important that you keep accurate records of daily hours worked and submit your time sheet by the due date in order to get paid for the pay period. **Your time sheet must be submitted by midnight on the last day of the pay period AND your supervisor must approve your time sheet by noon on the Monday following the last day of the pay period in order to be paid on time.**

TPS is accessed through the main page of CentralPipeline. As a student worker, work study employee, or university assistant, you **MUST** access your CentralPipeline account and, if you are a student or work study employee you need to specify what e-mail address TPS should use. Instructions for activating your CentralPipeline account and specifying your preferred e-mail address are provided in a separate document (see your Supervisor or locate the documentation online at [http://www.finance.ccsu.edu/payroll/web.html](http://www.finance.ccsu.edu/payroll/web.html)).

You will receive an e-mail from the TPS Administrator containing your TPS username and password. The first time you log into TPS with this username and password, you will be prompted to change your password. Your new password must be 7 to 10 characters long – it can contain a combination of letters and numbers, but it CANNOT contain spaces (**Note: passwords are case-sensitive**).

**Accessing TPS**

To access TPS:

1. Open your web browser (Internet Explorer is recommended)
2. Navigate to the CentralPipeline homepage at [http://pipeline.ccsu.edu](http://pipeline.ccsu.edu)
3. Enter your campus network account username and password in the Secured Access Login area, then click on OK
4. From the My Pipeline page (the main CentralPipeline page), click on the Student/UA Time Processing System link located under Employee Web Applications (**Note: if you do not have the link to the Student/UA Time Processing System, you will need to update your “roles” in CentralPipeline so that the system is aware that you are now an employee. To update your “roles”, click on the School Services tab, click on the WebCentral – Banner Web link, then click on either the Student Services menu or the Employee menu. Once you actually go into one of those menus, your “roles” will be updated and you will now have the TPS link on the My Pipeline page).
5. When prompted, enter your TPS username and password
The first time you log in to the system you will be prompted to change your password. Enter a new password in both the New Password and the Confirm Password fields, then click on the Submit button. You will receive a notice stating that your new password will be active the next time you log on (Note: your new password may take up to 15 minutes to become active).

b. After changing your password, you will receive a Password Changed confirmation screen. Click on the word “here” to go to the TPS home page.

6. After logging in (and changing your password if necessary) you will be brought to the TPS Main Menu

Creating a New Time Sheet for the Pay Period
To create a new time sheet in TPS:
1. From the TPS Main Menu, click on either of the New Time Sheet links
2. Select the Pay Period ending date from the End Date drop-down menu, then click on Continue
3. In the Hours column, enter the total number of hours worked for each day. For partial hours use the following:
   
   
   .25 = 15 Minutes
   .50 = 30 Minutes
   .75 = 45 Minutes

   The system will only let you enter a maximum of 10 hours per day and will not let you exceed the total number of hours allowed for the pay period. If you worked more than 10 hours on a particular day, you must enter your time as 10 hours and enter a comment for your supervisor with the total number of hours worked for the day.

   Do not leave the total number of hours blank – if you did not work on a particular day, leave the total number of hours at 0.
4. In the Comments field, enter any comments that you would like to send to your supervisor regarding the hours worked for the pay period.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Date</th>
<th>Hours</th>
<th>Code</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRI</td>
<td>07/26</td>
<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
<td>SAT</td>
<td>07/26</td>
<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
<td>SUN</td>
<td>07/27</td>
<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
<td>MON</td>
<td>07/28</td>
<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>07/29</td>
<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
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<td>REG</td>
<td></td>
</tr>
<tr>
<td>THU</td>
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<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
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<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>SUN</td>
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<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
<td>MON</td>
<td>08/04</td>
<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>08/05</td>
<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
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<td>0</td>
<td>REG</td>
<td></td>
</tr>
<tr>
<td>THU</td>
<td>08/07</td>
<td>0</td>
<td>REG</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
5. Click on one of the following buttons to process your time sheet:

**Save As Draft** – to save what you have entered on the time sheet so far. Allows you to edit the time sheet at any time during the pay period before you actually submit it to your supervisor.

**Submit** – to submit your **FINAL** time sheet to your supervisor. Once you have submitted your time sheet, you cannot make any changes to it. Do not submit your time sheet until the end of the pay period (or the last day you are working for the pay period).

**Delete this Time Sheet** – to delete the time sheet completely (this cannot be undone). You will be able to complete a new time sheet for this pay period if necessary.

6. Once you have processed your time sheet, you will see a verification screen. From the verification screen, you can either click on the Return to the Main Menu link to return to the TPS Main Menu (you will need to log in again) or you can close your web browser to log out of TPS. If you have submitted your time sheet, your supervisor will automatically receive an e-mail informing them that your time sheet is ready to be approved.

**Save as Draft Verification:**

TPS Save Verification

It is very important that you log out of this session when you are done. To do so, you must completely by clicking on the [X] at the top right hand side of the computer screen. Please to another web page DOES NOT log you out.

Thank you Kristin M Waltz, your Time Sheet draft has been saved as requested.

**Submit Verification:**

Thank you Kristin M Waltz, this document has been Submitted as requested.

Submitted on 8/20/2003 at 2:25:46 PM by Kristin M Waltz on the Web
E-Mail sent to Tina-Marie Rivera requesting approval.

Return to the Main Menu
TPS Main Menu
The TPS Main Menu contains a listing of time sheets that you have submitted or have saved as a draft. If the time sheet was saved as a draft, the status will read “Draft” and you may continue processing it at any time during the pay period. If the time sheet has been submitted, the status will read “Pending” and you may retrieve it to see what you submitted, but you cannot make any edits to it. If the time sheet has been approved by your supervisor, the status will read “Approved” and you may retrieve it to see what the supervisor approved. To retrieve a time sheet, click on the Time Sheet link next to the time sheet you would like to retrieve.

Submitted Time sheets
Once you submit your time sheet to your supervisor, they will automatically receive an e-mail informing them that your time sheet is ready for approval. If there are any changes that need to be made to your time sheet, your supervisor will make the necessary changes and you will receive an e-mail notifying you of the changes that were made.

Logging out of TPS
To log out of TPS, you must close your web browser window. It is very important that you close out of the web browser when you are done using TPS because navigating to another web site does not log you out of the system.