Time Processing System (TPS)

Instructions for Supervisors
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 supervisor, and your employees as well as the time sheet submittal process. It allows your employees to track their hours worked for the pay period rather than clocking in and out each day. Supervisors will be responsible for editing their employees’ time, therefore it is very important that you are aware of the number of hours your employees actually worked each pay period. **All time sheets must be approved by noon on the Monday following the end of a pay period.**

TPS is accessed through the main page of CentralPipeline, under the Employee Services menu. As a supervisor, you **MUST** be able to access your CentralPipeline account.

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
5. When prompted, enter your TPS username and password
   a. 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
Employee Time Sheets
When the employee submits a time sheet using TPS, you, the supervisor, will receive a notification e-mail message that the employee has submitted a time sheet for your review and approval. You may click on the link in the message to log in to TPS and view this employee’s time sheet.

To view all of your pending time sheets after logging in to TPS:
1. From the TPS Main Menu, click on the Supervisory Processing link.
   - It is very important that you log out of this session when you are done. To do this, you must close this window completely by clicking on the [x] at the top right corner of the computer screen. Please note that switching to another web page does NOT log you out.

2. The list of time sheets pending approval is now displayed.
   - It is very important that you log out of this session when you are done. To do this, you must close this window completely by clicking on the [x] at the top right corner of the computer screen. Please note that switching to another web page does NOT log you out.
Approving Time Sheets

To approve an employee’s time sheet:

1. If you are viewing the list of pending time sheets, click on the employee’s name from the list of those pending approval (or click on the link from the e-mail message you received).

2. The employee’s time sheet is now displayed. Review the submitted time.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRI</td>
<td>08/18</td>
<td>6.00</td>
</tr>
<tr>
<td>SAT</td>
<td>08/19</td>
<td>0.00</td>
</tr>
<tr>
<td>SUN</td>
<td>08/20</td>
<td>0.00</td>
</tr>
</tbody>
</table>

3. Scroll down to the bottom of the time sheet, then click on the Approve button to approve the time sheet as is (Note: Use the Cancel button to close the time sheet you are viewing without taking any action and return to the pending approval list).

4. You will receive an approval notification screen - you may now close the browser window to exit TPS or click on the Return to Supervisor Menu link to return to the main TPS menu. If you need to make changes once the time sheet has been approved, please refer to the instructions under Reprocessing on page 6.
Editing Time Sheets
To edit an employee’s time sheet:

1. If you are viewing the list of pending time sheets, click on the employee’s name from the list of those pending approval (or click on the link from the e-mail message you received).

2. The employee’s time sheet is now displayed. Review the submitted time.

3. Scroll down to the bottom of the time sheet, then click on Return and Notify (Note: Use the Cancel button to close the time sheet you are viewing without taking any action and return to the pending approval list; Do not use the Return Only button for any reason).

4. You will be presented with a pop-up box to enter comments – enter comments about the changes you are making, then click on OK (Note: If you click on the Cancel button, this will only cancel the comments, it does not cancel the return action). The student will receive an email containing your comments.

5. You will receive a confirmation screen, click on the All Docs by Employees link to continue.

6. Click on the arrow next to the employee’s name, then click on the time sheet to edit (the time sheet status will read “Withheld”).
7. Make the necessary adjustments to the time sheet

8. Scroll down to the bottom of the time sheet, then click on the Submit button

9. You will receive a confirmation screen, click on the All Docs by Employee link to continue

10. Click on the arrow next to the employee’s name, then click on the time sheet to edit (the time sheet status will read “Pending”)

11. Scroll down to the bottom of the time sheet, then click on the Approve button. You will receive an approval confirmation screen.
Reprocessing
You may use the Reprocessing option to edit a time sheet after it has been approved by you. This option is only used to add hours to the employee’s time sheet after it has been submitted, it cannot be used for subtracting hours from the time sheet (if you need to subtract hours from the employee’s time sheet, please contact Doreen Revoir). Please note that a time sheet can only be reprocessed one time. To reprocess a time sheet:

1. From the TPS Main Menu, click on the Supervisory Processing link
2. Click on the All Docs by Employee link
3. Click on the arrow next to the employee’s name, then click on the time sheet to edit (the status will read “Approved”)

4. Click on Reprocess Time sheet link located at the top of the time sheet

5. Make the necessary adjustments (reprocessing is only used for adding hours, not for subtracting hours). You must resubmit the time sheet for the total number of hours for the pay period, not just the additional hours.
6. Scroll down to the bottom of the time sheet and click on the Approve button
7. You will receive a confirmation screen. You may click on the Return to the Supervisor Menu link to return to the menu or close your browser window to exit TPS

Submitting a Time Sheet for an Employee
If you have an employee who is unable to submit a time sheet for a pay period, you may submit a time sheet for them. To submit a time sheet for an employee:
1. From the TPS Main Menu, click on either of the New Time Sheet links
2. Click on the down arrow next to End Date and choose the pay period end date
3. Click on the down arrow next to name and click on the employee’s name
4. Click on the Continue button
5. You will receive a blank time sheet for the employee. Enter the employee’s hours on the time sheet, then click on Submit
6. You will receive a confirmation screen. Click on the Return to the Main Menu link to go to the main menu, then follow the instructions under “Approving Time sheets” to approve the time sheet you submitted for the employee

Supervisory Processing Menu
The Supervisory Processing menu contains links to a variety of ways to view employee time sheets:
- Show Pending Approvals – to view a list of time sheets pending approval
- All Docs by Employee – to view a list of your employees and all of their documents that have been submitted and approved
- Time Sheets by Pay Period – to view a list of time sheets by pay period
- Reprocessed – to view a list of time sheets that have been reprocessed (changed after initial approval and resubmitted)

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.