TCP EMPLOYEE PORTAL

Instructions for ECPs, Non-Teaching Instructional Staff (HEOs, FT CLTs, & Librarians) & Classified Managerial

This training manual will show employees how to access the new TCP Timekeeping System to enter exception time (any time off), review up to date leave balances, and submit leave requests.

Logging into TCP Employee Portal

1. Navigate to the Hostos Single Sign On located on the Hostos website [https://www.hostos.cuny.edu/sso](https://www.hostos.cuny.edu/sso) and click on “Employee Portal”

2. When you first log in, you will see your Dashboard.
HOW TO REVIEW/APPROVE YOUR TIMESHEET

1. Click on “Manage Time Sheet.”

2. Once you click on “Manage Time Sheet,” you can see your timesheet for the bi-weekly pay period prior to submitting. Pre-approved leave requests will already be included on your timesheet. If the timesheet is accurate and includes any and all absences that you incurred in the week, then you are ready to approve by clicking “approve week” then move to the second week in the pay period and do the same.
HOW TO MAKE CHANGES/ENTER ADDITIONAL UNEXPECTED ABSENCES

1. If you incurred any additional unexpected absences during the week such as lateness, leaving early, or full day absences after a call out, you must enter these absences in your timesheet. You also have the ability to add notes if needed. Once the timesheet reflects all absences, click “approve week.” See instructions below:

2. To enter additional unexpected absences such as unexpected call outs, follow the steps below:
   - Select “edit”, change the job code to “annual leave” (for personal matters) or “sick” (for illness), click “save” and then click “accept.”

3. You must select Accept or Reject to the changes on your timesheet.
4. If you had any lateness or early departures in the pay period, you must add this information to your timesheet by doing the following: click “add” to add a row for the day. Then edit the in and out time. Click on “1 - Scheduled Hours” to change the job code into the leave code, “annual leave” if late, or for early departures change to “annual leave” or “sick (if ill).” A general reason such as personal matter, sick, family emergency can be included in the notes.

Example for Leaving Early: An employee that is scheduled to work from 9am – 5pm has a personal emergency and their supervisor authorizes a last-minute early departure at 3pm. The employee needs to add this early departure to the timesheet by adding a row with the time of 3 pm-5 pm and then designating this 2-hour absence as annual leave by changing the job code to annual leave.

1. Change the out time on the first row from 9:00 - 5:00 pm to 9:00 - 3:00 pm—see below. This time will be hours employee worked/scheduled hours.
2. Change the segment in the second row that is going to be charged to leave from 9:00-5:00 to 3:00-5:00 so that 2 hours will be charged to leave—see below.
3. Change the job code from “scheduled hours” to “annual leave.”—see below.
Example for Arriving Late: An employee that is scheduled to work from 9am – 5pm, arrived late at 10am. The employee needs to add this late arrival to the timesheet by adding a row with the time 9:00 to 10:00 am and designating as annual leave.

1. Change the time in the first row from 9:00 am - 5:00pm to 9:00 am - 10:00 am which will be the time charged to leave. Change the job code for this hour from “scheduled hours” to “annual leave.”

2. Change the segment in the second row that is going to be designated as actual hours worked/scheduled hours from 9:00-5:00 to 10:00 am-5:00 pm. The job code remains the same—scheduled hours.—see below.

5. If you made any additional entries or edits for unexpected call outs, lateness or early departures, make sure to “accept” and “approve week.” Then move to the second week in the pay period and “approve week.” Once you approve, your supervisor can review and approve on their end.
6. An approved timesheet will look like the picture shown below: all approve boxes will be checked.
How to Review Balances and Request Time Off

Navigate to the Hostos Single Sign On located on the Hostos website https://www.hostos.cuny.edu/sso and click on “Employee Portal”

Navigating My Dashboard

After you have logged into TCP, the dashboard will pop up. You will see in the top right corner your name, the date and time, and the button to Log Off.

View Accruals

The “View Accruals” feature allows you to check your current accruals/balances and forecast future balances as well in all of your leave banks including annual leave, sick leave, unscheduled holidays, etc. This will assist when you are planning and want to request a certain amount of time off for vacation or for sick leave (medical appointments).

Please note all balances are in hours. Therefore, when determining how many days you have in your leave banks, you must divide the total number of hours by your regular work day hours. For example, White Collar and PSC employees work a 35-hour week or a 7-hour day so they would divide the total number of hours in their leave bank by 7. For Blue Collar workers who work a 40-hour week which is an 8-hour day, total hours in the leave bank would be divided by 8 to determine how many days are available in their bank.
Navigating the “View Accruals” Feature

1. Access View Accruals by logging into TCP and clicking on “View” and then “Accruals” on the dashboard.
2. By default, today’s date will appear with the accrual’s balances. To view your balances for a future date, select the date on the calendar next to “select forecast date” and click on “update.” The “accrued” will show how much has accrued as of today’s date; the “accrual forecast” will indicate how many additional hours will accrue as of the forecast date and “remaining” will indicate the total number of balances you will have as of the forecast date.

How to Request Time Off and View Status of Requests in the “View Requests” Feature

The “View Requests” feature allows employees to enter leave (time off) requests. Time off requests are used when employees want to request a certain amount of time off using annual leave or unscheduled holidays for vacation (or personal days) or sick leave for medical appointments. The same feature of “View Requests” can also be used to view the status of your request to see whether it has been approved, denied, or is still pending. In addition, employees can use this feature to see a list of all their leave requests.

Navigating the “View Requests” Feature:

1. Access “View Requests” by logging into TCP and clicking on “Requests” on the dashboard.
2. By default, requests will be visible in a “Calendar view”—which is in a monthly calendar format. You can view the status of a request that you submitted (approved, denied or pending) by looking at the specific day on the calendar that you requested time off for.
3. If you would like to see a list of all of your leave requests, you may select “List tab.”
Submitting a Leave Request for Time Off

To submit a leave request for time off:

1. Once you have navigated to the “View Requests” feature by logging into TCP and clicking on “Requests” on the dashboard, you will be in a monthly calendar view.
2. Move your cursor to the day on the calendar that you want off and then click the plus sign in the top right corner. After doing this, the “Add Employee Request” box will open.
3. Select the type of leave on the left side under Templates, i.e., Annual – Full Day, Annual – Partial Day, Other Leave– Full Day (Sick Leave), Other Leave – Partial Day (Sick Leave), etc.
4. In “Date Requested” enter the start date of the leave request.
5. Enter the start time. For example, if you wanted to create a full day leave request from 9:00 AM to 5:00 PM, you would enter a start time of 9:00 AM. If you want to do a partial day leave such as 2:00 PM – 4:00 PM, you would enter a start time of 2:00 PM.
6. For Full Days, the “Hours” box will be fixed at 8:00 – 1 hour will be deducted for meal break. Only 7 hours will be charged to your leave balances. This number does not change even if your request is for more than one day.
7. For Partial Days, you can enter the number of hours if you are requesting half day, or a few hours off for that day such as 4:00 hours, 1 hour, etc. Select the number of leave days requested. For example, if you are requesting Monday 8/23/21-Wednesday 8/25/21, then you would select 3 days.

**IMPORTANT**- If your leave request spans over regular days off (Sat and Sun for most employees), you must submit multiple requests. Please see examples below:

Scenario 1: You work Monday through Friday, Saturdays and Sundays off. You are requesting leave from Wednesday, August 25, 2021 through Wednesday, September 1, 2021. In this scenario, you must enter two separate requests. The first request starting Wednesday 8/25/21 covering through Friday 8/27/21 (3 days) and a second request starting Monday 8/30/21 covering through Wednesday 9/1/21 (3 days).

Scenario 2: You are an employee with regular days off on Mondays and Tuesdays. You are requesting leave from Sunday, August 29, 2021 through Wednesday, September 8, 2021. In this example, you must submit 3 separate requests. The first request to cover Sunday 8/29/21 (1 day), the second request starting Wednesday 9/1/21 and covering through Sunday 9/5/21 (5 days), and the third request for Wednesday 9/8/21 (1 day).

**NOTE** – You must follow these instructions or the wrong days will be charged as leave and your timesheet will not be accurate.

8. Select the Leave Code to be used for this time off request (annual leave or unscheduled holiday for vacation (or personal time) and “other” which then gives you the option to select “sick” for medical appointments).
9. Click “Save.”
10. If you forgot to check your accruals and don’t have sufficient balances you will receive an error message.
Once your request is saved, it will appear as pending and is ready for your manager to approve the request.

And there you have it! —It is as simple as that. Viewing your current leave balances and submitting leave requests could not be easier!!