This training manual will show employees how to access the new TCP Timekeeping System to enter time worked and approve timesheet.

**Logging into TCP Employee Portal**

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

2. When you first log in, you will see your Dashboard.
How to enter time into TCP Employee Portal

1. Click on “Manage Time Sheet.”

2. Once you click on “Manage Time Sheet,” you can see a blank timesheet for the bi-weekly pay period prior to submitting.

3. To enter hours worked, follow the steps below: Click “add”, and a segment box will appear.
4. Enter the start time, and the number of hours worked for that day. For Example – on October 31st, I started work at 10am, and worked a total of 2 hours.
   - I change the time from 9am to 10 am,
   - Then, enter 2:00 on the box next to the time.

You must select **Accept** or **Reject** to the changes on your timesheet.
How to Approve timesheet into TCP Employee Portal

1. Once you completed entering the hours worked, make sure to “approve week.” Then move to the second week in the pay period and “approve week” then click “accept.” Once you approve, your supervisor can review and approve on their end.

2. An approved timesheet will look like the picture shown below: all approve boxes will be checked.

3. Once you are done, make sure to log off the TCP Timekeeping System.