

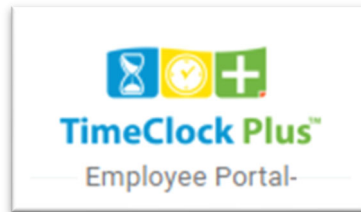
# TCP EMPLOYEE PORTAL

## NTA, Adj CLT, CET Employee Portal

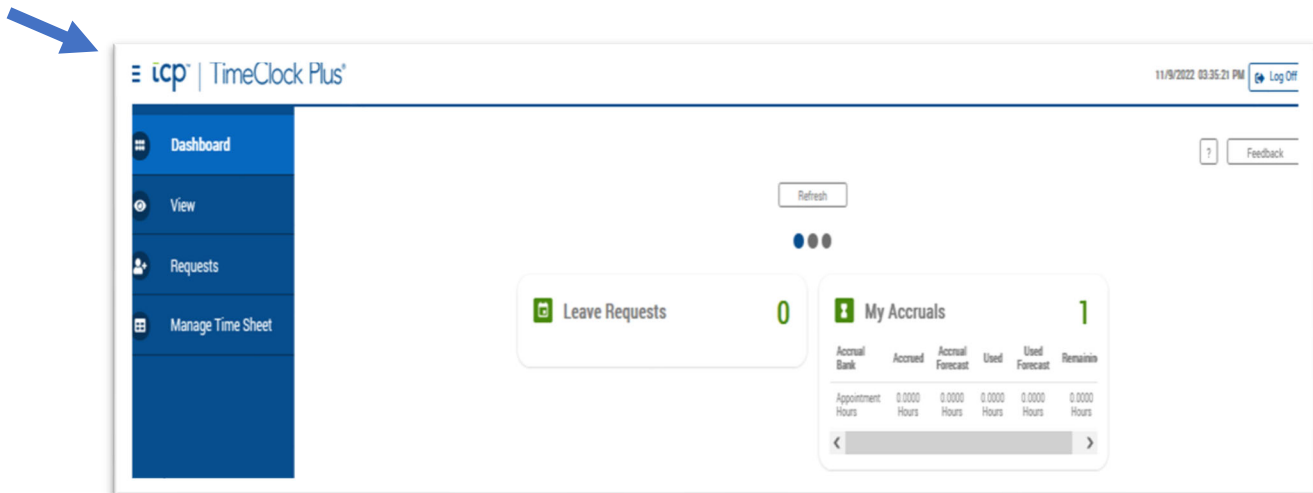
This training manual will show employees how to access the new TCP Timekeeping System to enter time worked and approve timesheet.

### 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”

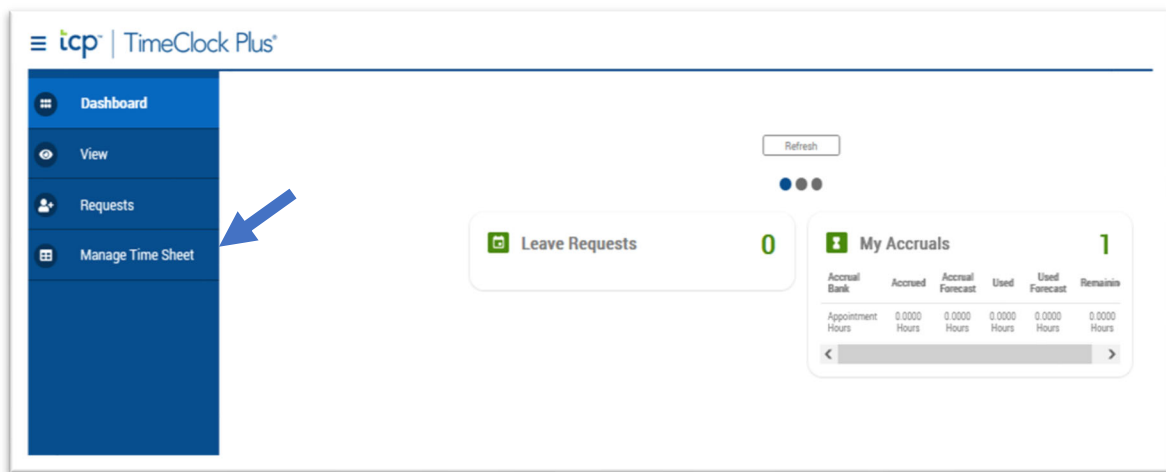


2. When you first log in, you will see your Dashboard.

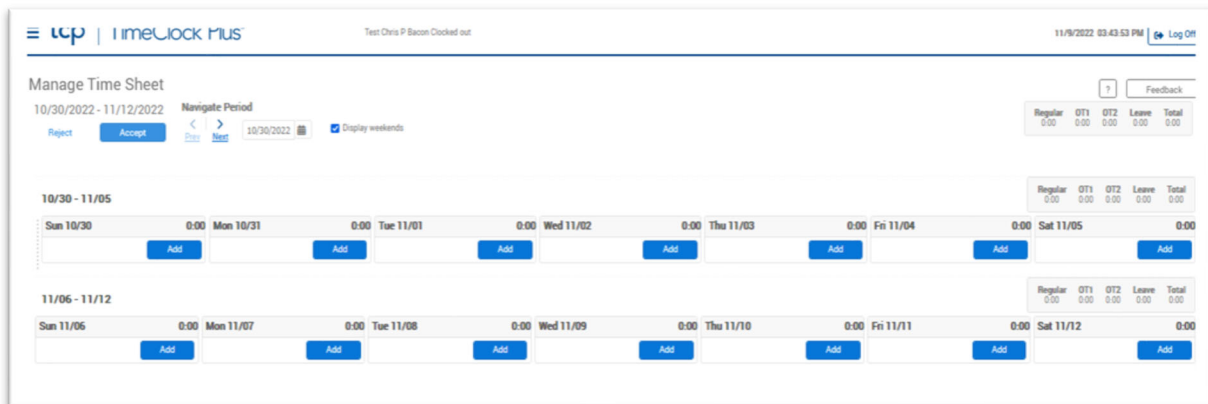


# How to enter time into TCP Employee Portal

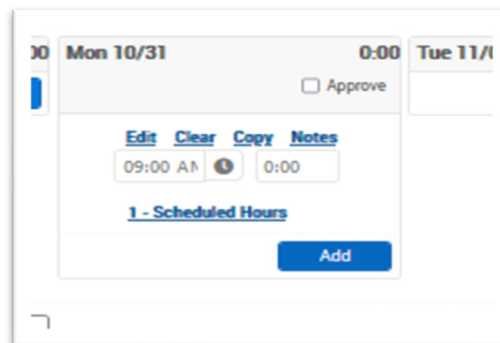
1. Click on “**Manage Time Sheet.**”



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 31<sup>st</sup>, 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.

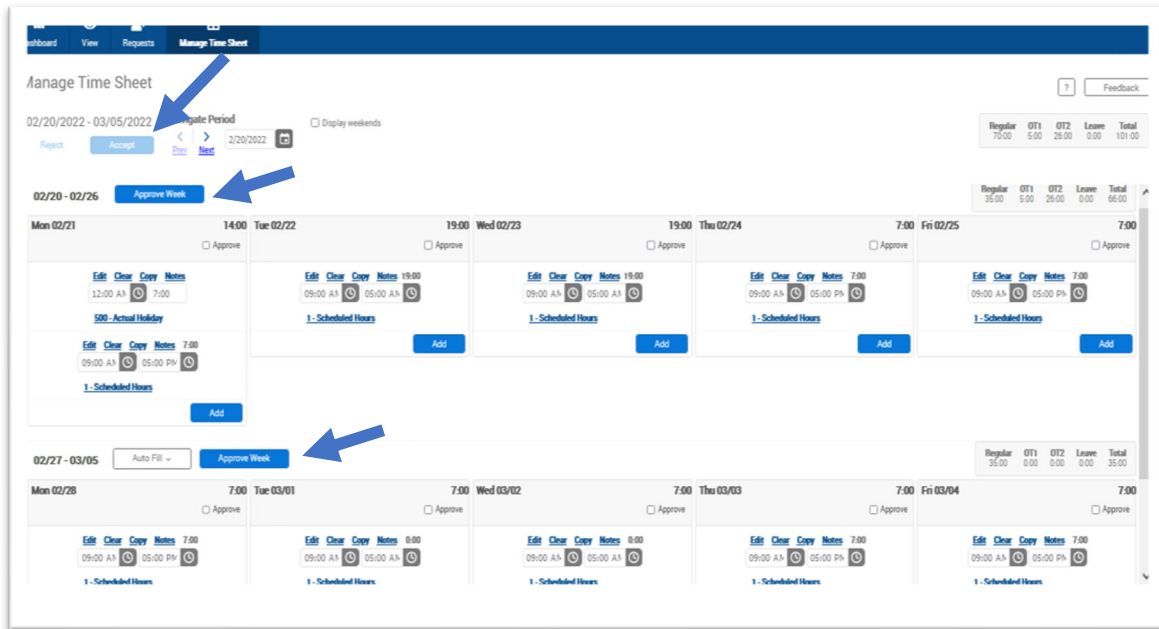
This screenshot shows a form for entering time worked on Monday, 10/31. At the top, the date 'Mon 10/31' is displayed next to a yellow box containing '2:00'. Below this is an 'Approve' checkbox. A row of links includes 'Edit', 'Clear', 'Copy', and 'Notes'. Underneath, there is a time input field showing '10:00 AM' with a clock icon, followed by another yellow box with '2:00'. Below that is a yellow box labeled '1 - Scheduled Hours' and a blue 'Add' button at the bottom.

You must select **Accept** or **Reject** to the **changes** on your timesheet.

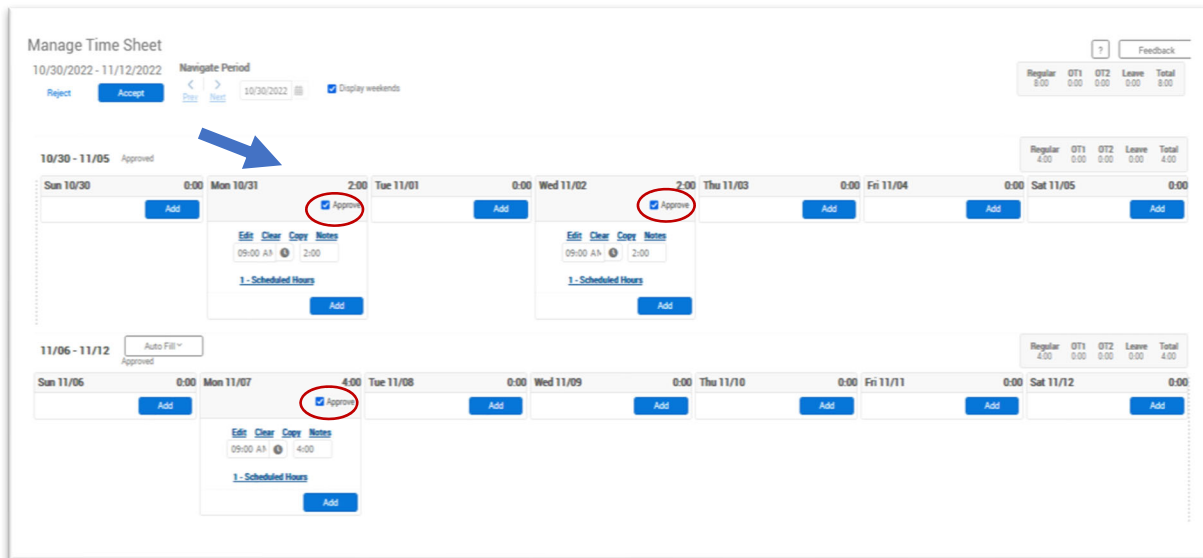
This screenshot shows the 'Manage Time Sheet' interface. At the top, it displays the period '10/30/2022 - 11/12/2022' and a 'Navigate Period' section with 'Prev' and 'Next' buttons, a date selector set to '10/30/2022', and a checked 'Display weekends' option. Below this are 'Reject' and 'Accept' buttons, with 'Accept' highlighted in yellow. A blue arrow points to the 'Accept' button. Further down, there is an 'Approve Week' button for the period '10/30 - 11/05'. The main area shows a grid for days: 'Sun 10/30' with '0:00' and an 'Add' button; 'Mon 10/31' with '2:00', an 'Approve' checkbox, and a detailed entry form (including 'Edit', 'Clear', 'Copy', 'Notes', '10:00 AM', '2:00', '1 - Scheduled Hours', and an 'Add' button); and 'Tue 11/01'.

# 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.