

Student PeopleSoft Online Time Entry

1. Log in to Peoplesoft: the following link will get you there whether you are on or off campus:
<http://tconline.trincoll.edu>
2. To enter time: **Self Service > Time Reporting > Report Time > Timesheet**

Check Dates →

Be sure the CORRECT pay period is displayed. Timesheet will open to the current date and pay period it occurs in.

If not the correct date, click on “previous period” (or enter pay period begin date in date field). Your timesheet will display by Calendar Period (Pay Period) by default. This view will show two weeks.

3. Enter hours worked for each day.

Enter the hours and the appropriate Time Reporting Codes for each day. All Codes available for your job are listed in the dropdown menu. The codes are the same as your current timesheet.

Your hours will not submit correctly without a TIME REPORTING CODE!!

Please be sure to press “Enter” on your keyboard after you have completed your time entry and before you click “Save for Later”. You must click “Save for Later” before you submit your timesheet, this will total the hours.

4. Submit or Save for Later if you are doing daily entry

Submit – Time will be sent to your supervisor

Save for Later –Time will be held until submitted, allowing you to enter time daily/weekly without submitting to your supervisor

After selecting Submit - You will receive a confirmation message



When you submit your time, your supervisor will automatically receive an e-mail notification.

When your supervisor has approved your time you will receive an e-mail notification.

****Please be sure your supervisor approves your time by the Payroll due date**