**STUDENT/HOURLY EMPLOYEE PAYROLL INFORMATION**

Timesheets must be completed electronically on Time and Leave Reporting, <https://www.shoreline.edu/TLR>, before a payroll check can be generated.

**Please Note The Following:**

1. You may not begin working until your supervisor has received the pink copy of the Payroll Document from Human Resources with the effective start date
2. Timesheets must be completed timely for each pay period
3. Timesheets are due no later than
   1. 1st of the Month – For work completed between the 16th and end of the month
   2. 16th of the Month – For work completed between the 1st and 15th of the month
4. Timesheets not submitted by the deadlines (16th or 1st of the month) will not be paid until the next pay date and will require an explanation why it is late from your supervisor to the Payroll Office

**Accessing TLR**

Time and Leave Reporting Site: <https://www.shoreline.edu/TLR>

Access with your SID and PIN numbers which will be provided to you upon your employment

**Job Information**

If you have more than one job, find the appropriate job title, supervisor, pay rate, and budget number

**Daily Time Reporting**

Pay Period

* Select current pay period
* Create timesheet

In & Out Times

* Report to the nearest quarter (.25) hour
  + If working five hours or more, employee must indicate a 30-minute (.5 hour) meal break. Meal breaks are unpaid. If taking more than a 30-minute meal break, round to the nearest .25 hour.

**Submitting and Approval**

Submit Timesheet (click on Submit Timesheet button)

* Signature authorizes information provided above as true and correct

Supervisor Approval (click on Approve Timesheet button)

* Approval authorizes information provided above as true and correct
* Once the timesheet is approved, it will be sent to payroll for processing
* If the timesheet is rejected, it will be returned to employee for editing and it must be re-submitted to supervisor for approval before it may be processed by Payroll

**Pay Day – Receiving Your Check**

* Shoreline Community College highly encourages direct deposit to save paper, printing, and postage
* Paychecks are available from the Cashier’s office (Foss Bldg – Rm 5227) on your first pay date.
* Checks not picked up are mailed the next morning to your current address.
* Direct deposit into your bank account will occur on your second pay date.
* **Report changes in address PROMPTLY by submitting your new information to both Human Resources (Admin Bldg – Rm 1012) and (if you are a student) Student Services (Foss Bldg – 2nd Floor).**
* **Lost or stolen paychecks should be reported to the Payroll office.**

*Please feel free to contact the Payroll office at anytime with questions or concerns. Thank you!*

206-546-4510