Time and Leave Reporting (TLR) is a web-based reporting application that will allow eligible faculty members (IFO and MSCF), as well as all other MnSCU employees to submit leave requests. This system will provide one location where you will submit leave slip requests, track their approvals, find your leave balances, and maintain a history of all of your time reporting.

This electronic process replaces the previous paper based system. This process does not replace the regular communication you have with your supervisor regarding your academic schedule, work time, and time off.

The below steps are provided to help you complete Time and Leave Reporting. Detailed documentation can be found at the Training and Documentation Link below.

### Accessing the Time and Leave Reporting Application

You may access the Time and Leave Reporting system through the following link: [https://webproc.mnscu.edu/trl/](https://webproc.mnscu.edu/trl/)

A Star ID is required to access the system. If you do not know your Star ID or it needs to be reactivated, you may click on **Forgot StarID?** when accessing the above link.

### Enter a leave request-

To enter a new request for time off, choose the Green **New Request** button on the Manage Requests page, then complete the following steps:

1. Choose the date or dates by clicking on them on the calendar. (Note: Only one type of leave may be requested per leave request.)
2. Choose the Leave Type from the drop down menu.
3. Enter the amount of time requested per day. (MSCF Faculty must request leave in half or full days.)
4. Enter comments in the box provided. Note: Comments are required for leave requested more than 2 pay periods in the past, or for Bereavement Leave.
5. Click on the **Submit** button.
6. Once the request is submitted, you will see it in the list of requests. New requests are highlighted in blue.
7. Click on the **icon in the More column to see additional details about the request.**

### Edit or delete an existing request for leave

To **Edit** an existing request, choose the request by clicking in the check box next to the request, then click on the Blue **Edit** button on the Manage Requests page. You may then edit the start or end time, total hours per day, or the comments.

**NOTE:** To change the leave type or date, you must delete the request and recreate it with the correct leave type and date.

To **Delete** an existing request, choose the item by clicking in the check box next to the item(s), then click on the red **Delete** button on the Manage Requests page. You will be asked to confirm that you want to delete the item(s).

### View Leave Activity

Faculty will now be able to review all current and past leave activity using the View Balances tab. (“Leave activity” is any leave-related transaction that impacts your balance, such as accrual, usage and adjustments.) Click on the More icon for each leave type to review leave activity. Leave balances and activity will be displayed for any current or previous leave eligible unclassified job at any MnSCU institutions. If there are leave balances or leave activity at multiple MnSCU institutions, they will displayed in alphabetical order.

If there has been activity within the last 12 months for a leave type it will be displayed, even though the balance may be zero.