



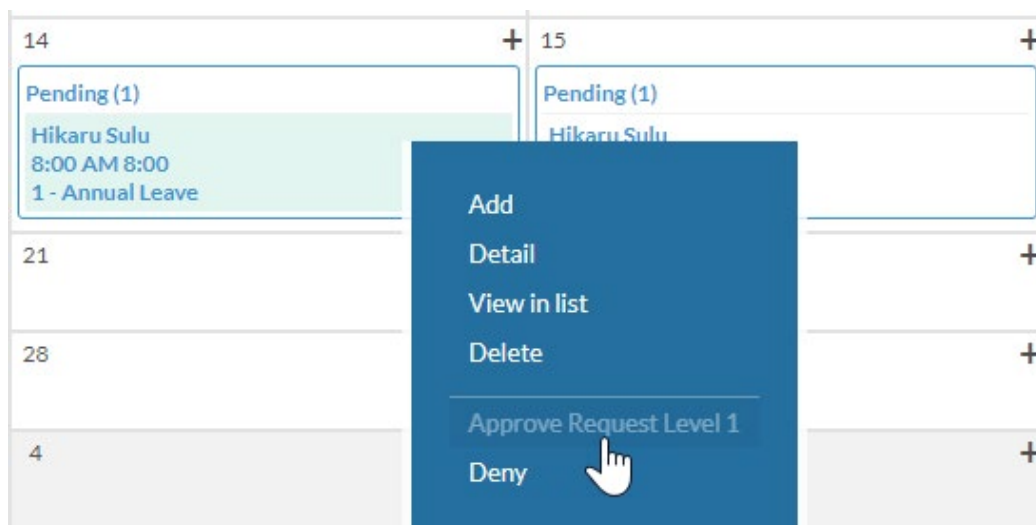
## TimeClock Plus – Making Corrections after Pay Period is Locked



After a pay period has been locked in TimeClock Plus in order to process payroll, neither the Supervisor nor Department HR role can approve or make other edits to an employee's segments in that time period. A lock icon in the Hours section indicates that the segment is in a locked period, and a red X in the manager approval column indicates that the user can no longer approve those segments.

<input type="checkbox"/>			Notes		Edited		Time In	Time Out	Hours
<input type="checkbox"/>					Y		9/8/2019 9:00 AM	9/8/2019 5:00 PM	8:00
<input type="checkbox"/>					Y		9/9/2019 9:00 AM	9/9/2019 5:00 PM	8:00
<input type="checkbox"/>					Y		9/10/2019 9:00 AM	9/10/2019 5:00 PM	8:00
<input type="checkbox"/>					Y		9/11/2019 9:00 AM	9/11/2019 5:00 PM	8:00
<input type="checkbox"/>					Y		9/12/2019 9:00 AM	9/12/2019 5:00 PM	8:00
<input type="checkbox"/>					Y		9/13/2019 9:00 AM	9/13/2019 5:00 PM	8:00
<input type="checkbox"/>					Y		9/14/2019 9:00 AM	9/14/2019 5:00 PM	8:00

Likewise, if leave requests are not approved before the pay period is closed, the Supervisor and Department HR role are unable to approve the requests.



For hourly (bi-weekly) employees, unapproved segments in a pay period will result in the employee not being paid for any time in the pay period on any assignment until the department submits a correction (see below).

For salaried (monthly) employees, unapproved segments in a pay period will result in the employee being paid their monthly salary, but any exceptions (overtime, shift differential, etc.) will not be paid until the department submits a correction.

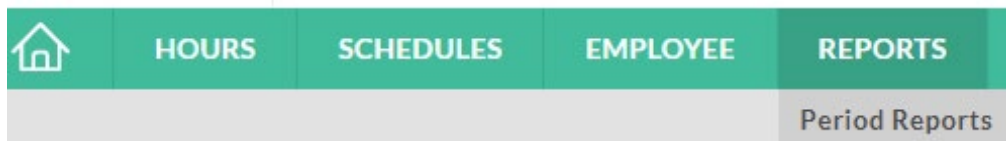
For both hourly and salaried employees, any leave taken in the pay period (approved or unapproved) will not be processed automatically if there is unapproved time worked segments in that pay period. Unprocessed leave taken will result in incorrect leave balances in both TimeClock Plus and the HR system.

## Payroll Corrections

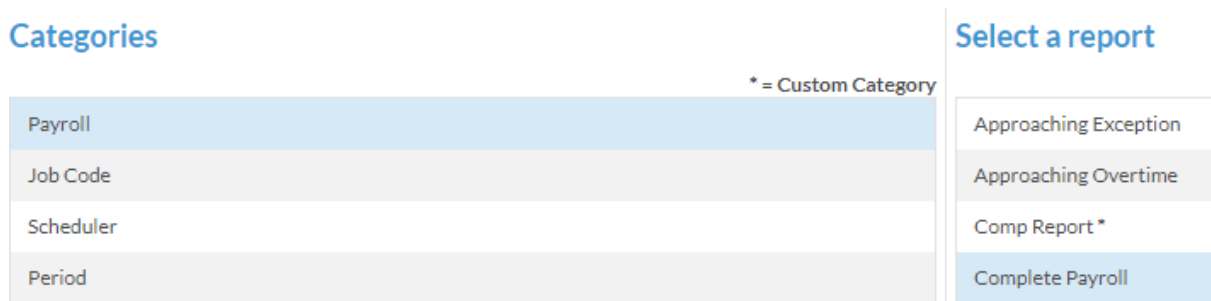
If time worked segments were unapproved or unentered in a locked pay period or if a segment needs to be corrected, the Supervisor or Department HR role should run the Complete Payroll report for the employee for the pay period. This includes any corrections involving Comp Time, even Comp Time Taken. If the employee had no time or leave recorded in the pay period, the instructions below will not generate a Complete Payroll report for them. In that case, create a table or spreadsheet of the time worked and have both the employee and supervisor or Department HR role sign it. This spreadsheet must contain the following:

- Assignment number
- A daily total of hours (not a total for the pay period)
- Start and end times of time worked (for Bi-Weekly assignments)
- Account(s) to be charged

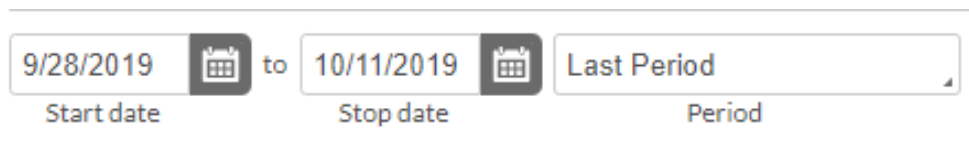
The Complete Payroll report is at Reports → Period Reports.



Choose the category Payroll, and the report Complete Payroll.



Set the time period to the full pay period (either the bi-weekly period or the full month).



Select Employee Filter.



Select the Employee ID checkbox and enter the employee's HR system employee number. If the number is unknown, click the Select button, click Deselect All, search for the employee by name, select the checkbox next to the employee's name, and click Select and then Filter.

### Employee Filter

Employee Status Pr

Employee ID

Job Code

Classification

Department

Include ▾

1-9999999999 Select

Example: 1-5 8 10-1000

Select Employees

? Feedback

Search   Active only

< Page 1 > Select All Deselect All

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Showing 1-100 records of 28692 Selected 28692 records

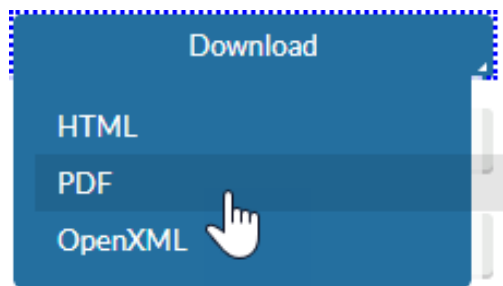
<input checked="" type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Role
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hikaru  Active only

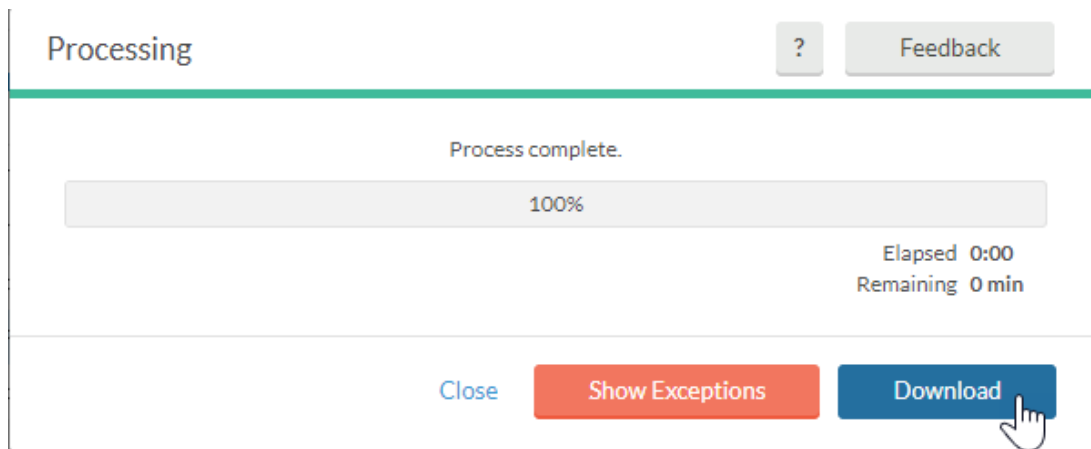
Showing 1 records of 1 Selected 1 records

<input checked="" type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Role
<input checked="" type="checkbox"/>	9999982	Hikaru	Sulu	9999982	ENTERPRISE	38	23

Then click the Download button and select PDF.



Once the report has completed, click Download.



Open and print the PDF and note all approvals and corrections by hand. If time is being added, subtracted or edited from what the employee entered or clocked, have the employee sign the form in the space provided. In all cases, either the Supervisor or Department HR role must sign the form and send it to HR Payroll, campus delivery 6004. Corrections to time worked will be reflected in the employee's following paycheck unless a special check is specifically requested by the department. For more information about requesting special checks, see <http://www.hrs.colostate.edu/payroll/special-checks.html>. Except for those related to Comp Time, corrections will not be reflected in the TimeClock Plus system.

### Leave Corrections

A Leave Change Request Form is required to update leave balances if leave was taken in a pay period in which there were unapproved leave or time worked segments. If there is unapproved or unentered annual, sick, or other leave type in a locked pay period, or if leave in a locked pay period needs to be corrected, please complete a [Leave Change Request Form](#) and submit it to HR Records, campus delivery 6004. Once processed, corrections will be reflected in both the HR system and TimeClock Plus. All Comp Time corrections, including changes to Comp Time Taken, should be processed using the Complete Payroll report, not a Leave Change Request Form.