



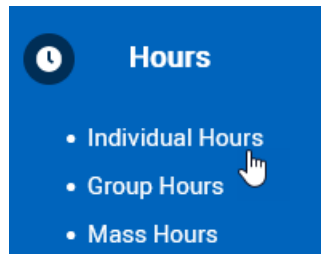
TimeClock Plus – Creating Shifts and Special Leave Segments

Accessing TimeClock Plus

- Web interface using the ‘TimeClock Plus – Manager’ link at aar.colostate.edu using NetID credentials (NetID username and password)
- **Individual Hours** allows you to add, edit, delete and review employee hours. You can tie segments together through breaks, approve segments and manage missed punches on Individual Hours.
- **Group Hours** allows you to approve segments for multiple employees at the same time. Segments can be added, edited or deleted but only one segment at a time for one employee at a time.
- **Mass Hours** allows you to add, edit, delete and process segments for multiple employees simultaneously. Caution is advised to ensure that you are adding, editing or deleting the correct segments. Once segments such as Holiday Pay are added, you will need to use Group Hours to approve the segments.

Individual Hours - Creating Shifts and Leave for Employees

- Click the **HOURS** menu option and choose **Individual Hours**



- Select the employee and click the “Add” button

Chewbacca Wookiee ▾

11/25/2023 to 2/23/2024 Open Weeks ▾ Update

Start date Stop date Period

+ Add Manage ▾ Exceptions ▾ Processing ▾ Resolve Period ▾

- Enter the **Date** and **Time in** and **Time out**; confirm the **Segment Length**

Add ?

Individual is clocked in

Time sheet entry

Missed in punch

Time in 6/17/2024 9:00 AM

Time out 6/17/2024 5:00 PM

Segment Length: 8:00

- Choose the correct **Job Code**; all Job Codes for which the employee is eligible should be available; if not, please contact Human Resources

Job Code

Project

Rate

Note

Days

- Add a descriptive Note if desired, but do not include any sensitive or protected information, such as medical details

Job Code

Project

Rate

Note

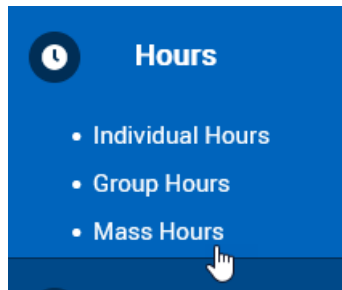
- Click the **“Save”** button
- The new shift will be unapproved, so be sure to check the box in the Manager approval column (the M with the green check mark) and click the **“Apply Changes”** button

Showing 3 records of 3

Select		M	Notes	Edited		Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Y	C	6/17/2024 9:00 AM	6/17/2024 5:00 PM	8:00	8:00	8:00	8:00	6 - Jury Duty

Mass Hours - Creating Shifts or Leave for several employees

- Click the **HOURS** menu option and choose **Mass Hours**



- The **'Select employees from list'** radio button allows you to select employees to whom you wish to apply a shift or leave segment by selecting the leftmost check box next to each employee

MASS HOURS CHANGE ☆

Select Individuals

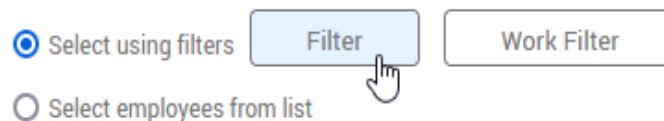
Select using filters

Select employees from list

Showing 8 records of 8 Selected 0 records

<input type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Role
<input type="checkbox"/>	9999971	Leia	Organa	9999971	REBEL ALLIANCE		10
<input type="checkbox"/>	9999972	Lando	Calrissian	9999972-4	REBEL ALLIANCE		10
<input type="checkbox"/>	9999973	Luke	Skywalker	9999973-2	REBEL ALLIANCE		21
<input type="checkbox"/>	9999974	Han	Solo	9999974	REBEL ALLIANCE		23
<input type="checkbox"/>	9999975	Chewbacca	Wookiee	9999975-3	REBEL ALLIANCE		70
<input type="checkbox"/>	9999976	C	3PO	9999976-3	REBEL ALLIANCE		50
<input type="checkbox"/>	9999977	R2	D2	9999977-2	REBEL ALLIANCE		70
<input type="checkbox"/>	9999978	Biggs	Darklighter	9999978	REBEL ALLIANCE		70

- The **'Select using filters'** radio button allows you to click the **"Filter"** button and select employees based on a variety of factors—for example, Department, Location or Schedule Group (payroll type)



- Click the **"Filter"** button in the lower right corner of the **Employee Filter** selection box once you have made all selections

Employee Filter

Employee Status Employee ID Job Code Classification Department Location Employee Role **Schedule Group** Manager Positions Provision Qualifications Hire Date Days Employed Custom Fields Summary

Include Showing 4 records of 4 Selected 1 records

- Schedule Group 1F
- << NONE >>
- BI-WEEKLY
- BOTH

0 of 1167 employees match

- Click the **“Next”** button in the upper right corner of the **Mass Hours Change** form after selecting the relevant employees



- Select the **“Add Hours”** operation

Mass Hours Change ☆

Select Operation

Employee Settings

Add Hours
Edit Hours
Delete Hours
Processing

- Click **“Next”** after selecting the operation



- The Add Hours screen will allow you to enter the type of Leave entry such as Administrative Leave or Holiday Pay. You can enter the 'Time in' and 'Time out' or select 'Time sheet entry' to enter the total number of hours. Select the 'Job Code' and add a descriptive Note if desired, but do not include any sensitive or protected information, such as medical details.

Mass Hours Change ☆

Add Hours

Segment Length: 8:00

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in 7/4/2024 9:00 AM

Hours 8:00

Job Code 14 - Holiday Pay Salaried

Project << NONE >> Select

Rate 0.00

Note 4th of July Holiday

Days 1 Custom

- Click the "Next" button after entering the segment information



- The Summary window displays the number of employees selected along with the segment information

Mass Hours Change ☆

Summary

110 employees selected

- Filter by individual's status to exclude suspended
- Filter by individual's status to exclude terminated
- Filter by employee role to include 10 Employee Roles
- Filter by schedule group to include MONTHLY

Adding hours

Source date range : 07/04/2024 9:00 AM- 07/04/2024 5:00 PM

Job Code: 14 - Holiday Pay Salaried

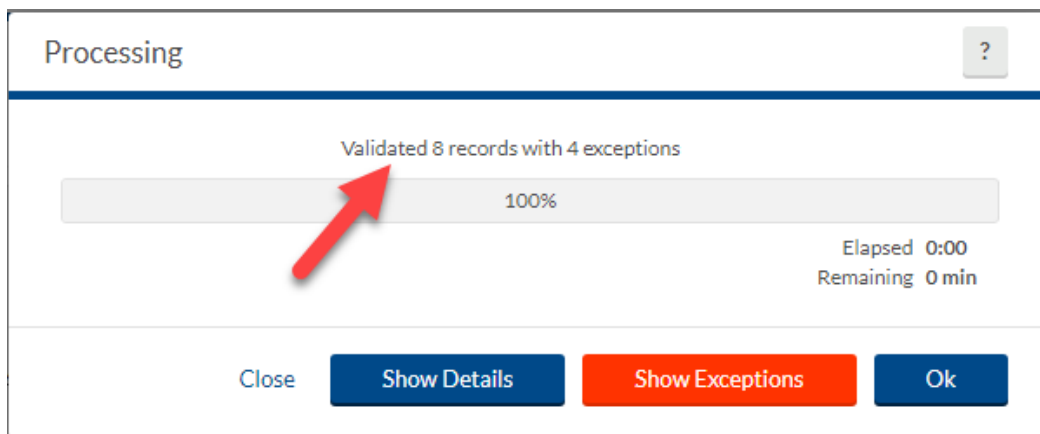
Project:

Days to repeat : 1

- Click the **“Preview”** button to review the employees that have been selected

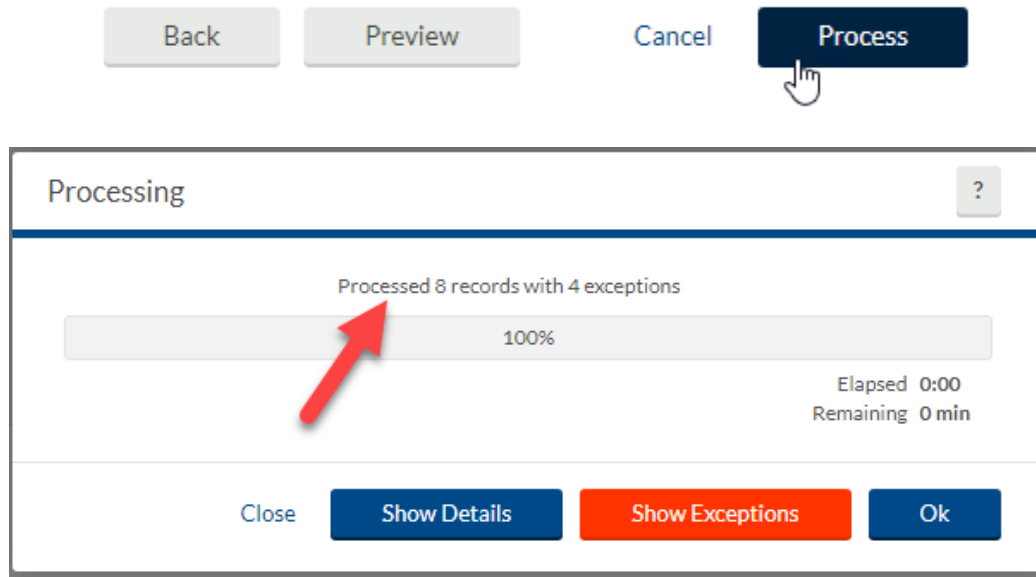


- **Previewing or reviewing the entries is recommended to ensure you have selected the correct employees**
- The Processing window will confirm the number of records and any exceptions
- Click the **“Show Details”** button to review the employee and segment information
- Click the **“Show Exceptions”** button to check for errors or segments that will not be created
- Click **“Ok”** when finished reviewing the employee and segment information



- **NOTE:** The Processing window will show **“Validated”** number of records when the **Preview button** is selected

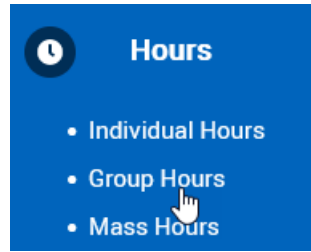
- Once you have reviewed the exceptions (if any) and employee information you can click the “**Process**” button to create the segments



- The Processing window will confirm the number of records processed and created
- **NOTE:** The Processing window will look very similar when selecting the “**Preview**” and “**Process**” buttons
- Pay special attention to whether or not you have **Processed** or **Validated** your entries
- **Pressing the “Process” button twice will create duplicate segments for each employee**
- The new shifts will still need to be approved. You will use Group Hours to approve the entries created on Mass Hours

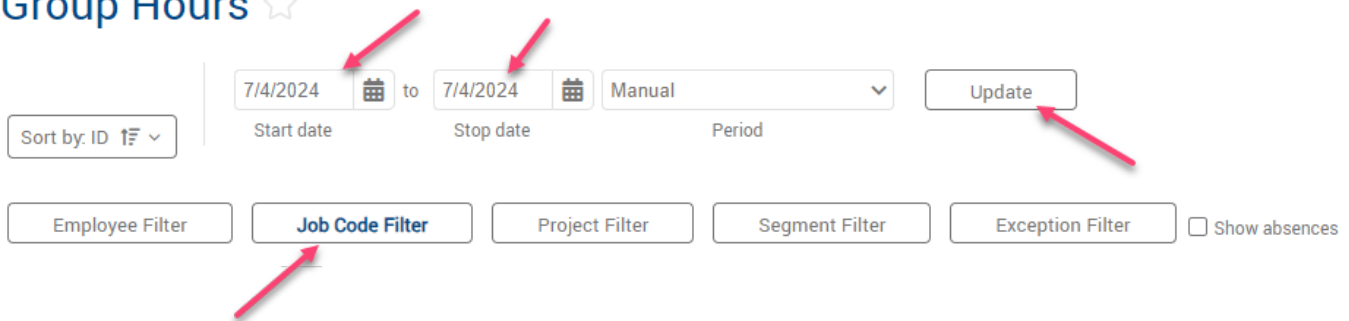
Group Hours - Approving entries for multiple employees

- Click the **HOURS** menu option and choose **Group Hours**

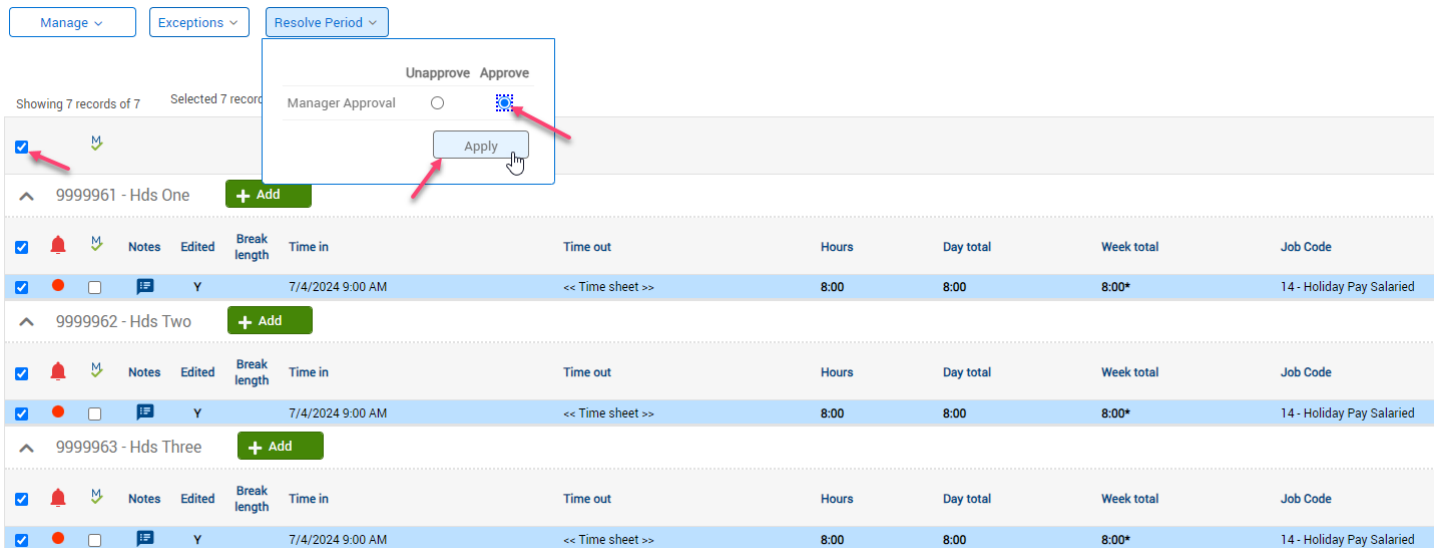


- Group Hours allows you to make selections using several filters
- You could select the date(s) and the Job Code to approve the segments that were created in the Mass Hours example above, and then click the **“Update”** button after selecting filter options

Group Hours ☆



- Verify the list of employees and segment information selected
- To approve all entries, select the **“Select All”** check box in the top left corner under the **“Manage”** button, then click the **“Resolve Period”** button, click the **Approve** radio button and then click the **“Apply”** button



- Individual segments can be approved by selecting the checkbox in the Manager approval column (the M with a green check mark) and clicking the **“Apply Changes”** button

Apply Changes Discard Changes

Showing 7 records of 7

Select	Notes	Edited	Break length	Time in	Time out	Hours	Day total	Week total	Job Code
<input checked="" type="checkbox"/>			Y	7/4/2024 9:00 AM	<< Time sheet >>	8:00	8:00	8:00*	14 - Holiday Pay Salaried


- Group Hours allows you to add an entry for an employee by clicking the “Add” button next to the employee’s name.
- To edit or delete an entry for an employee, right click the segment and select **Edit** or **Delete**

Select	Notes	Edited	Break length	Time in	Time out	Hours	Day total
<input type="checkbox"/>			Y	7/4/2024 9:00 AM	<< Time sheet >>	8:00	8:00
<input checked="" type="checkbox"/>			Y	7/5/2024 9:00 AM	<< Time sheet >>	8:00	8:00

- Edit
- Delete
- Audit Log
- View segment photos
- View Location

FMLA Entries

- FMLA job code segments should be entered with other overlapping leave segments (such as Annual Leave, Sick Leave or Leave without Pay). This may result in a warning about conflicting segments, which can be ignored.

 This segment conflicts with 1 existing segment(s) (07/01/2024 8:00 AM-07/01/2024 4:00 PM).
Do you want to continue anyway?

Cancel **Ok**

- The segments will appear in orange to indicate that they conflict. The hours will also count twice in the total number of hours calculated. This will not create Overtime or Comp Time for the employee.

Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
7/1/2024 8:00 AM	7/1/2024 4:00 PM	8:00	8:00			4 - Parental Leave
7/1/2024 8:00 AM	7/1/2024 4:00 PM	8:00	8:00	16:00	16:00	7 - FMLA

- An error message (as opposed to a warning) may appear and prevent the creation of conflicting shifts. If that occurs, click the **“Time sheet entry”** checkbox on the segment being created. This will prevent the error from occurring. In the example above, entering one of the entries (either Parental Leave or FMLA) as a Time sheet entry would eliminate the conflicting message.

Edit Segment ?

Segment Length: 8:00

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in

Hours

Job Code

Project

Rate

Note

FMLA entry was changed to a Time sheet entry with the start time and number of hours. Changing either the FMLA or Parental Leave entry to a Time sheet entry will eliminate the Conflict in TCP

Time In	Time Out	Shift	Shift Total	Day Total	Week Total	Job Code
7/1/2024 8:00 AM	<< Time sheet >>	8:00	8:00			7 - FMLA
7/1/2024 8:00 AM	7/1/2024 4:00 PM	8:00	8:00	16:00	16:00	4 - Parental Leave

Important Notes

- Be sure to following all policies for special shifts and leave types; for example, Parental Leave must be entered as a continuous block of days
- Any paper processes required for special shifts and leave types are still required; for example, forms still need to be completed for approval of Leave without Pay