



TimeClock Plus – Creating Shifts and Special Leave Segments

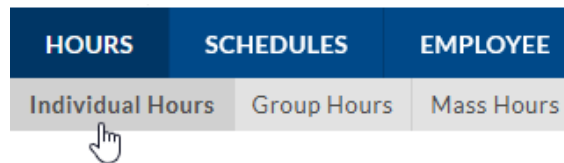


Accessing TimeClock Plus

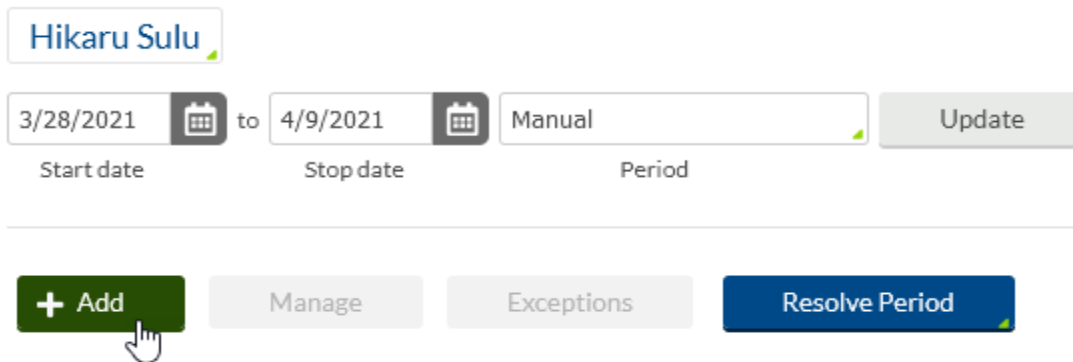
- Web interface at the “TimeClock Plus Manager” link at aar.colostate.edu using eID credentials (eName and password)
- **Individual Hours** allows you to add, edit, delete and review employee hours. You can tie segments together through breaks, approve segments and manage missed punches on Individual 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

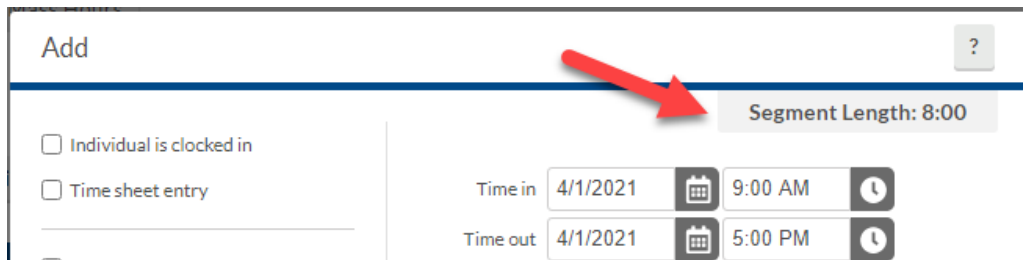
- Click the HOURS tab and choose Individuals Hours



- Select the employee and click the “Add” button



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



- 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 "Save"
- The new shift will still be unapproved, so be sure to check the box in the Manager approval column (the M with a check mark) and click "Apply Changes"

Showing 1 records of 1 Selected 0 records

| <input type="checkbox"/> | | | Notes | Edited | | Time In | Time Out | Hours | Shift Total | Day Total | Week Total | Job Code |
|--------------------------|--|--------------------------|-------|--------|--|-------------------|-------------------|-------|-------------|-----------|------------|---------------|
| <input type="checkbox"/> | | <input type="checkbox"/> | | Y | | 3/29/2021 9:00 AM | 3/29/2021 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 tab and choose Mass Hours

HOURS | **SCHEDULES** | **EMPLOYEE**

Individual Hours | Group Hours | **Mass Hours**

- The “Select employees from list” radio button allows you to check the leftmost box next to every employee to whom you wish to apply a shift or leave segment

MASS HOURS CHANGE ☆

Select Individuals

Select using filters Filter Work Filter

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, Location or Schedule Group (payroll type)
- Click “Filter” in the lower right corner of the Employee Filter selection box once you have made all selections

Select using filters Filter Work Filter

Select employees from list

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

Preview Save as Reset All

Include ▾

Showing 4 records of 4 Selected 1 records

| | |
|-------------------------------------|-----------------|
| <input type="checkbox"/> | Schedule Group↑ |
| <input type="checkbox"/> | << NONE >> |
| <input checked="" type="checkbox"/> | BI-WEEKLY |
| <input type="checkbox"/> | BOTH |
| <input type="checkbox"/> | MONTHLY |

0 of 849 employees match ↻

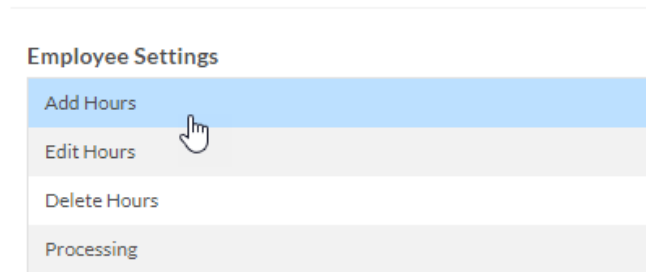
Cancel Filter

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



- Select the “Add Hours” operation

Select Operation



- 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.

Add Hours

 A screenshot of the 'Add Hours' form. On the left, there are four checkboxes: 'Individual is clocked in' (unchecked), 'Time sheet entry' (checked), 'Missed in punch' (unchecked), and 'Missed out punch' (unchecked). On the right, there are several input fields: 'Time in' (4/15/2021), '8:00 AM', 'Hours' (8:00), 'Job Code' (5 - Administrative Leave), 'Project' (<< NONE >>), 'Rate' (0.00), and 'Note' (Professional Development). A 'Segment Length: 8:00' label is at the top right. At the bottom, there is a 'Days' dropdown set to '2' and a 'Custom' button.

- Click “Next” after entering the segment information



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

Summary

8 employees selected
Selected employees from a list
Adding hours

Source date range : 04/15/2021 8:00 AM- 04/15/2021 5:00 PM
Job Code: 5 - Administrative Leave
Project:
Days to repeat : 2

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

Processing ?

Validated 8 records with 4 exceptions

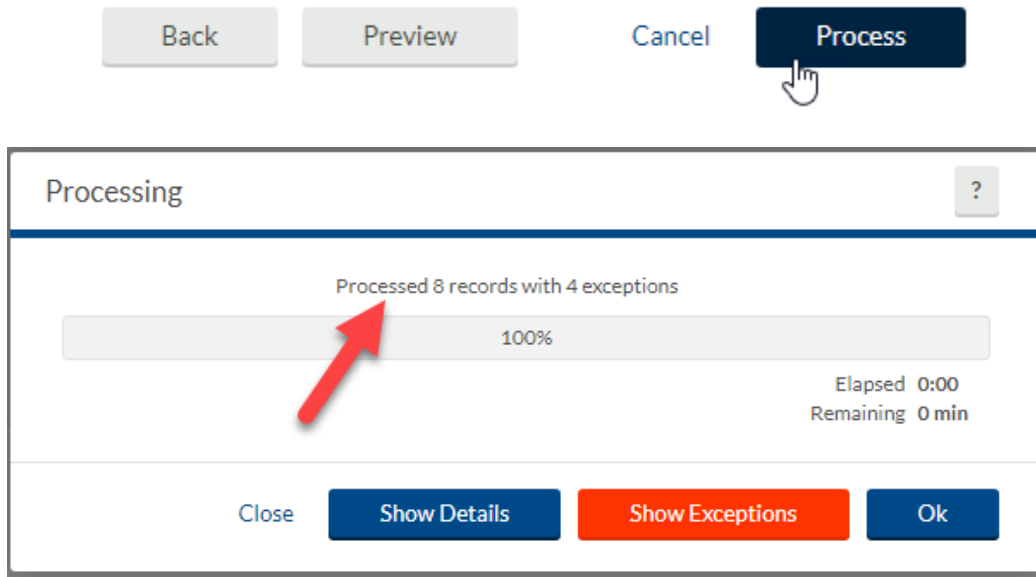
100%

Elapsed 0:00
Remaining 0 min

Close Show Details Show Exceptions Ok

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

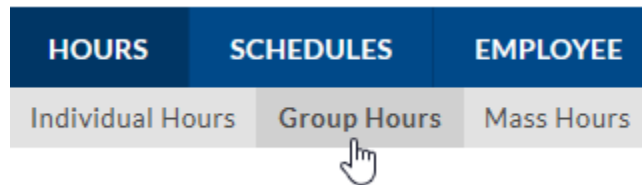
- Once you have reviewed the exceptions (if any) and employee information you can click the “Process” button to create the segments



- 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

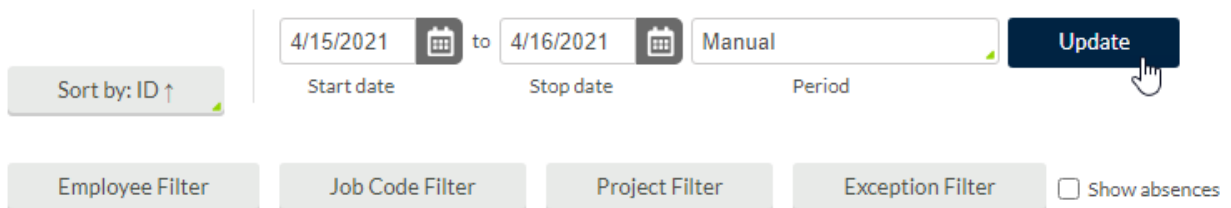
Group Hours - Approving entries for multiple employees

- Click the HOURS tab and choose Group Hours

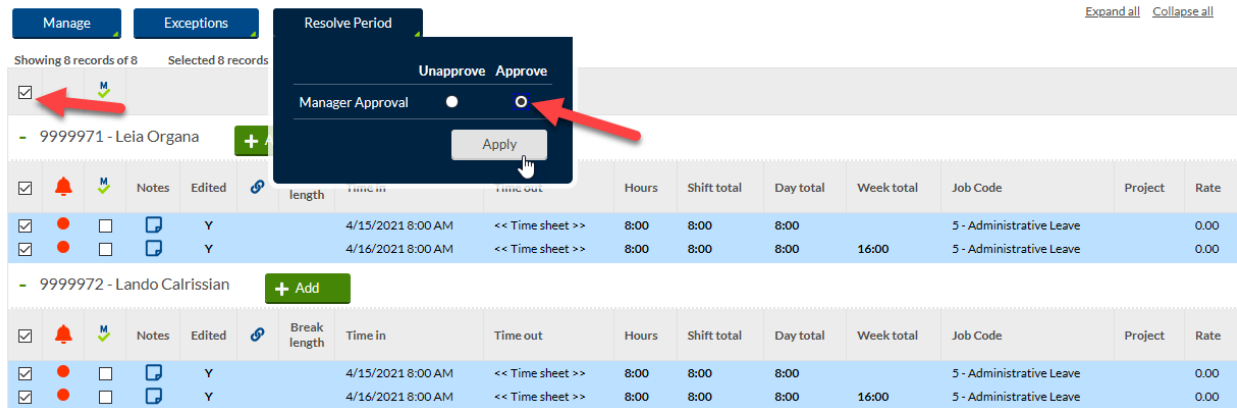


- Group Hours allows you to make selections using several filters
- You could select the date(s) and the Job Code to approve the segments that were created in the Mass Hours example above, and then click the “Update” button

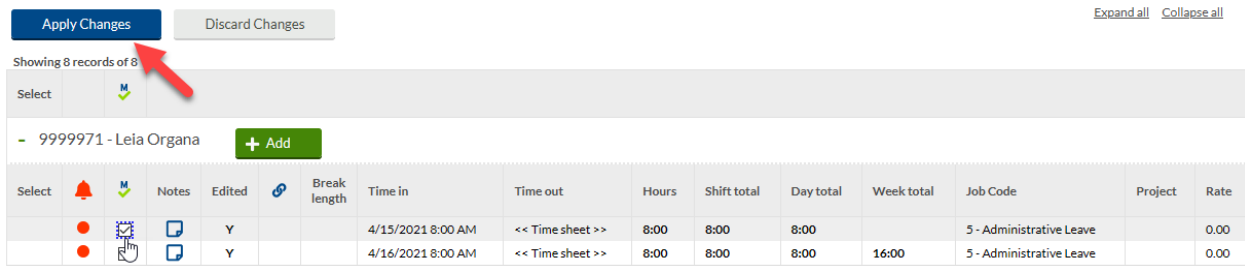
GROUP HOURS ☆



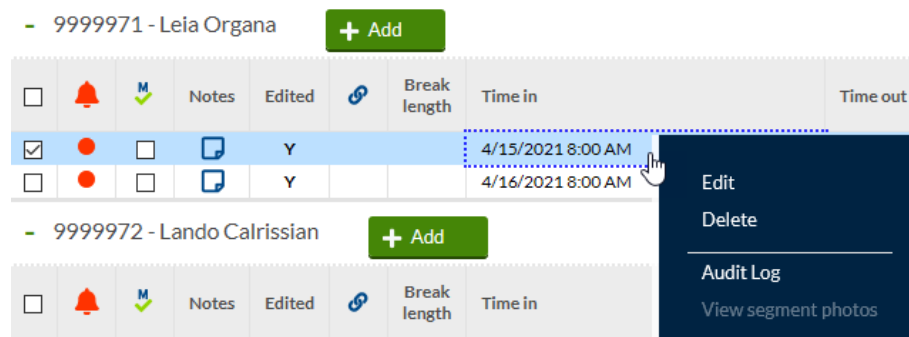
- Verify the list of employees and segment information selected
- To approve all entries, select the “Select All” check box in the top left corner under the “Manage” button, then click the “Resolve Period” button, click the Approve radio button and then click “Apply”



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

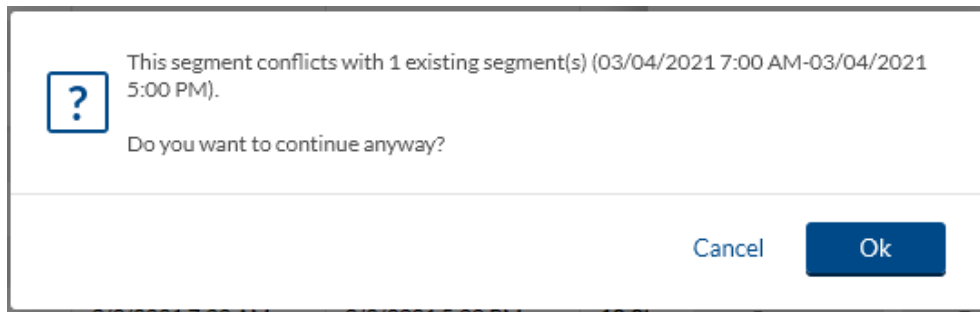


- Group Hours allows you to add an entry for an employee by clicking the “Add” button next to the employee’s name.
- To edit or delete an entry for an employee, right click the segment and select Edit or Delete



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 will result in a warning about conflicting segments, which can be ignored.



- The segments will appear in orange to indicate that they conflict. The hours will also count twice in the total number of hours calculated. Again, this won't cause any problems.

| Time In | Time Out | Hours | Shift Total | Day Total | Week Total | Job Code |
|------------------|------------------|-------|-------------|-----------|------------|--------------------|
| 4/1/2021 9:00 AM | 4/1/2021 5:00 PM | 8:00 | 8:00 | | | 4 - Parental Leave |
| 4/1/2021 9:00 AM | 4/1/2021 5:00 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. That will prevent the error from occurring.

The "Edit Segment" dialog box shows various fields for configuring a segment. On the left, there are checkboxes for "Individual is clocked in", "Time sheet entry" (which is checked), "Edit actual time", "Missed in punch", and "Missed out punch". On the right, there are input fields for "Time in" (4/1/2021 9:00 AM), "Hours" (8:00), "Job Code" (7 - FMLA), "Project" (<< NONE >>), "Rate" (0.00), and "Note". A "Segment Length: 8:00" indicator is at the top right. At the bottom, there are "Custom", "Extra", "Cancel", and "Save" buttons.

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