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
- Enter the **Date** and **Time in** and **Time 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.

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

- 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.
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

- 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
- 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.

- 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.

Click the “Next” button after entering the segment information.

The Summary window displays the number of employees selected along with the segment information.
Click the “Preview” button to review the employees that have been selected.

Previews 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

- 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
• 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 may 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. This will not create Overtime or Comp Time for the employee.
• 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.
### 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.

<table>
<thead>
<tr>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Day Total</th>
<th>Week Total</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2024 8:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>8:00</td>
<td>8:00</td>
<td></td>
<td></td>
<td>7 - FMLA</td>
</tr>
<tr>
<td>7/1/2024 8:00 AM</td>
<td>7/1/2024 4:00 PM</td>
<td>8:00</td>
<td>16:00</td>
<td>16:00</td>
<td></td>
<td>4 - Parental Leave</td>
</tr>
</tbody>
</table>

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.