TimeClock Plus – Identifying Clocked Hours Source

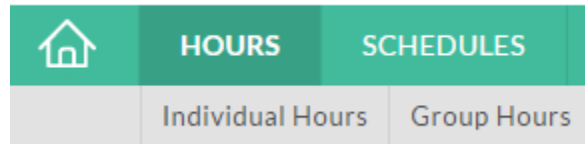Accessing TimeClock Plus

- Web interface at the "TimeClock Plus Manager" link at aar.colostate.edu using eID credentials (eName and password)

Checking for Clocked Shift Source

- Click the HOURS tab and choose either "Individual Hours" or "Group Hours"

- Double-click the shift, right-click on the shift and select "Edit", or check the box in the leftmost column and select "Manage Segments" and then "Edit"

- Click the "Extra" button to show the "Punch in information" and "Punch out information"

- If the Application section shows "WebClock – Clock Operation," the clock in or out occurred through the web interface
- The Location is the outward-facing IP address of the computer where the clock operation took place; campus buildings corresponding to IP addresses can be viewed at the "Network List" at https://www.acns.colostate.edu/it-groups/subnet-managers

- If the Application section shows "MobileClock - Clock Operation," the clock in or out occurred through the smartphone mobile app

- If the clock operation occurred in the mobile app, you can return to the "Edit Segment" window and click the "Location" button to show the approximate geolocation of the smartphone when the operation occurred; click "Show Featured Map" to show the location in a full Google Maps view

Edit Segment   ?

Segment Length: 0:02

☐ Individual is clocked in

☐ Time sheet entry   Time in   5/9/2017   📅   11:27 AM   🕐

☐ Edit actual time   Time out   5/9/2017   📅   11:29 AM   🕐

                                      Break type   << NONE >>

☐ Missed in punch   Job Code   999998401 - Student Work S

☐ Missed out punch   Project   HUMAN RESOURCES\999

                                      Note

| Custom | Extra | Location | | Cancel | Save |
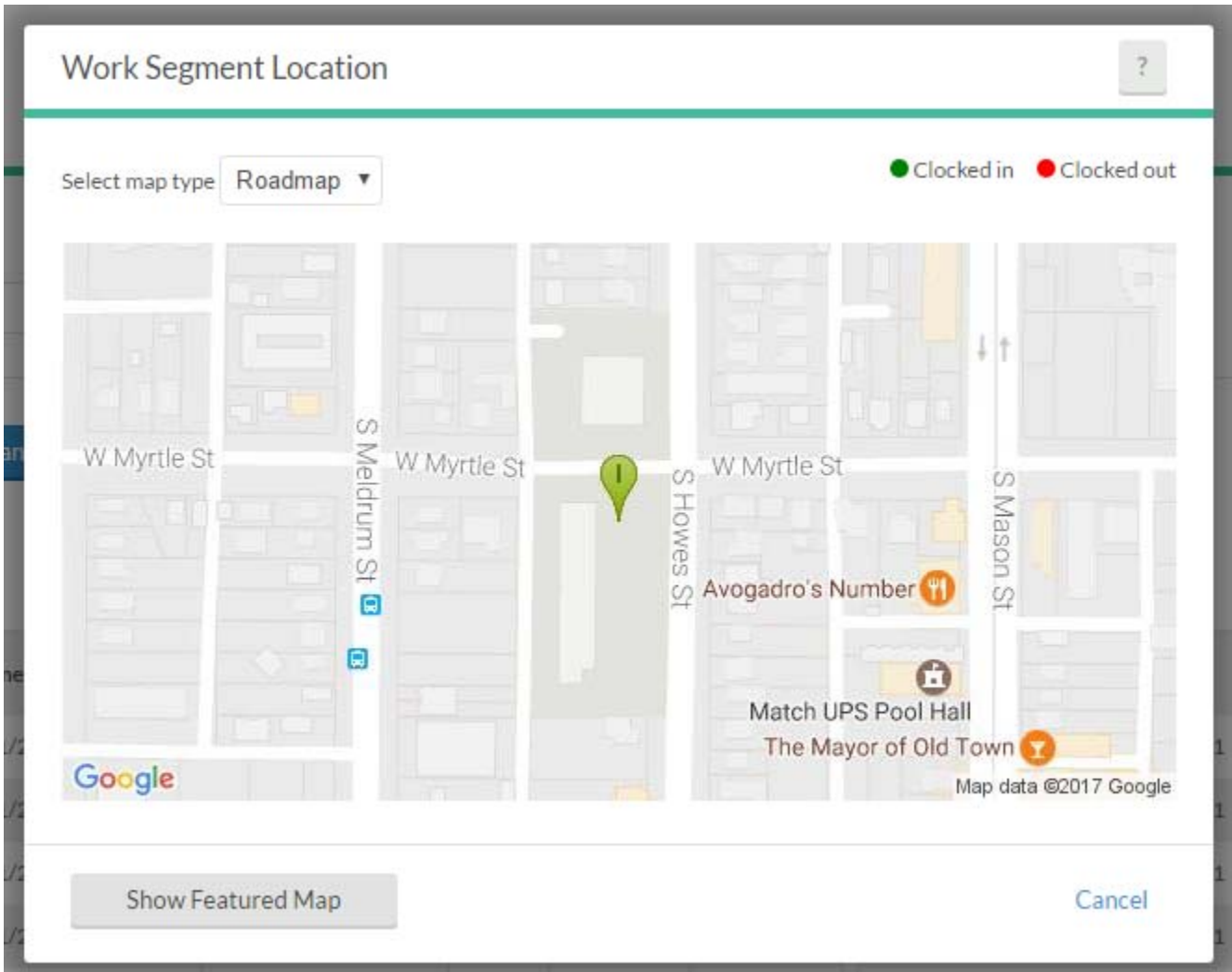
- If the Application section shows "Standalone Clock - Clock Operation," the clock in or out occurred through a physical time clock; the name of the clock is in the Description field

Punch in information		Punch out information	
Application	Standalone Clock - Clock Operation	Application	Standalone Clock - Clock Operation
Location		Location	
Description	HR Test	Description	HR Test

- If the Time Out column on the Hours view shows "<< Time sheet >>," the hours were entered through the electronic timesheet, not a clock operation; this is only available to non-exempt salaried employees

Time In	Time Out	Hours	Shift Total
5/8/2017 08:00 AM	<< Time sheet >>	8:00	8:00