



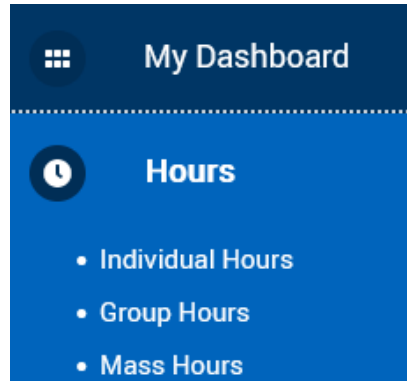
TimeClock Plus – Identifying Clocked Hours Source

Accessing TimeClock Plus

- Web interface using the “TimeClock Plus - Manager” link at aar.colostate.edu using NetID credentials (NetID and password)

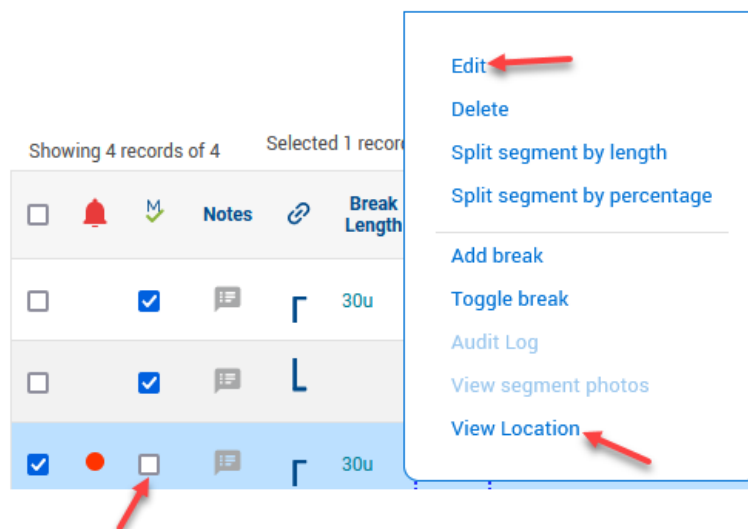
Checking for Clocked Shift Source or Location

- Click the HOURS menu option and choose either ‘Individual Hours’ or ‘Group Hours’



- You can view the Clocked Shift Source or Location of a shift/segment when an employee clocks in/out with the TimeClock Plus Mobile App
 - The Location **will not be available** with the physical standalone clock or the web interface
- To view the Location of an unapproved segment either;
 - Double-click the shift/segment
 - Right-click on the shift/segment and select ‘Edit’ or ‘View Location’
 - Check the box in the leftmost column and click the “Manage” button and then select either ‘Edit’ or ‘View Location’
 - If ‘View Location’ is not listed as an option, the segment was not clocked in/out with the Mobile App

Below is an example of an unapproved segment/shift and the Mobile App



Below is an example of an unapproved segment/shift that was not entered with the Mobile App

- The View Location option is greyed out which indicates this segment was not entered using the Mobile App

The screenshot shows a mobile application interface with a list of segments. At the top, there are buttons for '+ Add', 'Manage', 'Exceptions', and 'Processing'. The 'Manage' button is highlighted with a red arrow, and its dropdown menu is open, showing options: 'Edit', 'Delete', 'Split segment by length', 'Split segment by percentage', 'Add break', 'Toggle break', 'Audit Log', 'View segment photos', and 'View Location'. A red arrow points to the 'Edit' option. Below the menu, a table of segments is visible. The third row is highlighted in blue. A callout box with a blue border and white background points to a checkbox in the first column of this row. The callout text reads: 'Select the checkbox to the left of the segment and click the **Manage** button and select the **Edit** option'.

- On the Edit Segment window, click the “Extra” button to show the Punch in information and Punch out information

The screenshot shows the 'Edit Segment' window. At the top, there is a title 'Edit Segment' and a help icon. Below the title, there are several checkboxes: 'Individual is clocked in', 'Time sheet entry', 'Missed in punch', and 'Missed out punch'. To the right, there is a 'Segment Length: 8:00' indicator. Below this, there are input fields for 'Time in' (4/8/2024, 8:00 AM) and 'Time out' (4/8/2024, 4:00 PM). There are also dropdown menus for 'Break type' (set to '<< NONE >>'), 'Job Code' (set to '- State Classified'), and 'Project' (set to '<< NONE >>'). There is a 'Rate' field (0.00) and a 'Note' field. At the bottom, there are buttons for 'Custom', 'Extra', 'Cancel', and 'Save'. The 'Extra' button is highlighted with a red arrow.

- If the Application shows 'WebClock – Clock Operation' or 'WebClock – Time Sheet Entry', the clock in/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 [Subnet Managers – Information Technology \(colostate.edu\)](http://Subnet Managers – Information Technology (colostate.edu))

Extra Information ?

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Punch in information</div> <p>Application WebClock - Time Sheet Entry </p> <p>Location 97.122.94.224</p> <p>Description N/A</p> <p>Time Zone (UTC-06:00) Central Time (US & Canada)</p>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Punch out information</div> <p>Application WebClock - Time Sheet Entry </p> <p>Location 97.122.94.224</p> <p>Description N/A</p> <p>Time Zone (UTC-06:00) Central Time (US & Canada)</p>
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- If the Application shows 'MobileClock - Clock Operation', the clock in/out occurred through the TimeClock Plus Mobile app

Extra Information ? Feedback

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Punch in information</div> <p>Application MobileClock - Clock Operation </p> <p>Location 172.59.228.162</p> <p>Description N/A</p> <p>Time Zone (UTC-07:00) Mountain Time (US & Canada)</p>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Punch out information</div> <p>Application MobileClock - Clock Operation </p> <p>Location 129.19.63.75</p> <p>Description N/A</p> <p>Time Zone (UTC-07:00) Mountain Time (US & Canada)</p>
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- If the Application shows 'Standalone Clock – Clock Operation', the clock in/out occurred through a physical standalone clock
 - The Location/Description fields will show the device name of the physical clock

Extra Information ? Feedback

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Punch in information</div> <p>Application Standalone Clock - Clock Operation </p> <p>Location FAC_0125_Motor</p> <p>Description FAC_0125_Motor</p> <p>Time Zone (UTC-07:00) Mountain Time (US & Canada)</p>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Punch out information</div> <p>Application Standalone Clock - Clock Operation </p> <p>Location FAC_0125_Motor</p> <p>Description FAC_0125_Motor</p> <p>Time Zone (UTC-07:00) Mountain Time (US & Canada)</p>
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- In the example below, the employee used a Standalone Clock to clock in and used the Mobile App to clock out

Extra Information ? Feedback

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;">Punch in information</div> <p>Application Standalone Clock - Clock Operation </p> <p>Location FAC_0125_Motor</p> <p>Description FAC_0125_Motor</p> <p>Time Zone (UTC-07:00) Mountain Time (US & Canada)</p>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;">Punch out information</div> <p>Application MobileClock - Clock Operation </p> <p>Location 129.19.63.126</p> <p>Description N/A</p> <p>Time Zone (UTC-07:00) Mountain Time (US & Canada)</p>
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- If the clock operation occurred using 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 the **“Satellite”** button to show satellite imagery.

Edit Segment ? Feedback

Segment Length: 3.95

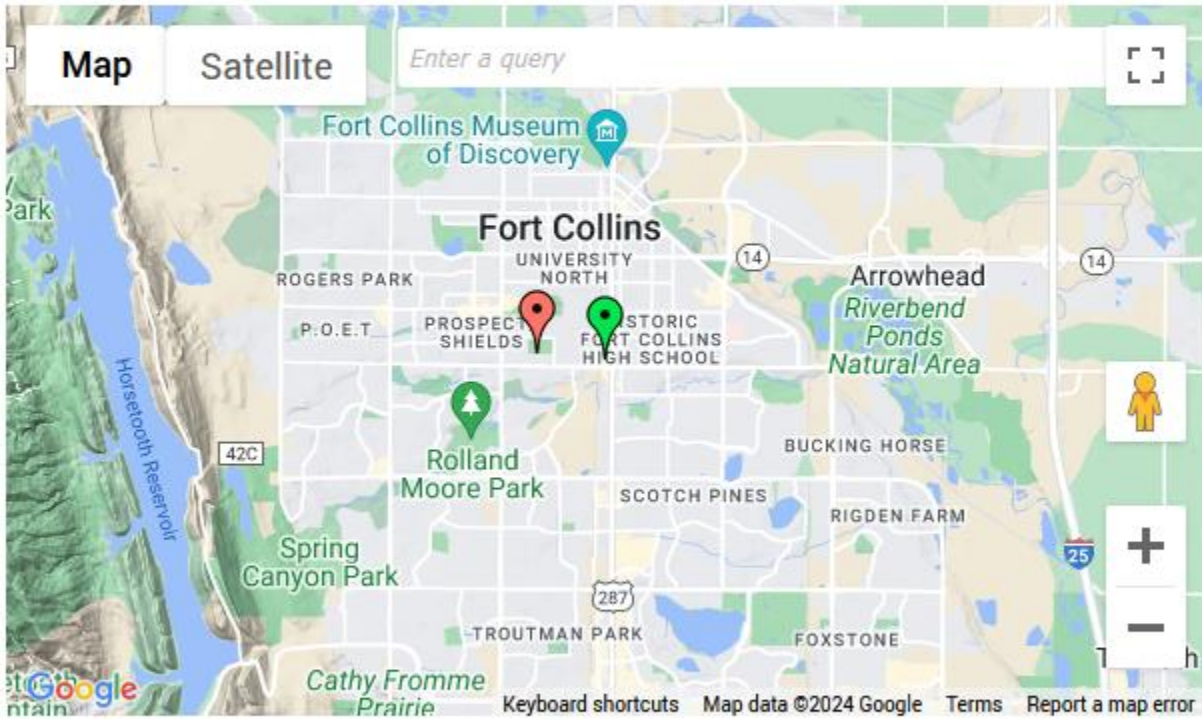
<input type="checkbox"/> Individual is clocked in <input type="checkbox"/> Time sheet entry <hr/> <input type="checkbox"/> Missed in punch <input type="checkbox"/> Missed out punch <hr/>	<p>Time in <input type="text" value="4/18/2024"/> <input type="text" value="4:59 PM"/> </p> <p>Time out <input type="text" value="4/18/2024"/> <input type="text" value="8:56 PM"/> </p> <p>Break type <input style="width: 100%;" type="text" value=" << NONE >> "/></p> <p>Job Code <input style="width: 100%;" type="text" value=" Non-Work Stu "/></p> <p>Project <input style="width: 100%;" type="text" value=" HEALTH NETWORK MEDIC "/> <input style="margin-left: 10px;" type="button" value=" Select "/></p> <p>Rate <input style="width: 100%;" type="text" value=" 16.00 "/></p> <p>Note <input style="width: 100%;" type="text"/></p>
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Work Segment Location



Feedback

● Clocked in ● Clocked out



Cancel

- If a segment is approved, you can view the Location by right clicking on the segment and selecting the 'View Location' option

This segment is approved. The Edit option is not available for an approved segment. You can use the View Location option to see location for the segment

- Edit
- Delete
- Split segment by length
- Split segment by percentage
- Add break
- Toggle break
- Audit Log
- View segment photos
- View Location

- The Clocked In and Clocked out locations are color coded. The green pin shows the Clocked in location and the red pin shows the Clocked out location

Work Segment Location

Map Satellite Enter a query

Legend: ● Clocked in ● Clocked out

Map labels: Fort Collins, Fort Collins Museum of Discovery, Rogers Park, Prospect/Shields, Historic Fort Collins High School, Arrowhead Riverbend Ponds Natural Area, Rolland Moore Park, Spring Canyon Park, Bucking Horse, Rigden Farm, Scotch Pines, Loryate Park, Horseshoe Reservoir, P.O.E.T.

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Cancel

- The example below shows an approved segment. The Edit and View Location options are not available indicating that this segment is approved and was not entered with the Mobile app

