



## TimeClock Plus – Identifying Clocked Hours Source

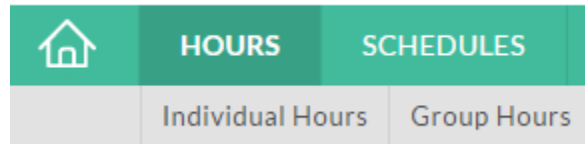


### Accessing TimeClock Plus

- Web interface at the “TimeClock Plus Manager” link at [aar.colostate.edu](http://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”

The screenshot displays a table of clocked hours. The last row is highlighted in blue, and a context menu is open over it. The table columns include checkboxes, status indicators (red dots), document icons, a 'Y' character, camera icons, and timestamps. The context menu options are:

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

Checkbox	Status	Document Icon	Y	Camera Icon	Timestamp
<input type="checkbox"/>	●				5/1/2017 02:39 PM
<input type="checkbox"/>	●				5/1/2017 02:42 PM
<input type="checkbox"/>	●				5/1/2017 02:43 PM
<input type="checkbox"/>	●				5/1/2017 02:44 PM
<input type="checkbox"/>	●		Y		5/1/2017 02:59 PM
<input type="checkbox"/>	●				5/1/2017 03:07 PM
<input checked="" type="checkbox"/>	●				5/3/2017 01:10 PM

- 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

Edit actual time

Missed in punch

Missed out punch

Time in: 5/9/2017 11:27 AM

Time out: 5/9/2017 11:29 AM

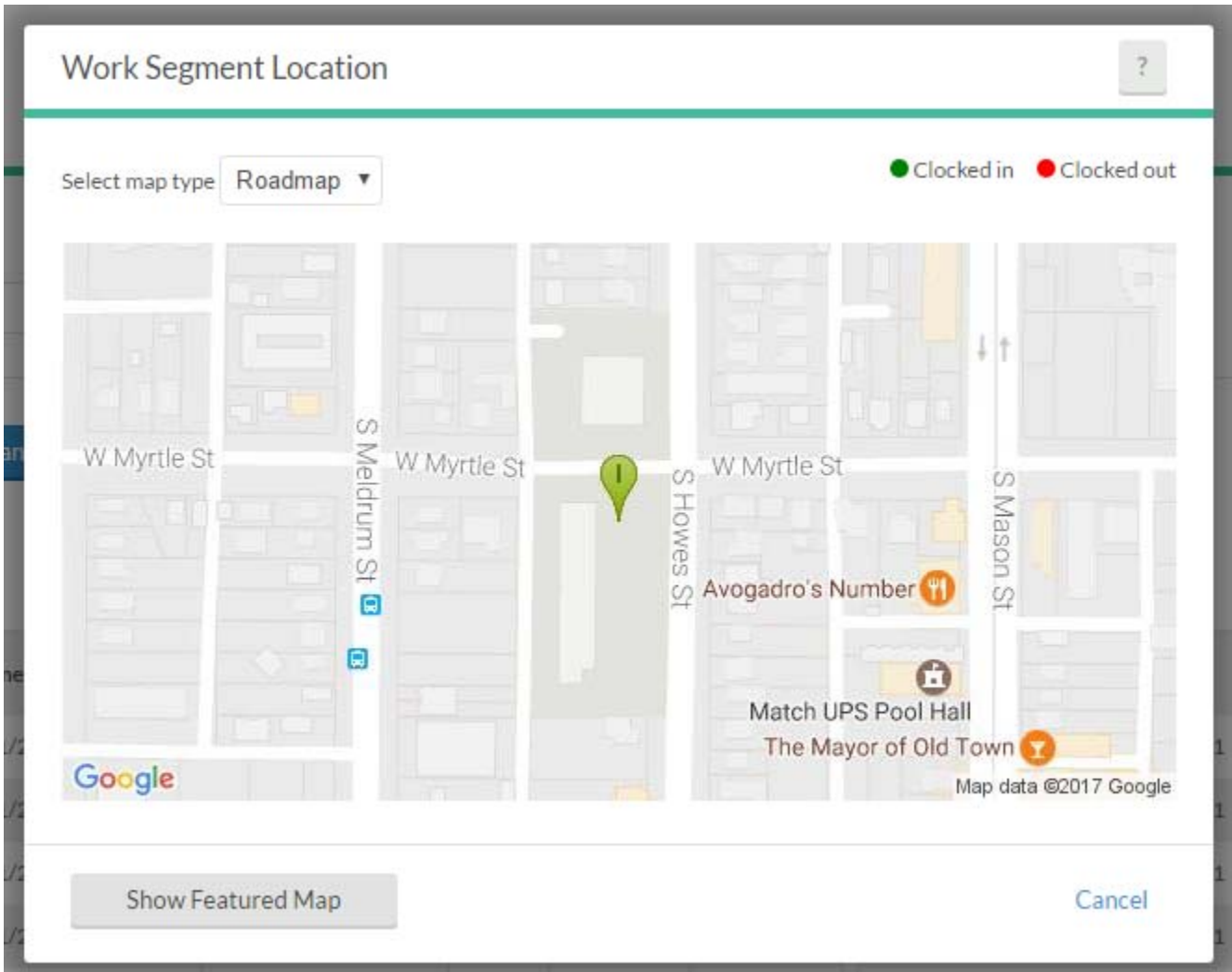
Break type: << NONE >>

Job Code: 999998401 - Student Work S

Project: HUMAN RESOURCES\9999

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

<b>Punch in information</b>	<b>Punch out information</b>
Application <b>Standalone Clock - Clock Operation</b>	Application <b>Standalone Clock - Clock Operation</b>
Location	Location
Description <b>HR Test</b>	Description <b>HR Test</b>

- 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