



What Is a Time Clock Project?

- All hourly (bi-weekly) employees must have one or more Projects associated with the assignment to which they clock in and out
- Projects instruct TimeClock Plus and the HR system how to allocate the time worked among different accounts

Who Can Create and Edit Time Clock Projects?

- HR system (Oracle) users with either the department or department “NA” (for No Approval) access can create and edit Projects (for example, “CSU Statistics” or “CSU Statistics NA”)
- This access is requested using the [HR System Access Request Form](#)
- Department access (approval access) is requested by selecting employee groups in the Oracle Approval Authority section as shown below

Oracle Approval Authority (Assignment Changes, New Assignments and Hires)

[Check boxes for employee groups ONLY if the user is going to approve assignment actions for those groups]

Faculty and Admin Pro
 State Classified
 Graduate Assistant
 Non-Student Hourly
 Other Salaried

- Department NA access is granted when the Read/Write role is selected on the HR System Access Request form

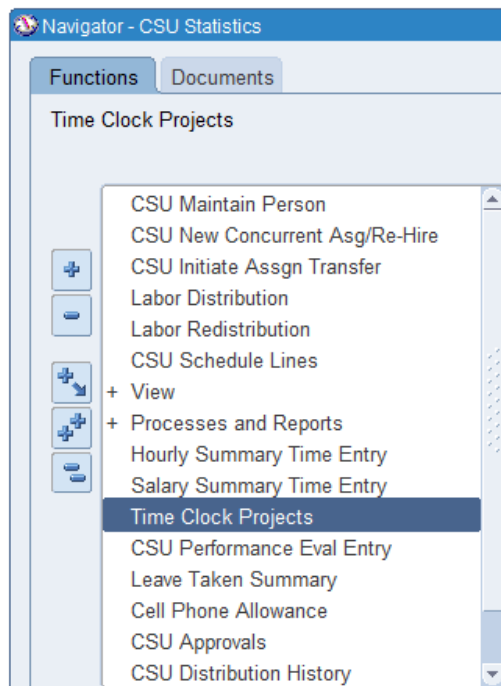
Oracle HR System Roles

See <https://hr.colostate.edu/hr-community-and-supervisors/operations/systems-and-access/> for system role descriptions.

Read/Write
 Leave Management
 State Classified Performance
 Hire Forms and I-9 Manager (Equifax)
 Background Checks

Query Only
 Special Earnings
 Time Clock Approval
 Time Clock Plus
 Department HR

- Access the projects form by clicking the “Time Clock Projects” link in the Oracle HR system menu



Project Name

- The Project Name listed on the Time Clock Projects form will appear to the employee in TimeClock Plus
- The name can be descriptive, but departments may also choose to enter the account number as the Project Name

The screenshot shows a window titled "Time Clock Projects" with a table containing one row of data. The columns are Department, Project Name, Account, Percent (1-100), and Active. The Department is "Statistics", the Project Name is "1206300", the Account is "1206300.", and the Percent is "100.000". The Active checkbox is checked. An "Approvers" button is visible to the right of the table.

Department	Project Name	Account	Percent (1-100)	Active
Statistics	1206300	1206300.	100.000	<input checked="" type="checkbox"/>

Account and Percent

- If the account on an hourly employee's Labor Distribution matches the account on the Project, and the department on the assignment matches the department on the Project, the employee will be able to select the project when clocking in
- If a Project has more than one account listed, the employee's Labor Distribution must include all of those accounts in order to have access to the project
- Most Projects have only one account charged at 100% but can be set up with multiple accounts with percentages that sum to 100%
- Up to five accounts/percentages can be setup on one project
- An account must exist on at least one employee's labor distribution prior to being added to a project. The labor distribution form is used to validate account numbers within Oracle and Quali

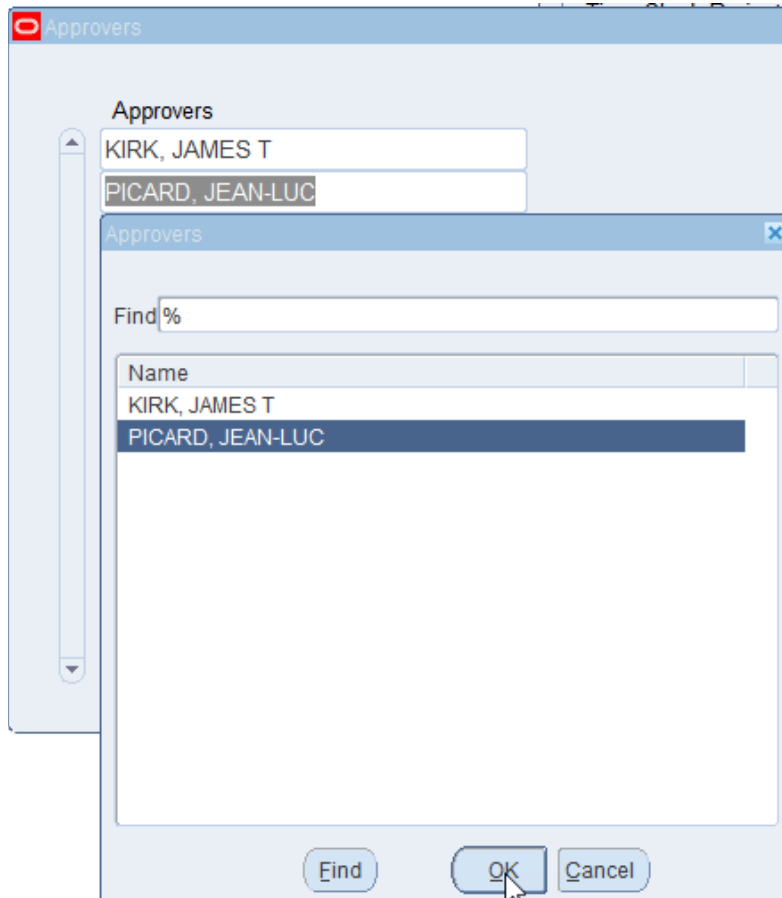
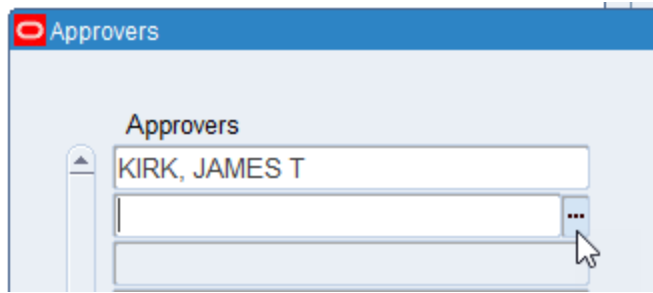
The screenshot shows a window titled "Time Clock Projects" with a table containing two rows of data. The columns are Department, Project Name, Account, Percent (1-100), and Active. The Department is "Statistics", the Project Name is "Statistics Project One", the Account is "1265000.0012", and the Percent is "50.000". The Active checkbox is checked. An "Approvers" button is visible to the right of the table.

Department	Project Name	Account	Percent (1-100)	Active
Statistics	Statistics Project One	1265000.0012	50.000	<input checked="" type="checkbox"/>
		1309220.	50.000	

Approvers

- Approvers added to a Time Clock Project (by clicking the "Approvers" button) will have access to approve hours for assignments clocking into that Project after 24 hours

A close-up view of the "Active" checkbox, which is checked, and the "Approvers" button. A mouse cursor is pointing at the button.



- To appear in the Approvers list, a user must have department, department “NA,” or department “Timeclock” HR system access
- To add a user to the Approvers list, complete the [HR System Access Request Form](#) (checking the “Time Clock Approval” box)

Oracle HR System Roles

See <https://hr.colostate.edu/hr-community-and-supervisors/operations/systems-and-access/> for system role descriptions.

<input type="checkbox"/> Read/Write	<input type="checkbox"/> Leave Management	<input type="checkbox"/> State Classified Performance	<input type="checkbox"/> Hire Forms and I-9 Manager (Equifax)	<input type="checkbox"/> Background Checks
<input type="checkbox"/> Query Only	<input type="checkbox"/> Special Earnings	<input checked="" type="checkbox"/> Time Clock Approval	<input type="checkbox"/> Time Clock Plus Department HR	

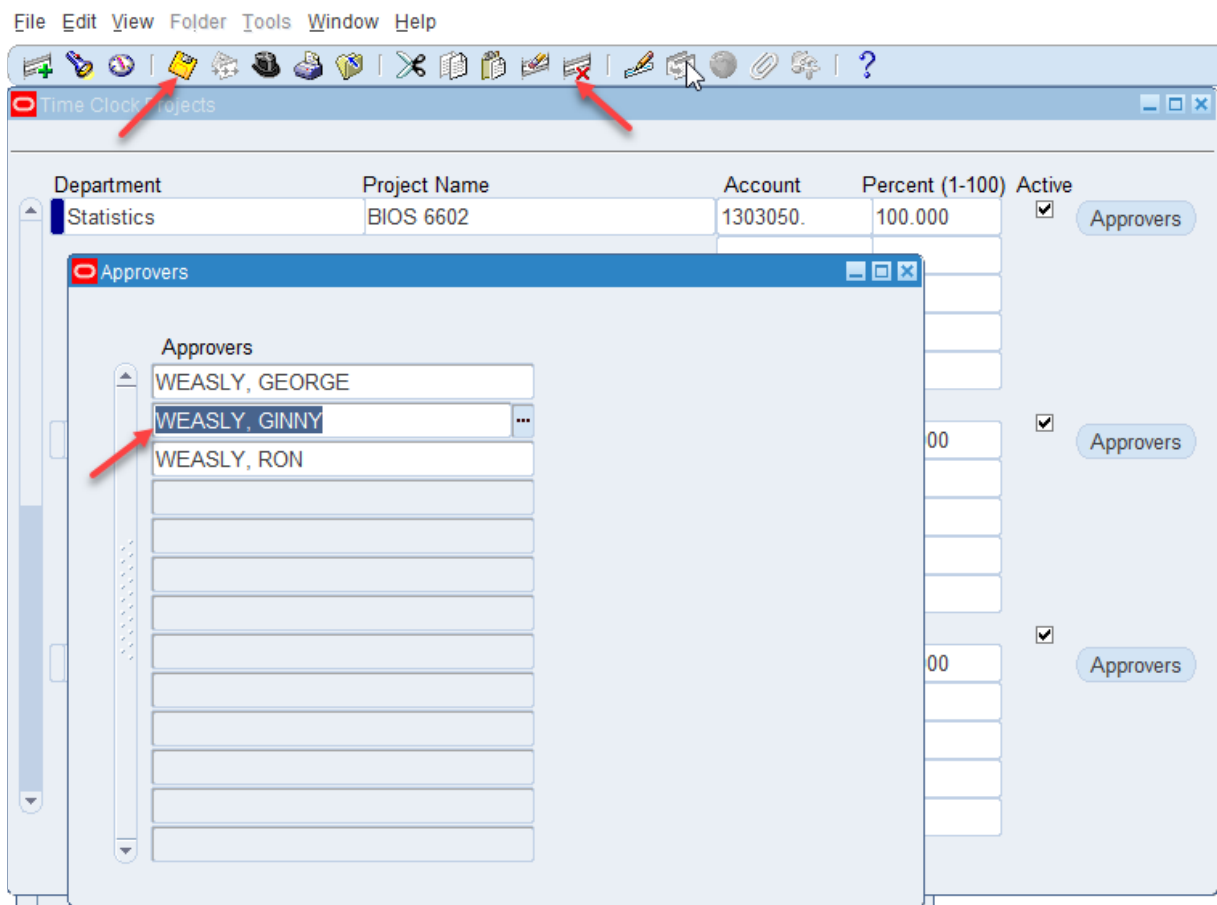
- Supervisors defined on the assignment in the HR system have automatic approval access for any segments/shifts for any Project worked under that assignment; no action is required to grant them access in TimeClock Plus

Making Changes to a Project

- Any changes made to a Project before the pay period data have been exported from TimeClock Plus (the Wednesday after the pay period closes) will be applied to that pay period
- If you wish changes to apply to the next pay period, **wait until after the pay period data have been exported** to make those changes
- To be safest, you may also create a new Project, ask employees to use it instead at the start of the new pay period, and then uncheck the “Active” checkbox on the Time Clock Projects form after the data have been exported for the previous pay period

Removing Project Approvers

- To remove an Approver for a project, click the “Approvers” button next to the project. Select the approver on the Approvers form. The highlighted name is the one you will remove. Click the Red “X” icon in the icon toolbar and click the “Save” button.



Checking Approvers Assigned to Projects

- The ‘Time Clock Projects’ report in Oracle can be used to verify or identify approvers that need to be removed from a project
- Under Process and Reports, select the ‘CSU – Select Statement Export’ report and under Parameters, select ‘Time Clock Projects’
- Enter ‘Yes’ in the Send Output as Attachment parameter to create an email attachment that can be opened in Excel and sorted by approvers to find all projects an approver is associated with on the Time Clock Projects form in Oracle

Submit Request

Run this Request

Copy

Name CSU - Select Statement Export

Operating Unit

Parameters

Language

Select Statement Time Clock Projects

Select Statement (> 2000)

Email cam.ram@colostate.edu

Email Subject Line TCP Projects

Send Output as Attachment Yes

Argument 1

Argument 2

Argument 3

Argument 4

Argument 5

At these Times

Schedule Descriptio

Upon Completion

Layo

Noti

Print

Help (C)

OK Cancel Clear Help