



## TimeClock Plus – Pay Period Closeout

### Accessing TimeClock Plus

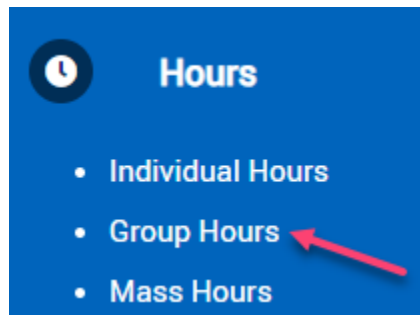
- Web interface using the “TimeClock Plus - Manager” link at [aar.colostate.edu](http://aar.colostate.edu) using NetID credentials (NetID and password)

### Payroll Deadlines

- Shifts and leave requests for hourly (bi-weekly) employees must be approved by the Tuesday following the end of the pay period
- Shifts and leave requests for salaried (monthly) employees must be approved by the 10<sup>th</sup> of the following month
- Salaried employees should request all leave for the month by the 5<sup>th</sup> of the following month
- Supervisors are requested to approve or deny all leave requests for the month by the 10<sup>th</sup> of the following month

### Checking for Required Shift Approvals

- Select **Hours** and then **Group Hours** from the Menu icon in the top left corner



- Change the date range to the pay period start and end dates
- To see all approved and unapproved shifts, click the “**Update**” button

## Group Hours ☆

Sort by: ID 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

12/14/2024 to 12/27/2024 Manual

Start date Stop date Period

- Unapproved shifts have a red dot in the far-left column
- Approved shifts will have a checkmark in the Manager Approval column (M with Checkmark)

9999986 - Mister Spock + Add

<input type="checkbox"/>			Notes	Edited		Break length	Time in	Time out	Hours	Shift total
<input type="checkbox"/>				Y			12/16/2024 8:15 AM	12/16/2024 10:26 AM	2:11	2:11
<input type="checkbox"/>				Y			12/17/2024 1:25 PM	12/17/2024 3:32 PM	2:07	2:07
<input type="checkbox"/>		<input type="checkbox"/>		Y			12/18/2024 7:45 AM	12/18/2024 1:15 PM	5:30	5:30
<input type="checkbox"/>		<input type="checkbox"/>		Y			12/19/2024 2:18 PM	12/19/2024 4:45 PM	2:27	2:27
<input type="checkbox"/>		<input type="checkbox"/>		Y			12/20/2024 10:00 AM	12/20/2024 2:25 PM	4:25	4:25

- Approved shifts with an exception (such as overtime or a missed punch) have a blue dot in the far-left column

<input type="checkbox"/>							12/15/2024 7:00 AM	12/15/2024 9:03 AM	2:03	2:03
<input type="checkbox"/>							12/15/2024 2:00 PM	12/15/2024 3:15 PM	1:15	1:15

- To see unapproved shifts only, click the “**Exception Filter**” button
- The Exception Filter Disabled message will appear when you hover over the Exception Filter button until you set an Exception filter

## Group Hours


to

Exception Filter Disabled

Show absences

- Select the ‘Required for close week’ checkbox and then click the blue “**Filter**” button in the lower right corner of the Exception Filter box

## Exception Filter ?


Required for close week 

Required for payroll exports and reports

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<input type="checkbox"/>	Exception	Category
<input type="checkbox"/>	Manager Approval	Approvals
<input type="checkbox"/>	Conflicting Shifts	Shift
<input type="checkbox"/>	Long Shift	Shift
<input type="checkbox"/>	Long Week	Shift

NOTE: Only segments with the selected exceptions will be shown



- The Exception Filter may also be used to limit the shift shown to only overtime shifts, missed punches, etc.

- To see shifts for bi-weekly or monthly payroll employees only, click the “**Employee Filter**” button, click the ‘Schedule Group’ checkbox, choose either ‘Bi-weekly’ or ‘Monthly’, and click “**Filter**”.

## Group Hours ☆

to

Show absences

### Employee Filter ?

Preview
Load ▾
Save as
Reset All

- Employee Status
- Employee ID
- Job Code
- Classification
- Department
- Location
- Employee Role
- Schedule Group**
- Manager
- Positions
- Provision
- Qualifications
- Hire Date
- Days Employed
- Custom Fields
- Summary

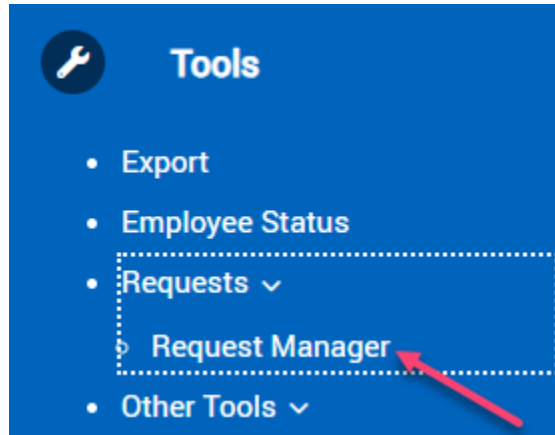
- Schedule Group 1F
- << NONE >>
- BI-WEEKLY
- BOTH
- MONTHLY

476 of 1145 employees match

- The Employee Filter may also be used to limit the shifts shown to a job title, location, etc.
- As the payroll deadline approaches, filter to the appropriate group of employees, note any that are not yet approved and contact the appropriate supervisor or project approver
- The Department HR role may also act as a back-up approver if necessary

## Checking for Pending Leave Requests

- Click the **Tools** option from the Menu and choose **Request Manager**

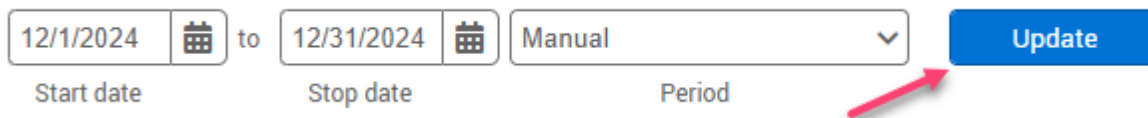


- Click the **List** tab

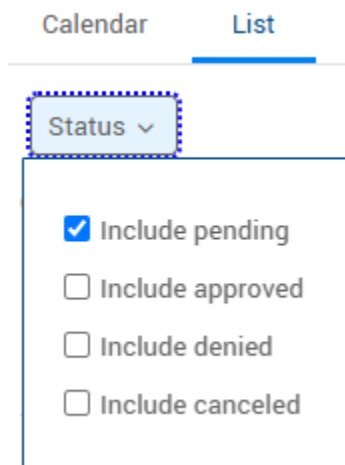
## Request Manager ☆



- Change the date range to the pay period start and end dates and click the **“Update”** button

A screenshot of a form for selecting a date range and period. It includes a 'Start date' field with '12/1/2024' and a calendar icon, a 'Stop date' field with '12/31/2024' and a calendar icon, a 'Period' dropdown menu set to 'Manual', and a blue 'Update' button. A red arrow points to the 'Update' button.

- Click the **“Status”** button and uncheck 'Include approved', 'Include denied' and 'include canceled'



- You should see a list of Pending Leave Requests for the time period selected including the date of the leave request, the employee's name and number along with the number of hours of the request and the type of leave request

12/16/2024 (3 of 3 requests)

<input type="checkbox"/>		12/07/2024	9	12/16/2024	9:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	1 - Annual Leave
<input type="checkbox"/>		12/16/2024	0	12/16/2024	11:15 AM 0:45	0:45	Pending	N/A	N/A	Leave Code	2 - Sick Leave
<input type="checkbox"/>		12/20/2024	-3	12/16/2024	8:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	1 - Annual Leave

- To approve a leave request, click the checkbox next to the leave request to select the entry, click the **“Manage”** button and then select ‘Approve Request Level 1’
- To approve all pending leave request, click the checkbox in the header of the Request form to select all of the entries and then click the **“Manage”** button and select ‘Approve Request Level 1’
- \*\*Make sure that you have reviewed all pending leave request before selecting all entries for approval

Select the check box in the header of the Request Manager form to select all pending leave request

Buttons: + Add, Manage (dropdown), Expand all, Collapse all

Page 1 of 1, Showing 1-100 requests

ID	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail
<input checked="" type="checkbox"/>	-1	12/02/2024	8:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	2 - Sick Leave
<input checked="" type="checkbox"/>	-6	12/02/2024	8:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	1 - Annual Leave
<input checked="" type="checkbox"/>	-6	12/02/2024	8:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	2 - Sick Leave

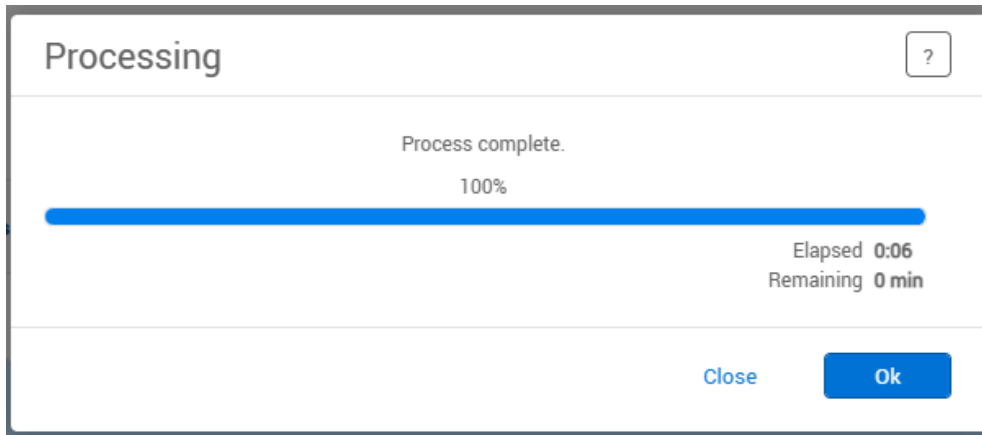
Dropdown menu options: Add, Detail, View in calendar, Delete, Approve Request Level 1, Deny

- Click **“Ok”** to confirm approval of the leave request selected for approval

3 of 3 requests require Request Level 1 approval. Do you want to approve these 3 requests?

Cancel
Ok

- Click **“Ok”** when the Processing complete message appears



- The leave request that were selected for approval should now show as being Approved

<input type="checkbox"/>	ID	Name	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail
<input checked="" type="checkbox"/> 12/02/2024 (3 of 3 requests)												
<input type="checkbox"/>			12/04/2024	-1	12/02/2024	8:00 AM 8:00	8:00	Approved	N/A	N/A	Leave Code	2 - Sick Leave
<input type="checkbox"/>			12/09/2024	-6	12/02/2024	8:00 AM 8:00	8:00	Approved	N/A	N/A	Leave Code	1 - Annual Leave
<input type="checkbox"/>			12/09/2024	-6	12/02/2024	8:00 AM 8:00	8:00	Approved	N/A	N/A	Leave Code	2 - Sick Leave

- Note that all approved leave is transferred to the HR system monthly (even for bi-weekly employees). Make sure to check pending leave requests for both bi-weekly and monthly the end of the month
- As the payroll deadline approaches, note any leave requests that are not yet approved or denied and contact the appropriate supervisor or project approver
- The Department HR role may also act as a back-up approver if necessary

#### Other Closeout Tasks

- Change overtime to comp time where necessary