



Who clocks in and out?

- Hourly employees (paid bi-weekly)
- Optionally: non-exempt salaried employees (paid monthly)

Accessing TimeClock Plus

- Web interface through aar.colostate.edu using NetID credentials (NetID and password)
- Mobile app for iOS or Android (9-digit CSU ID)
- Physical clock (9-digit CSU ID)

Clocking

- Use the “Clock In” and “Clock Out” buttons
- The Badge Number is your 9-digit CSU ID number

2/13/2024
3:12:47 PM

Select Company

Badge Number

Clock In **Clock Out**

Leave On Break Return From Break

Log On To Dashboard

- You will be asked to confirm the action, click “Continue”

Hello Nyota Uhura

Confirmation (Clock In)

Cancel **Continue**

- If you have multiple assignments, you will choose the correct assignment after confirming the action
- Select the correct assignment from the list of Job Codes and click “**Continue**”

Select Job Code (Clock In)

Showing 2 records of 2

Select	ID	Description	Group
<input checked="" type="radio"/>	999998608	Student Work Study 8	
<input type="radio"/>	999998609	Student Non-Work Study 9	

Cancel

- If you have multiple projects for the assignment, you will then be asked to choose a project
- Select the correct project from the Project list and click “**Continue**”

Select Project (Clock In)

Showing 2 records of 2

Select	Level 1	Level 2	Level 3	Level 4	Level 5	Description
<input checked="" type="radio"/>	HUMAN RESOURCES	9999986-8	STUDENT WORK STUDY	HR GENERAL		
<input type="radio"/>	HUMAN RESOURCES	9999986-8	STUDENT WORK STUDY	HR SPLIT		

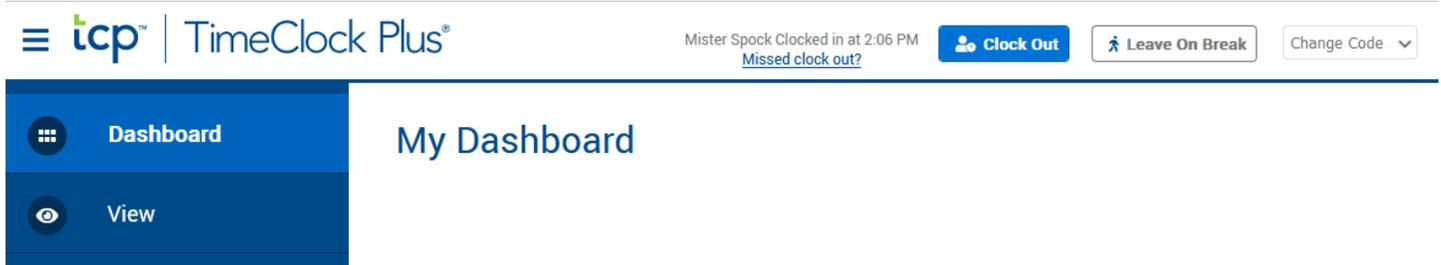
Cancel

Breaks

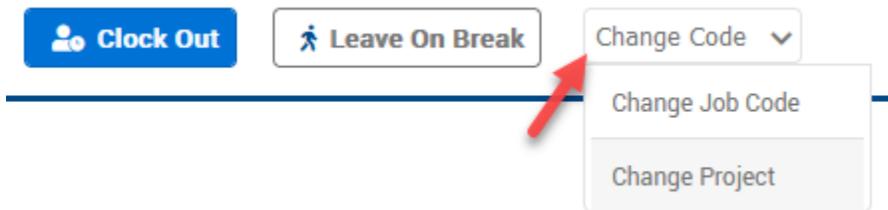
- Use the “**Leave On Break**” and “**Return From Break**” buttons when taking a break and returning from a break
- Breaks over 20 minutes will not be paid; breaks under 20 minutes will be paid

Dashboard

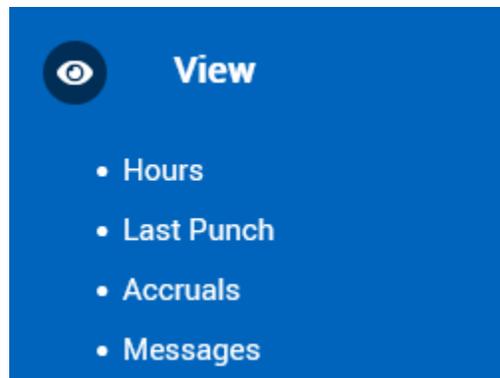
- The “**Log On To Dashboard**” option can be used to view hours, accruals, last punch and messages
- The buttons that appear across the top of the Dashboard depend on whether you are clocked in or not clocked in
 - The example below shows the options to Clock Out, Leave On Break or change the job code or project when an employee is clocked in
 - You would only see a Clock In button if the employee was not clocked in



- Use the **Change Code** option on the Dashboard to change the **Job Code** or **Project** without clocking out



- **View Menu**



- “**Hours**” to see all shifts and approved leave request in a week; shifts with a red dot next to them are still pending approval

View Hours

Navigate Period
< | >
Prev Next
02/10 - 02/16

Showing 1 records of 1

	Notes	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Project
    		2/12/2024 2:06 PM	2/12/2024 5:00 PM	2:54	2:54	2:54	2:54	999998608 - Student Work Study 8	HUMAN RESOURCES\9999986-8\STUDENT WORK STUDY\HR GENERAL

- “**Last Punch**” to see most recent clock action

Mister Spock

Clocked in at **2/12/2024 2:06 PM**

Clocked out at **2/12/2024 5:00 PM**

Job Code **999998608 - Student Work Study 8**

Project **HUMAN RESOURCES\9999986-8\STUDENT WORK STUDY\HR GENERAL**

- “**Accruals**” for sick leave, annual leave, and comp time balances

Accruals

Select forecast date 

Showing 2 records of 2

Accrual Bank 1	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Annual Leave	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours
Sick Leave	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours

- “**Messages**” for in-system messages from HR, your department, your supervisor, or the system

View Messages

Showing 0 records of 0

View	Date Sent	Message	Sent By

- **Requests** is where you can make sick, annual, and comp time leave requests, if eligible
- **Manage Time Sheet** is where non-exempt salaried employees can record hours worked, if eligible

Quick Tips

- Employees may clock in on one device and out on another
- The supervisor and department HR staff can see the clock in/out method
- The supervisor and department HR staff can see the location when clocking in/out with the mobile app
- For bi-weekly employees, hours must be approved by the Tuesday following the end of the pay period (every other Friday). For monthly employees, hours must be approved by the 10th of the following month.
- Check for red dots at “View -> Hours” as the approval deadline approaches to ensure that all your shifts are approved on time.