



TimeClock Plus – Clocking In and Out



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 eID credentials (eName 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

5/11/2017
11:33:25 AM

Select Company Colorado State University 1

Badge/ID Number 888111004

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

- You will be asked to confirm the action

Hello Nyota Uhura

Confirmation (Clock In)

Cancel Continue

- If you have multiple assignments, you will choose it after confirming the action

Showing 2 records of 2

ID↑	Description
999998608	Student Work Study 8
999998609	Student Non-Work Study 9

Cancel **Continue**

- If you have multiple projects for that assignment, you will then be asked to choose the project

Select Project (Clock In)

Search

Showing 2 records of 2

	Level 1↑	Level 2	Level 3	Level 4
<input checked="" type="radio"/>	HUMAN RESOURCES	9999984	STUDENT WORK STUDY	HR GENERAL
<input type="radio"/>	HUMAN RESOURCES	9999984	STUDENT WORK STUDY	HR SPLIT

Cancel **Continue**

Breaks

- Use the “LEAVE ON BREAK” and “RETURN FROM BREAK” buttons
- Breaks over 20 minutes will not be paid; breaks under 20 minutes will be paid

Dashboard



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[BREAK](#)
[CHANGE JOB CODE](#)
[CHANGE PROJECT](#)
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- “CHANGE JOB CODE” or “CHANGE PROJECT” without clocking out
- VIEW

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- “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
 05/06 - 05/12

Download

			Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Project
			5/11/2017 11:35 AM	5/11/2017 11:35 AM	0:00	0:00	0:00	999998501 - Student Work Study 1	HUMAN RESOURCES\9999985\STUDENT WORK STUDY\HR GENERAL

- “Last Punch” to see most recent clock action

Pavel Chekov

Clocked in at 5/11/2017 11:35 AM

Clocked out at 5/11/2017 11:35 AM

Job Code 999998501 - Student Work Study 1

Project HUMAN RESOURCES\9999985\STUDENT WORK STUDY\HR GENERAL

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

ACCRUALS

Select forecast date

Showing 3 records of 3

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Annual Leave	0.0000	0.0000	0.0000	0.0000	0.0000
Comp Time	10.0000	0.0000	0.0000	0.0000	10.0000
Sick Leave	0.0000	0.0000	0.0000	0.0000	0.0000

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

Showing 1 records of 1

View	Read	Date Read	Date Sent	Message	Sent By
	<input type="checkbox"/>	Not Read	05/04/2017	Your time-off request on 05/02/2017 from 08:00 AM t...	KIRK1

- REQUESTS is where you can make sick, annual, and comp time leave requests if eligible
- TIMESHEET is where non-exempt salaried employees can record hours worked

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 and location
- For bi-weekly employees, hours must be approved by the Tuesday following end of the pay period (every other Friday). For monthly employees, hours must be approved by the 15th 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.