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

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

<table>
<thead>
<tr>
<th>Select</th>
<th>ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>999998508</td>
<td>Student Work Study 8</td>
</tr>
<tr>
<td></td>
<td>999998509</td>
<td>Student Non-Work Study 9</td>
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</table>

Cancel  Continue

• 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)

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<thead>
<tr>
<th>Select</th>
<th>Level 1</th>
<th>Level 2</th>
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<th>Level 4</th>
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<td>STUDENT WORK STUDY</td>
<td>HR GENERAL</td>
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</table>

Cancel  Continue

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
• “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 2/13/2024 Update

Showing 2 records of 2

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<th>Accrual Forecast</th>
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<th>Expired</th>
<th>Expired Forecast</th>
<th>Remaining</th>
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<td>0.0000 Hours</td>
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<td>Sick Leave</td>
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<td>0.0000 Hours</td>
<td>0.0000 Hours</td>
<td>0.0000 Hours</td>
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• “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.