



TimeClock Plus – Electronic Timesheet



Who Uses the Electronic Timesheet?

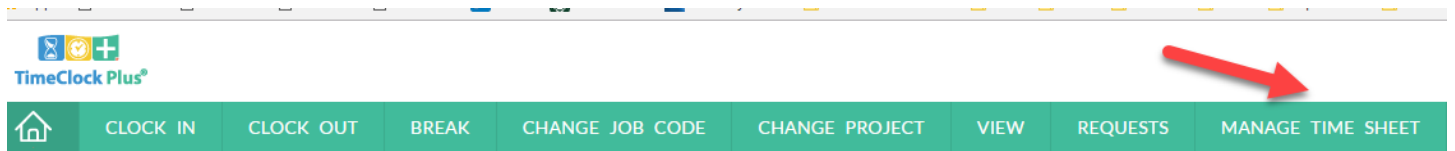
- The electronic timesheet is for non-exempt (overtime-eligible) salaried employees

Accessing TimeClock Plus

- Web interface at the “TimeClock Plus” link at aar.colostate.edu using eID credentials (eName and password)

Entering Shifts on the Timesheet

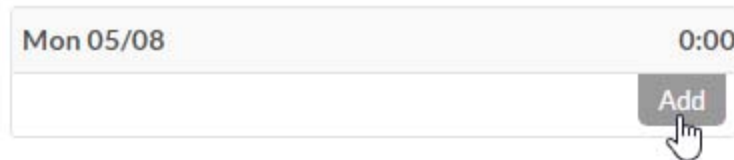
- Click the MANAGE TIME SHEET tab



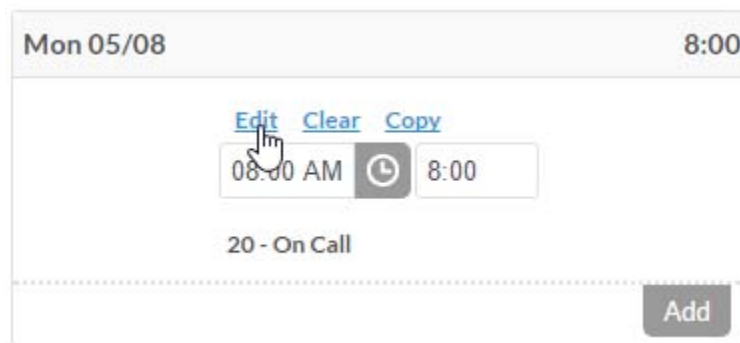
- Navigate between weeks by clicking the “Prev” and “Next” arrows under “Navigate Period”
- If you need to add shifts to weekend days, click the “Display Weekends” checkbox



- Create a shift by clicking the Add button in the appropriate day on the calendar



- Click “Edit” to change any of the details





- By default, the start time is 8:00am and the number of hours is 8
- The start time only needs to be changed if the employee is eligible for Shift Differential and is the hours are in shift 2 or 3

- Make sure that the Job Code listed is correct; the Job Code is the assignment number (with a “0” in place of the “-”) or On Call if the employee is eligible for On Call shifts

Edit Segment ?

Segment Length: 8:00

Time in  

Hours

Job Code

Project

Note

[Cancel](#) [Save](#)

- When the shift details are correct, click “Accept”

05/06/2017 - 05/12/2017


[Reject](#)

[Accept](#)

- Multiple shifts can be entered in the same day—for example, if an employee has an On Call shift and a regular assignment shift on the same day


Mon 05/08 10:00

[Edit](#) [Clear](#) [Copy](#)



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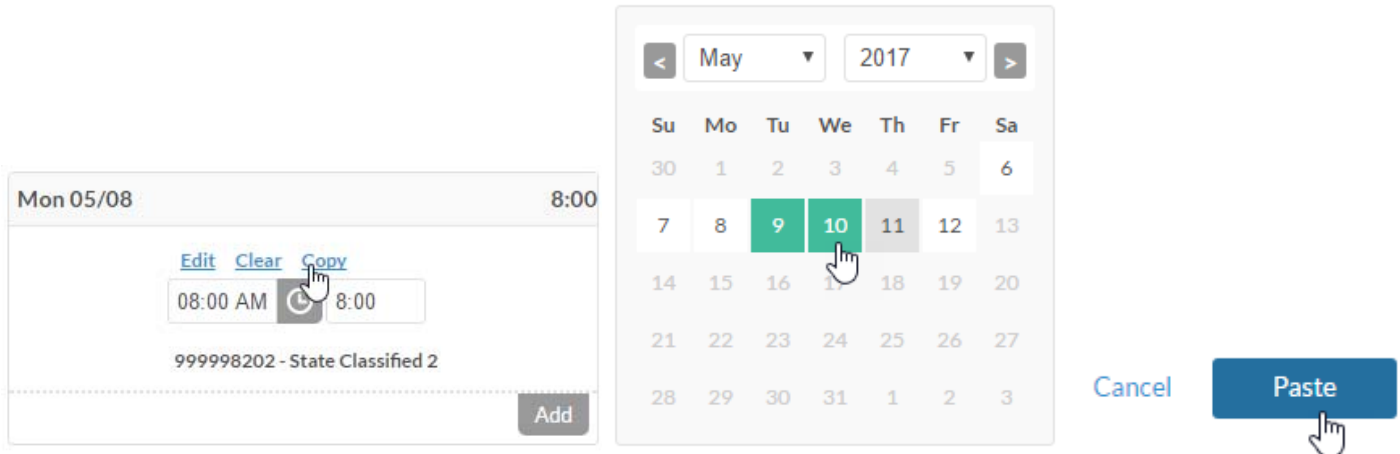
[Edit](#) [Clear](#) [Copy](#)



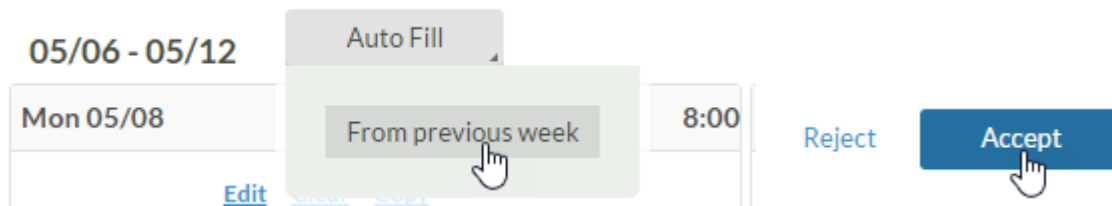
20 - On Call

[Add](#)

- To copy a shift from one day to other days, click the “Copy” link and in the pop-up calendar, click the day or days to which the shift should be copied and click “Paste” and then “Accept”

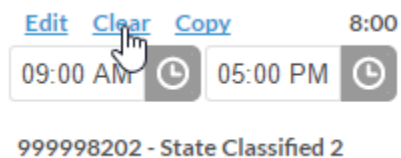


- To copy the previous week’s shifts to the current week, click the “AutoFill” button and choose “From previous week” and click “Accept”



Editing or Deleting Shifts

- Shifts may be edited by the employee until they are approved by the supervisor or Department HR staff
- If a shift has been already been approved but needs to be edited, speak with your supervisor or Department HR staff; they will need to unapprove the shift, make the changes, and then reapprove it
- Clicking the “clear” button will delete a shift, even if it has been approved, but it is recommended that you speak with your supervisor or Department HR staff if you plan to delete an approved shift for any reason



Payroll Deadlines

- It is highly recommended that employees record their shifts every day, but at least by the end of each week so that supervisors and departments can track overtime and other exceptions
- All shifts must be approved by supervisors the 10th of the following month
- If a shift still has the “Edit” link visible on the calendar view, it has not yet been approved

Quick Tips

- On the right side of the timesheet, above the calendar, the number of hours recorded for the week are displayed; “OT1” refers to overtime hours; we do not use “OT2”; “Leave” displays any approved leave hours requested in the week

Regular	OT1	OT2	Leave	Total
40:00	3:00	0:00	0:00	43:00