Who Uses the Electronic Timesheet?

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

Accessing TimeClock Plus

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

Entering Shifts/Segments on the Timesheet

- Click the **Manage Time Sheet** menu option

![Dashboard](image)

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

![Manage Time Sheet](image)

- Create a shift/segment by clicking the “Add” button in the appropriate day on the calendar
The start time defaults to 8:00 AM with the number of hours set to 8 for the Default Timesheet.
The start time defaults to 8:00 AM with a stop time of 4:00 PM for the Time-Based Timesheet that requires a start and stop time entry.
The Time-Based Timesheet is required for employees who are eligible for Shift Differential. Start and stop time entries are needed for Shift Differential calculations in TimeClock Plus.

Click “Edit” to change any of the details.

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.

Time-Based Timesheet
When the shift/segment details are correct, click “Accept”

02/03/2024 - 02/09/2024

Reject  Accept

Multiple shifts/segments 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.
• To copy a shift/segment 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/segment should be copied and click “Paste” and then “Accept”

![Copy Segment](image)

• To copy the previous week's shifts/segments to the current week, click the “AutoFill” button and choose “From previous week” and click “Accept”

![AutoFill](image)
Editing or Deleting Shifts/Segments

- Shifts/Segments may be edited by the employee until they are approved by the supervisor or Department HR staff
  - The entries for 02/05 have been approved – the Edit option is no longer available

- If a shift/segment has already been approved but needs to be edited, speak with your supervisor or Department HR staff; they will need to unapprove the shift/segment, make the changes, and then reapprove it
- Clicking the “Clear” button will delete a shift/segment, 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/segment 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 by 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”; “Comp Time” refers to the number of hours that will accrue as comp time for the week; “Leave” displays any approved leave hours requested in the week.
- “Break” appears to the left of the hour totals if the week contains entries that include a break.

<table>
<thead>
<tr>
<th>Break</th>
<th>Regular</th>
<th>OT1</th>
<th>OT2</th>
<th>Comp Time</th>
<th>Leave</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>36:00</td>
</tr>
</tbody>
</table>

Entering Breaks

- A break can be entered using the Time-Based Timesheet. Breaks are not available using the Default Timesheet.
- To create a Break, click the “Edit” link and change the “Time out” time to the start time of the break and select “Break” for the Break Type, click “Save.”

- Click the “Add” button to create a new shift/segment.
- Enter the time returned from the break in the "Time In" field and adjust the "Time Out" as needed.
- Click "Save" and then click "Accept".

When you view the hours using the View -> Hours menu option, you can see the brackets in the Breaks column is connecting the two shifts/segments together as one shift/segment with a Shift Total of 8 hours. The Break Length column shows the length of the break.
<table>
<thead>
<tr>
<th>Notes</th>
<th>Break Length</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Day Total</th>
<th>Week Total</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>60u</td>
<td>2/5/2024 8:00 AM</td>
<td>2/5/2024 12:00 PM</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td>999996202 - State Classified 2</td>
</tr>
<tr>
<td></td>
<td>L</td>
<td>2/5/2024 1:00 PM</td>
<td>2/5/2024 5:00 PM</td>
<td>4.00</td>
<td>8.00</td>
<td></td>
<td></td>
<td>999998202 - State Classified 2</td>
</tr>
</tbody>
</table>