



Who Uses the Electronic Timesheet?

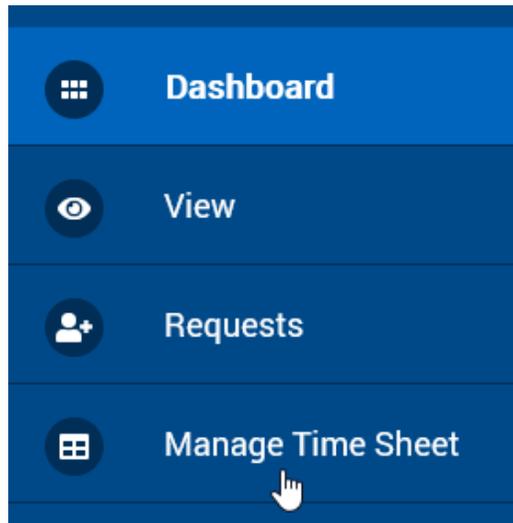
- The electronic timesheet is for non-exempt (overtime-eligible) salaried employees

Accessing TimeClock Plus

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

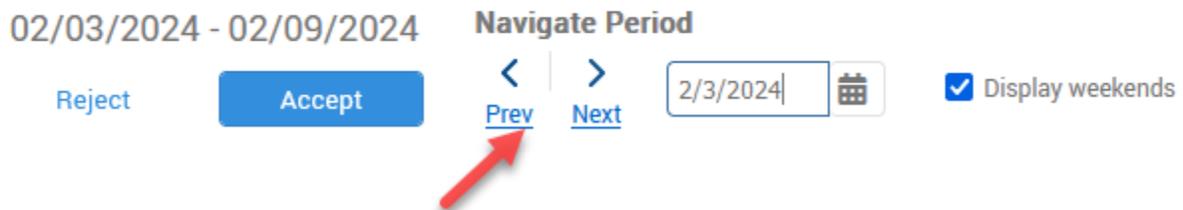
Entering Shifts/Segments on the Timesheet

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

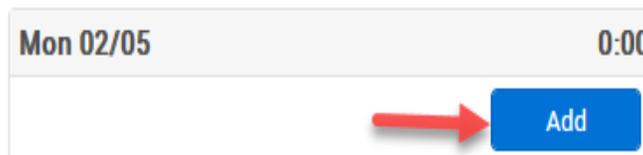


- Navigate between weeks by clicking the “Prev” and “Next” arrows under **Navigate Period**
- If you need to add shifts/segments to weekend days, click the “Display Weekends” checkbox

## Manage Time Sheet



- Create a shift/segment by clicking the “Add” button in the appropriate day on the calendar



## Default Timesheet

Mon 02/05 8:00

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

8:00 AM  8:00

[999998202 - State Classified 2](#)

[Add](#)

## Time-Based Timesheet

Mon 02/05 8:00

[Edit](#) [Clear](#) [Copy](#) [Notes](#) 8:00

8:00 AM  4:00 PM 

[999998202 - State Classified 2](#)

[Add](#)

- 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

Mon 02/05 8:00

[Edit](#) [Clear](#) [Copy](#) [Notes](#) 8:00

8:00 AM  4:00 PM 

[999998202 - State Classified 2](#)

[Add](#)

- 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

Edit Segment ? [Feedback](#)

Segment Length: 8:00

Time in   8:00 AM 

Time out   4:00 PM 

Break type

Job Code   

Project

Note

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

## Default Timesheet

### Edit Segment

Segment Length: 8:00

Time in   8:00 AM

Hours

Job Code

Project

Note

- 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

### Mon 02/05 12:00

[Edit](#) [Clear](#) [Copy](#) [Notes](#) 4:00

8:00 AM  12:00 PM

**999998202 - State Classified 2**

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[Edit](#) [Clear](#) [Copy](#) [Notes](#) 4:00

1:00 PM  5:00 PM

**999998202 - State Classified 2**

---

[Edit](#) [Clear](#) [Copy](#) [Notes](#) 4:00

6:00 PM  10:00 PM

**20 - On Call**

- 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”**

02/03/2024 - 02/09/2024

Reject

Accept

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

## 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

Mon 02/05	12:00	Tue 02/06	12:00
<a href="#">Copy</a> <a href="#">Notes</a> 4:00 8:00 AM 12:00 PM 999998202 - State Classified 2		<a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> <a href="#">Notes</a> 4:00 8:00 AM  12:00 PM 	
<a href="#">Copy</a> <a href="#">Notes</a> 4:00 1:00 PM 5:00 PM 999998202 - State Classified 2		<a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> <a href="#">Notes</a> 4:00 1:00 PM  5:00 PM 	
<a href="#">Copy</a> <a href="#">Notes</a> 4:00 6:00 PM 10:00 PM 20 - On Call		<a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> <a href="#">Notes</a> 4:00 6:00 PM  10:00 PM 	
<a href="#">Add</a>		<a href="#">Add</a>	

- 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

[Edit](#) [Clear](#) [Copy](#) 8:00  
09:00 AM  05:00 PM   
999998202 - State Classified 2

## 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 10<sup>th</sup> 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

<span style="color: blue;">■</span> Break	<b>Regular</b>	<b>OT1</b>	<b>OT2</b>	<b>Comp Time</b>	<b>Leave</b>	<b>Total</b>
	36:00	0:00	0:00	0:00	0:00	36:00

## 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**”

The image shows two screenshots of the timesheet interface. The left screenshot shows a date selector for 'Mon 02/05' with a time of '8:00'. Below the date, there are links for 'Edit', 'Clear', 'Copy', and 'Notes'. Underneath, there are two time input fields: '8:00 AM' and '4:00 PM', each with a clock icon. Below the time inputs is the job code '999998202 - State Classified 2' and an 'Add' button. The right screenshot is similar but shows the 'Edit' link being clicked, with a mouse cursor over it. The 'Time out' field now shows '4:00 PM' and the 'Add' button is highlighted in blue.

The image shows the 'Edit Segment' form. At the top, it says 'Segment Length: 4:00'. Below this, there are several input fields: 'Time in' (2/5/2024, 8:00 AM), 'Time out' (2/5/2024, 12:00 PM), 'Break type' (Break), 'Job Code' (999998202 - State Class), 'Project' (<< NONE >>), and 'Note'. There are red arrows pointing to the 'Time out' field, the 'Break type' dropdown, and the 'Save' button. There are also buttons for '?' and 'Feedback' at the top right, and 'Cancel' and 'Save' at the bottom right.

- Click the “**Add**” button to create a new shift/segment

Mon 02/05 4:00

[Edit](#) [Clear](#) [Copy](#) [Notes](#) 4:00

8:00 AM  12:00 PM 

[999998202 - State Classified 2](#)

[Add](#)

- 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”

Edit Segment ? Feedback

Segment Length: 4:00

Time in    

Time out    

Break type

Job Code

Project

Note

02/03/2024 - 02/09/2024

Reject

[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

Breaks

Notes	Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
	 60u	2/5/2024 8:00 AM	2/5/2024 12:00 PM	4:00				999998202 - State Classified 2
	 L	2/5/2024 1:00 PM	2/5/2024 5:00 PM	4:00	8:00			999998202 - State Classified 2