TimeClock Plus – Electronic Timesheet
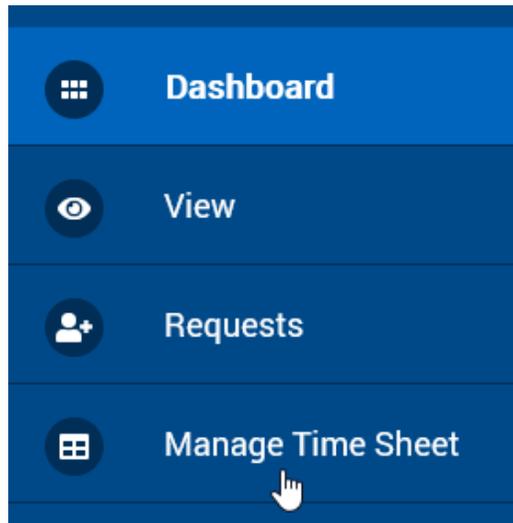
Who Uses the Electronic Timesheet?

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

Accessing TimeClock Plus

- Web interface through the "TimeClock Plus" link at aar.colostate.edu using NetID credentials (NetID and password)
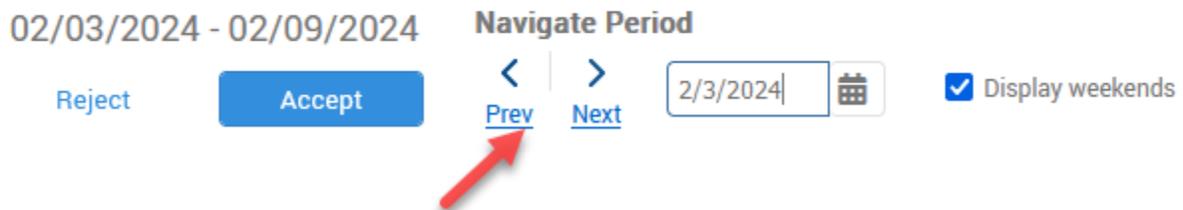
Entering Shifts/Segments on the Timesheet
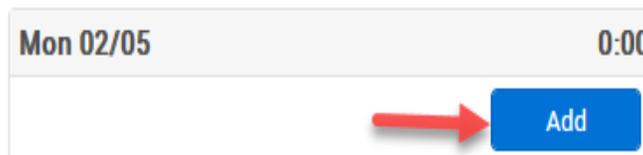
- Click the **Manage Time Sheet** menu option

- 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

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

Default Timesheet	**Time-Based Timesheet**

Mon 02/05	8:00
Edit Clear Copy Notes	
8:00 AM 🕐 8:00	
999998202 - State Classified 2	
	Add

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	2/5/2024 📅 8:00 AM 🕐	
Time out	2/5/2024 📅 4:00 PM 🕐	
Break type	<< NONE >>	
Job Code	999998202 - State Class ⌄	
Project	<< NONE >> Select	
Note		
	Cancel Save	

Default Timesheet

- When the shift/segment details are correct, click "**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**"

- 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

- 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

	Regular	OT1	OT2	Comp Time	Leave	Total
● Break	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**"

Mon 02/05   **8:00**

Edit   Clear   Copy   Notes 8:00
8:00 AM   🕐   4:00 PM   🕐

999998202 - State Classified 2

Add

Mon 02/05   **8:00**

Edit   Clear   Copy   Notes 8:00
8:00 AM   🕐   4:00 PM   🕐

999998202 - State Classified 2

Add

Edit Segment   [?]   [Feedback]

Segment Length: 4:00

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 >> ⌄   [Select]

Note   [   ]

Cancel   [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

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
💬	∟		2/5/2024 1:00 PM	2/5/2024 5:00 PM	**4:00**	**8:00**			999998202 - State Classified 2