Who Requests Leave through TimeClock Plus?

- All Sick and/or Annual Leave eligible employees except Postdoctoral Fellows
- Employees who accrue comp time

Accessing TimeClock Plus for Leave Requests

- Web interface at the "TimeClock Plus" link at aar.colostate.edu using eID credentials (eName and password)
- Mobile app for iOS or Android (9-digit CSU ID)
- Physical clock (9-digit CSU ID)

Checking Accruals

- Leave accruals occur in the HR system around the 15th of the month and are uploaded into TimeClock Plus
- So leave accrued in the previous month will not be available for use until around the 15th of the current month
- After accessing the TimeClock Plus Dashboard, click VIEW and choose "Accruals"
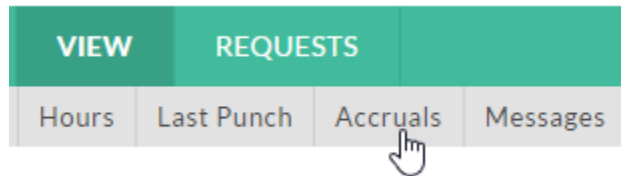
- "Accrued" shows your current accruals for Sick Leave, Annual Leave, and Comp Time
- "Used Forecast" shows approved (but not pending) leave hours
- "Remaining" shows the remaining hours that can currently be requested
- The "forecast date" and "Accrual Forecast" are not applicable to CSU, because accruals occur in the HR system
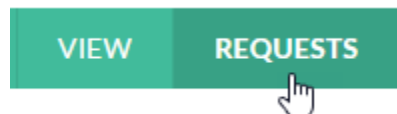
Select forecast date 5/11/2017 📅 Update

Showing 2 records of 2

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Annual Leave	1071.0000	0.0000	0.0000	11.0000	1060.0000
Sick Leave	1167.0000	0.0000	0.0000	4.5000	1162.5000

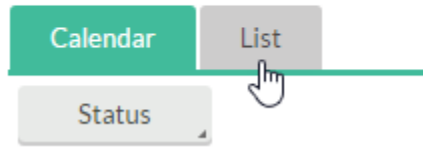- You may also view your current accrual balances when creating a leave request

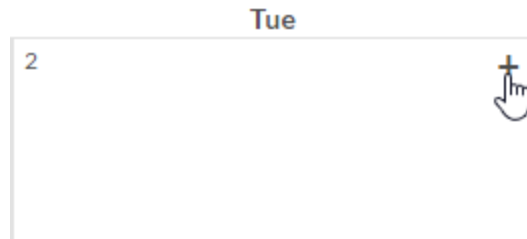Requesting Leave

- Click the REQUESTS tab

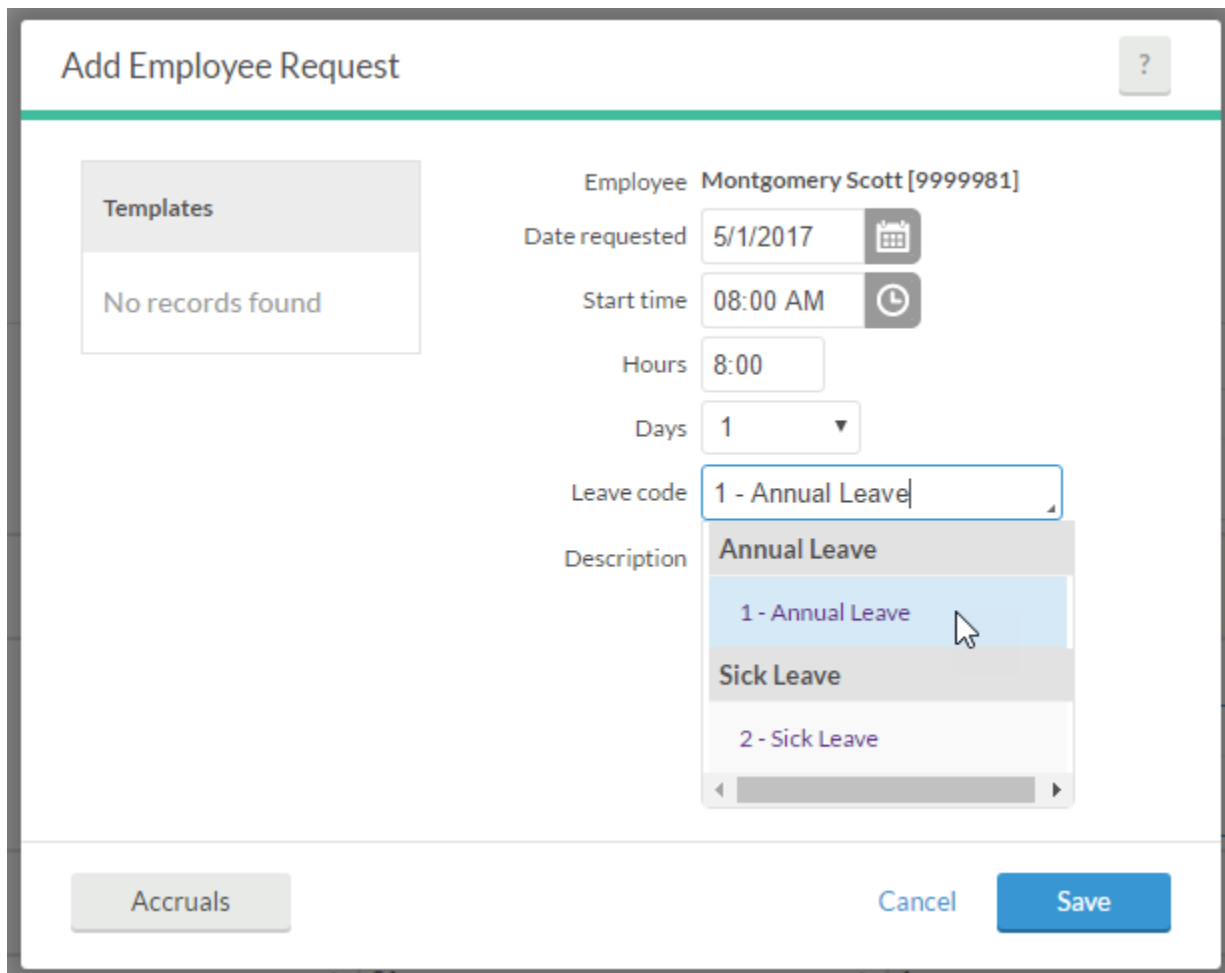- The Calendar view appears by default, but this may be changed to a list view by clicking the List tab

VIEW REQUESTS

Calendar | List

Status

- Click the plus symbol on the day in the Calendar for which leave is requested

Tue

2

+

- Enter the Start Time, number of Hours, and the Leave Code (Sick, Annual, or Comp Time)

Add Employee Request   ?

Templates		Employee	Montgomery Scott [9999981]
No records found		Date requested	5/1/2017
		Start time	08:00 AM
		Hours	8:00
		Days	1
		Leave code	1 - Annual Leave
		Description	

Annual Leave

   1 - Annual Leave

Sick Leave

   2 - Sick Leave

Accruals   Cancel   Save

- If the same amount of leave is to be taken every day for several days in a row, you may change the Days field to the appropriate number of days; note that this includes weekends, however

Employee Montgomery Scott [9999981]

Date requested 5/1/2017 📅

Start time 08:00 AM 🕐

Hours 8:00

Days 1 ▼

| 1 |
| 2 |
| 3 |
| 4 |
| **5** |
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |
| 11 |
| 12 |
| 13 |
| 14 |
| 15 |

Leave code eave

Description

Cancel   Save

- You may use the Description field to explain the leave request, but do NOT include any sensitive information, including medical information, in this field; click Save to complete the request
- On this Add Employee Request screen, click the Accruals button to view your current leave accrual balances

Accruals
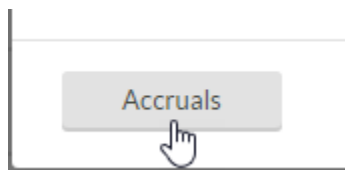
- You may create more than one leave request in a day; for example, if both Sick and Annual leave hours are taken the same day

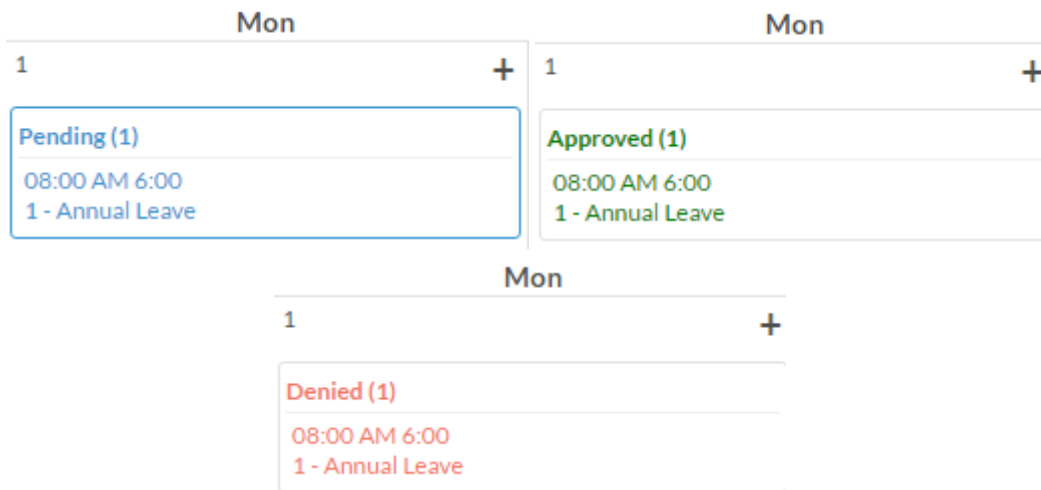**Mon**

1 +

Pending (2)

08:00 AM 6:00
1 - Annual Leave

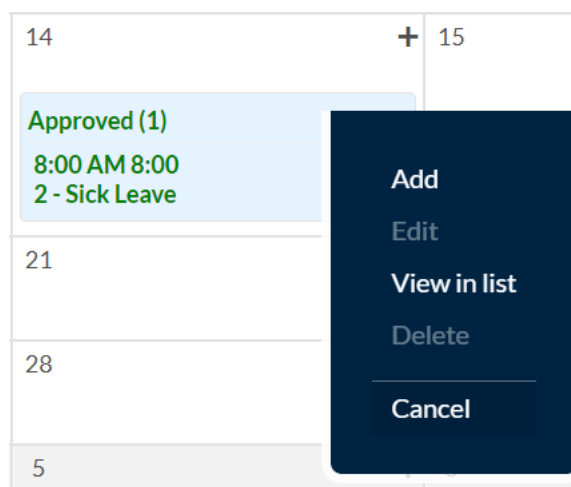03:00 PM 2:00
2 - Sick Leave

Request Deadlines

- Request leave in advance whenever reasonable
- Leave may be requested retroactive when necessary (for example, for unexpected Sick leave)

- For retroactive leave requests, create the requests as soon as possible or contact your supervisor or Department HR staff to create the request on your behalf
- For hourly (bi-weekly) employees, leave requests may affect overtime calculations, so they must be created by the end of each week; supervisors must approve these requests by the Tuesday following the end of the pay period
- For salaried (monthly) employees, leave requests must be created by the 5th of the following month; supervisors must approve these requests by the 10th of the following month
- Emails are automatically sent for leave requests and approvals/denials
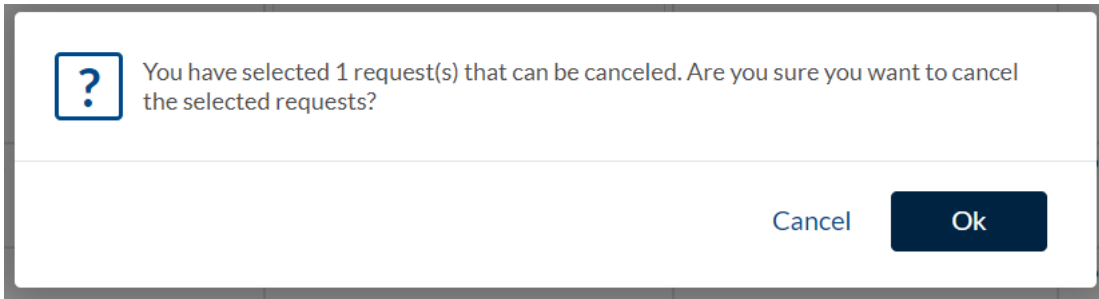- You may check the status of a leave request in the REQUESTS section

Mon		Mon	
1	+	1	+
Pending (1) 08:00 AM 6:00 1 - Annual Leave		**Approved (1)** 08:00 AM 6:00 1 - Annual Leave	

| Mon	
1	+
Denied (1) 08:00 AM 6:00 1 - Annual Leave	

Cancelling or Changing a Leave Request

- If a leave request is still in Pending status, you may right-click on the request to delete or modify it.
- If a leave request is in Approved status, and the start time of the leave requested has not begun yet, you may right-click the request and choose, "Cancel."

14	+	15
Approved (1) 8:00 AM 8:00 2 - Sick Leave	Add	
21	Edit View in list	
28	Delete Cancel	
5		

- Confirm the cancellation by clicking "Ok."

> **?** You have selected 1 request(s) that can be canceled. Are you sure you want to cancel the selected requests?
>
> Cancel   **Ok**

- The cancelled request will remain on the Requests calendar, and the accompanying leave segment that would ordinarily have to be removed by the supervisor or department HR user in the Individual Hours section will be deleted.

> **14**   **+**
>
> Canceled (1)
>
> 8:00 AM 8:00
> 2 - Sick Leave
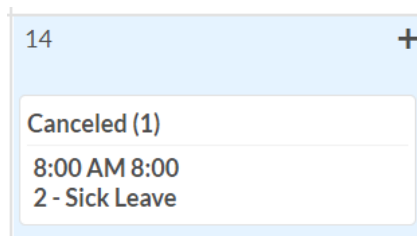
- If an employee needs to change the duration or type of an approved leave request, they can cancel the existing request and create another immediately, even on the same day as the cancelled request. Approved leave that was scheduled for a time that has passed cannot be cancelled through the Request calendar. Employees should inform their supervisor and/or department HR staff if an approved leave request should be retroactively cancelled or modified.
- A notification of the leave request cancellation is sent to the employee's supervisor, although the cancellation does not require approval. An employee should speak with their supervisor regarding any change of leave plans.