



TimeClock Plus – On Call and Call Back



On Call and Call Back are job codes that eligible State Classified employees can utilize either by creating entries in the electronic time sheet or by selecting the On Call and Call Back job codes when punching in.

Creating On Call and Call Back Shifts using the Electronic Time Sheet

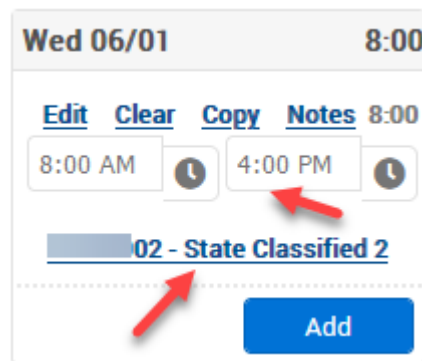
- Click the Manage Time Sheet tab



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



- Enter the correct start time and stop time – a start time and stop time are required
- Click the Job Code entry and select either “On Call” or “Call Back”



Select Job Code

?
Feedback

Unspecified
 Default

Showing 3 records of 3

Select	ID	Description	Group
<input type="radio"/>	20	20 - On Call	
<input checked="" type="radio"/>	22	22 - Call Back	
<input type="radio"/>	002	02 - State Classified 2	

Cancel
Save

- Click Save and then click Accept in the upper right corner of the screen

Manage Time Sheet

05/28/2022 - 06/03/2022


Reject



Accept



In the example below, the employee entered a Start Time of 8:00 AM and a Stop Time of 9:00 AM with the Call Back Job Code. Call Back segments will automatically translate to a minimum of two hours which is shown in the right corner of the date entry on the electronic time sheet and also next to the Notes heading.

Wed 06/01 2:00


[Edit](#) [Clear](#) [Copy](#) [Notes](#) 2:00 


8:00 AM  9:00 AM 


[22 - Call Back](#)

[Add](#)

To view the entry, you can click on the View Hours tab



Change Project


View









Requests

Hours

Last Punch



One hour of Call Back was entered and the employee received the minimum of 2 hours of Call Back.

		Comp Time	Notes		Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
					6/1/2022 8:00 AM	6/1/2022 9:00 AM	2:00	2:00	2:00		22 - Call Back

Creating On Call and Call Back Shifts Clocking In Clocking Out

- Enter your CSU ID number in the Badge Number field
- Click the Clock In button

6/16/2022
4:00:26 PM

Select Company

Badge Number

- Select the On Call or Call Back Job Code and click Continue

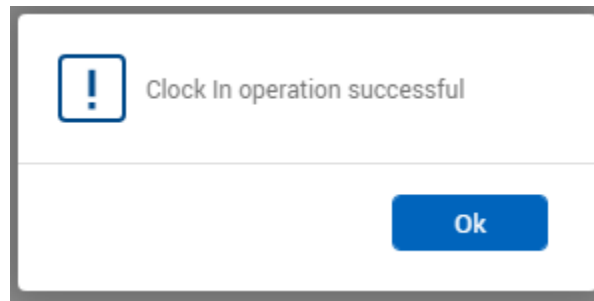
6/16/2022 4:03:11 PM Hello [Not you?](#)

Select Job Code (Clock In)

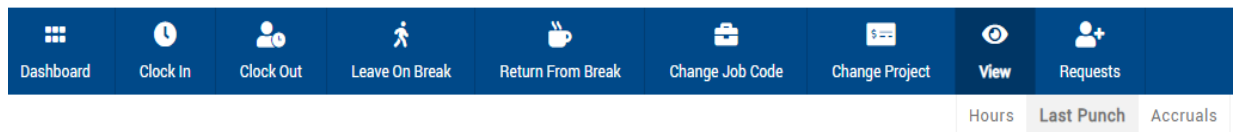
Showing 3 records of 3

Select	ID	Description	Group
<input checked="" type="radio"/>	20	On Call	
<input type="radio"/>	22	Call Back	
<input type="radio"/>	9462501	State Classified 1	Monthly

- Click OK when you receive the Clock In operation successful message



To view the entry, you can click on the View Hours tab or you can view the punch information by selecting the View Last Punch tab



Last Punch (Clocked In)

