



TimeClock Plus – On Call and Call Back



Accessing TimeClock Plus

- Web interface at the “TimeClock Plus” link at aar.colostate.edu using eID credentials (eName and password)

Creating On Call Shifts

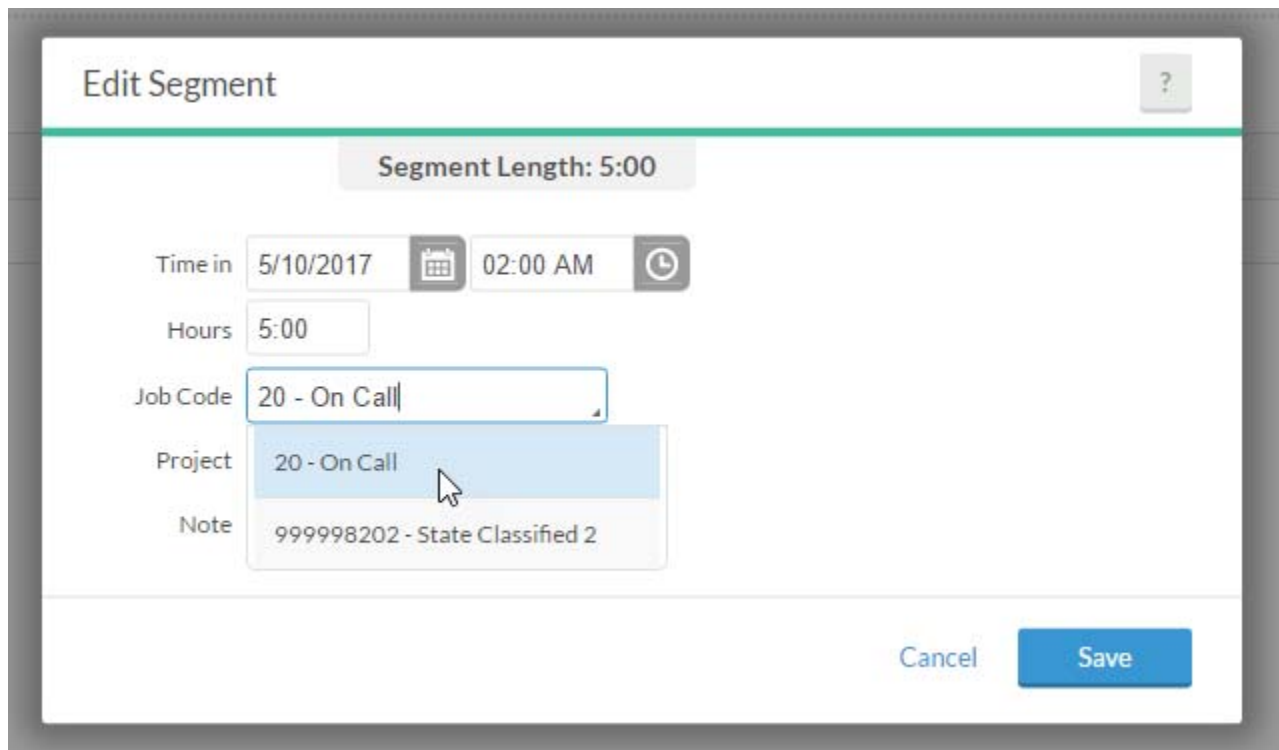
- Click the MANAGE TIME SHEET tab



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



- Enter the correct start time and number of hours
- If the Job Code below the time entered does not say “On Call,” click the Edit link and change the Job Code field to “On Call”

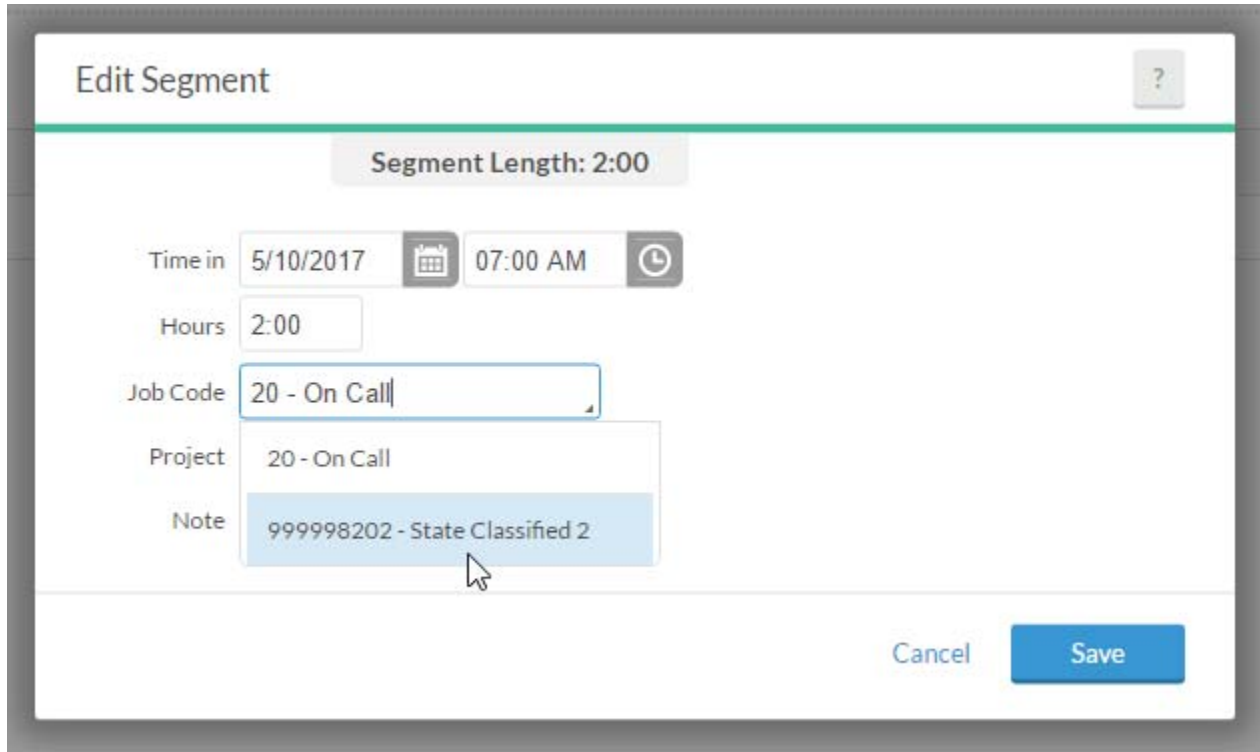


- Click Save and then Accept



Creating Call Back Shifts

- Create a shift (as above)
- Change the Job Code field to the appropriate assignment (as opposed to “On Call”)

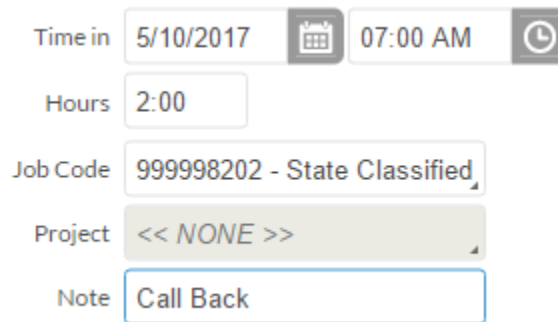


The screenshot shows the 'Edit Segment' form with the following fields and values:

- Segment Length: 2:00
- Time in: 5/10/2017, 07:00 AM
- Hours: 2:00
- Job Code: 20 - On Call
- Project: 20 - On Call
- Note: 999998202 - State Classified 2

Buttons: Cancel, Save

- In the Note field, enter “Call Back” for tracking purposes



The screenshot shows the 'Edit Segment' form with the following updated fields and values:

- Time in: 5/10/2017, 07:00 AM
- Hours: 2:00
- Job Code: 999998202 - State Classified
- Project: << NONE >>
- Note: Call Back

- Click Save and then Accept



The screenshot shows the bottom buttons of the form: Cancel, Save, Reject, and Accept. The Save and Accept buttons are highlighted with mouse cursors.

- Recall that Call Back shifts should be a minimum of 2 hours, even if the actual time worked was less