



## TimeClock Plus – Approving Leave



### Who Approves Leave?

- The Supervisor listed on the employee’s assignment in the HR system
- The Department HR role can approve leave as a backup

### Accessing TimeClock Plus to Approve Leave

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

### Pending Time-Off Requests on Dashboard

 **PENDING TIME OFF REQUESTS**
2

Name	Date	Request	2/2
			✕ ✓
<a href="#">Montgomery Scott</a>	05/18/2017	Sick Leave - 08:00 AM to 04:00 PM	✕ ✓
<a href="#">Montgomery Scott</a>	05/19/2017	Annual Leave - 08:00 AM to 04:00 PM	✕ ✓

[Jump to Request Manager](#)

- Quick, basic view of pending leave requests
- Click the X to deny or the check mark to approve
- Click the employee’s name to view accruals (in upper right corner of pop-up)

### Request Manager under the TOOLS tab

TOOLS

Employee Status

Request Manager

- Detailed calendar view of pending and approved leave requests

< May 2017 >		
Tue	Wed	Thu
2 +	3 +	4 +
9 +	10 +	11 +
16 +	17 +	18 +

**Pending (1)**

Montgomery Scott  
08:00 AM 8:00  
2 - Sick Leave

- Double-click a request to view more information, including employee accruals

### Employee Request Detail

#### - Information

Employee **Montgomery Scott**  
 Hire date **11/11/2013**  
 Date submitted **05/03/2017**  
 Entered by **Montgomery Scott**

Days **2/3**  
 Date requested **05/18/2017 (08:00 AM 8:00)**  
 Leave code **2 - Sick Leave**  
 Hours **8:00**  
 Accrual Bank **2-Sick Leave**

Edit

View Accruals

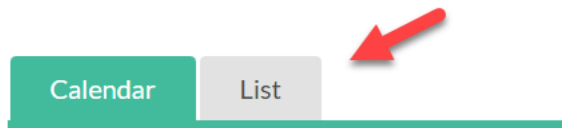
+ Approvals

+ Notes

+ Options

- Click the “List” tab to view the leave requests in a list

# REQUEST MANAGER ☆



Status Empl

Group by Request Date

5/12/2017 to 5/20/2017 Manual Update

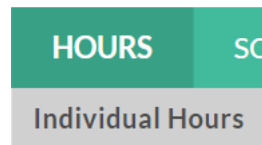
+ Add Manage [Expand all](#) [Collapse all](#)

Showing 3 records of 3 Selected 0 records

ID	Name	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Job Code
- 05/17/2017 (1 of 1 requests)										
9999981	Montgomery Scott	05/03/2017	14	05/17/2017	08:00 AM 8:00	8:00	Approved	N/A	N/A	1 - Annual Leave
- 05/18/2017 (1 of 1 requests)										
9999981	Montgomery Scott	05/03/2017	15	05/18/2017	08:00 AM 8:00	8:00	Pending	N/A	N/A	2 - Sick Leave
- 05/19/2017 (1 of 1 requests)										
9999981	Montgomery Scott	05/03/2017	16	05/19/2017	08:00 AM 8:00	8:00	Pending	N/A	N/A	1 - Annual Leave

## Editing or Deleting Leave Requests

- If a leave request is pending, the employee or supervisor may make edits in the Request Manager
- Once a leave request has been approved, it creates a leave shift entry in the HOURS tab
- To edit an approved request:
  - Go to HOURS -> Individual Hours



- Select the employee

Search 🔍

Showing 6 records of 6

9999981 Montgomery Scott

9999982 Hikaru Sulu

- Unapprove the leave shift by unchecking the box in the manager approval column (M with a check box)

Showing 4 records of 4      Selected 0 records

<input type="checkbox"/>			Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y		5/1/2017 01:00 PM	<< Time sheet >>	1:30	1:30		2 - Sick Leave
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y		5/3/2017 08:00 AM	<< Time sheet >>	8:00	8:00		1 - Annual Leave

- Right-click and choose “Edit” or double-click the shift

### Edit Segment ?

**Segment Length: 1:30**

Individual is clocked in

Time sheet entry

Edit actual time

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Missed in punch

Missed out punch

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Time in

Hours

Job Code

Project

Note

- Make the appropriate changes, save, and approve the shift

- If a leave shift is edited in the HOURS view, it will not change in the Request Manager section
- The leave shift in the HOURS view is what will be exported to the HR system
- If you delete an approved leave request, it will not delete the leave shift

#### Deadlines and Notifications

- For bi-weekly employees, leave must be approved by the Tuesday following end of the pay period (every other Friday)
- For monthly employees, supervisors must approve leave by the 10<sup>th</sup> of the following month
- Monthly employees are asked to enter their leave for the month by 5<sup>th</sup> of the following month but in advance whenever reasonable
- Supervisors will receive emails when an employee makes a request, and the employee will receive an email when the request has been approved or denied
- Check the Dashboard regularly to ensure that no requests are missed