



TimeClock Plus – Approving Shifts



Who Approves Shifts?

- The Supervisor listed on the employee’s assignment in the HR system
- Project Approvers defined in the Time Clock Projects form in the HR system
- The Department HR role can approve leave as a backup

Accessing TimeClock Plus to Approve Shifts

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

Approving Shifts and Overtime in the Dashboard

REQUIRED APPROVALS			16
Name	Type	Date	15/16
Leonard McCoy	Manager Approval	04/26 09:00 A - 01:00 P	✓
Leonard McCoy	Manager Approval	04/26 01:00 P - 05:00 P	✓
Mister Spock	Manager Approval	05/01 02:39 P - 02:41 P	✓
Mister Spock	Manager Approval	05/01 02:45 P - 02:45 P	✓
Mister Spock	Manager Approval	05/01 02:45 P - 02:45 P	✓
Mister Spock	Manager Approval	05/01 02:46 P - 03:01 P	✓
Montgomery Scott	Manager Approval	05/01 01:00 P - 02:30 P (TS)	✓

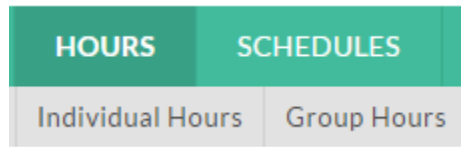
- Quick, basic view of shifts requiring approval
- Click the check mark to approve
- Overtime shifts are separated into the Overtime widget on the Dashboard

OVERTIME			2
Name	Type	Date	2/2
Mister Spock	Overtime	05/03 01:10 P - 11:21 A	✓
Pavel Chekov	Overtime	05/03 01:09 P - 11:21 A	✓

[Jump to Group Hours](#)

Viewing Shift Details in the Hours Section






- Click the HOURS tab to see “Individual Hours” or “Group Hours”



- “Individual Hours” shows all shifts and approved leave for a single employee in a date range
- “Group Hours” shows shifts and approved leave in date range
- A red dot in the Exceptions (red bell) column indicates a shift that has not been approved

Showing 9 records of 9

Selected 0 records

<input type="checkbox"/>			Notes	Edited		Photos	Time In	Time Out	Hours	Shift Total
<input type="checkbox"/>		<input type="checkbox"/>					5/1/2017 02:39 PM	5/1/2017 02:40 PM	0:01	0:01

- A blue dot in the Exceptions column indicates an approved shift with an exception, such as overtime

<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y			5/5/2017 09:00 AM	5/5/2017 05:00 PM	8:00	8:00
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- Use the “Exception Filter” button to limit shifts to Overtime, Missed Punches, etc.

Exception Filter Job Code Filter Download

Exception Filter ?

Required for close week
 Required for payroll exports and reports

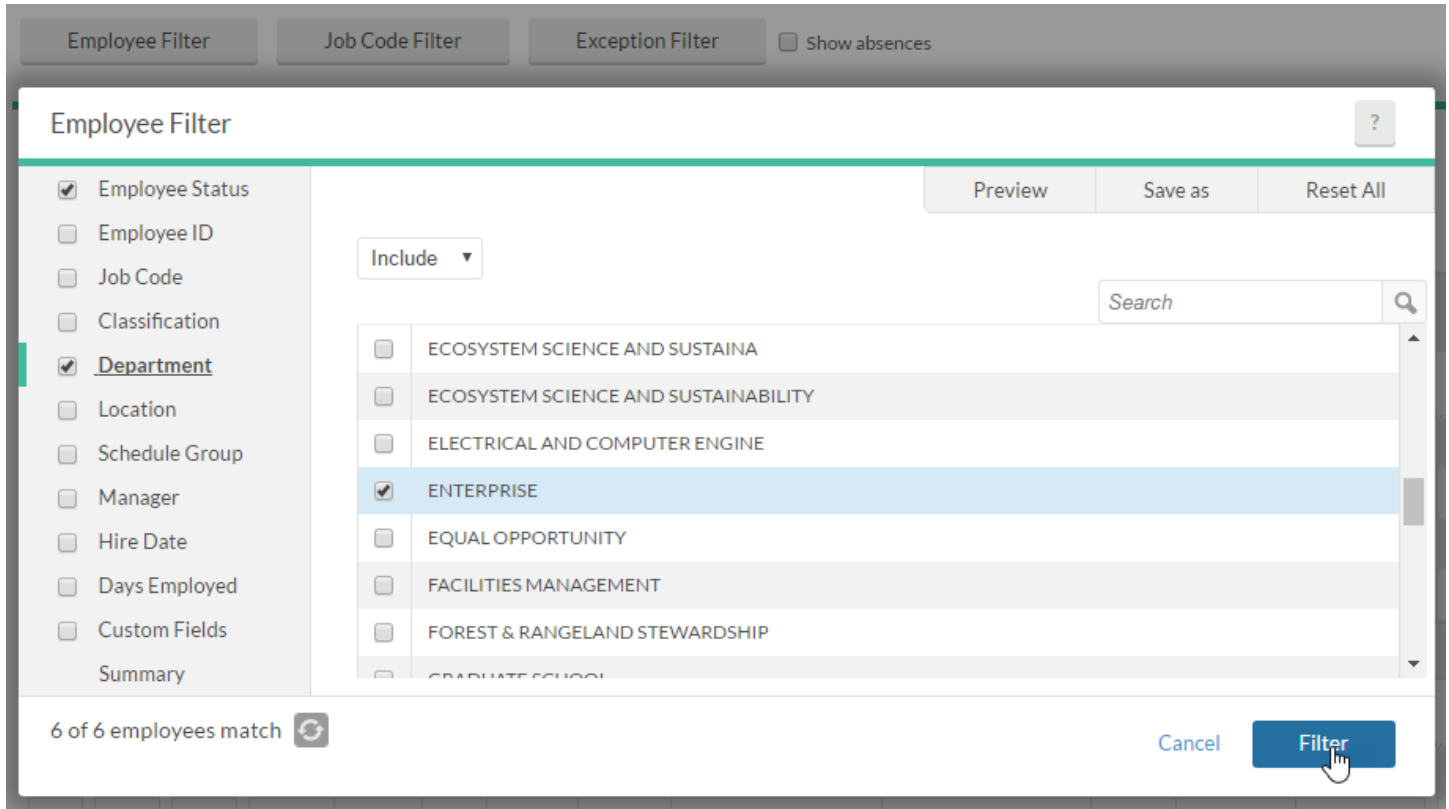
Search

Showing 8 records of 8 Selected 1 records

<input type="checkbox"/>	Exception	Category
<input type="checkbox"/>	Manager Approval	Approvals
<input type="checkbox"/>	Conflicting Shifts	Shift
<input type="checkbox"/>	Long Shift	Shift
<input type="checkbox"/>	Long Week	Shift
<input type="checkbox"/>	Missed Punches	Shift
<input checked="" type="checkbox"/>	Overtime	Shift

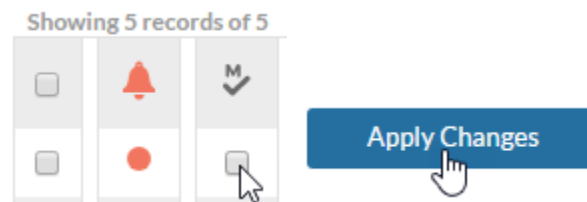
NOTE: Only segments with the selected exceptions will be shown

- In “Group Hours,” use the “Employee Filter” button to limit shifts to a Department, Location, Schedule Group (Bi-Weekly/Monthly), etc.



Approving and Managing Shifts in the Hours Section

- To approve a shift click the checkbox in the Manager approval column (the M with a check mark) and click Apply Changes



- To apply an action (such as approval or deletion) to several shifts, click the checkbox in the leftmost column next to those shifts and then choose “Manage Segments” or “Manage Exceptions” to take apply an action

The screenshot shows a web interface for managing shifts. At the top, there are buttons: '+ Add Segment' (green), 'Manage Segments' (blue), 'Manage Exceptions' (blue), and 'Resolve period' (blue). Below these is a table with 5 records. The first three rows are selected. A modal window titled 'Manage Exceptions' is open, showing options for 'Unapprove' and 'Approve' with radio buttons. The 'Approve' radio button is selected. Below the radio buttons is an 'Apply' button. The table below has columns: checkbox, bell icon, 'M' icon, 'Notes', 'Edited', link icon, 'Time', 'Start', 'End', 'Hours', and 'Shift Total'.

checkbox	Bell	M	Notes	Edited	Link	Time	Start	End	Hours	Shift Total
<input checked="" type="checkbox"/>	🔔	✓	📄	Y	🔗	5/1/2017 09:00 AM	5/1/2017 05:00 PM	8:00	8:00	
<input checked="" type="checkbox"/>	🔴	☐	📄	Y	🔗	5/2/2017 09:00 AM	5/2/2017 05:00 PM	8:00	8:00	
<input checked="" type="checkbox"/>	🔴	☐	📄	Y	🔗	5/3/2017 09:00 AM	5/3/2017 07:00 PM	10:00	10:00	
<input type="checkbox"/>	🔴	☐	📄	Y	🔗	5/4/2017 09:00 AM	5/4/2017 05:00 PM	8:00	8:00	
<input type="checkbox"/>	🔴	☐	📄	Y	🔗	5/5/2017 09:00 AM	5/5/2017 05:00 PM	8:00	8:00	

- To approve all shifts listed, click the “Resolve period” button and the radio button under Approve for “Manager Approval” and/or “Overtime” and click “Apply”; be cautious when using this option that you have reviewed all shifts listed for accuracy

This is a close-up of the 'Resolve period' modal. It shows two rows of radio buttons. The first row is labeled 'Manager Approval' and has two radio buttons, with the second one selected. The second row is labeled 'Overtime' and has two radio buttons, with the first one selected. Below these is an 'Apply' button with a hand cursor pointing to it.

- If you only supervise some of the shift for an employee, note the Job Code (assignment) and Project columns and ONLY approve shifts that you supervised

Job Code	Project
999998401 - Student Work Study 1	HUMAN RESOURCES\9999984\STUDENT WORK STUDY\HR SPLIT
999998401 - Student Work Study 1	HUMAN RESOURCES\9999984\STUDENT WORK STUDY\HR GENERAL

- To make edits to or delete a shift, it must be unapproved; you can unapprove it by unchecking the box in the Manager approval column and clicking “Apply Changes”

Edit Segment [?]

Segment Length: 8:00

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in: 5/1/2017 | 09:00 AM

Time out: 5/1/2017 | 05:00 PM

Break type: << NONE >>

Job Code: 999998202 - State Classified

Project: << NONE >>

Note: []

Custom Extra Cancel Save

- To edit/delete an unapproved shift, right-click on the shift or click the box in the leftmost column and click the “Manage Segments” button

Deadlines and Notifications

- Managers are expected to check the dashboard for shifts to approve at the very least at the end of each week but ideally as often as every day
- For bi-weekly employees, shifts must be approved by the Tuesday following end of the pay period (every other Friday)