



Who Approves Shifts?

- The Supervisor listed on the employee’s assignment in the HR system
- An Additional Supervisor identified on the employee’s Special Info -> Additional Supervisors
- Project Approvers defined in the Time Clock Projects form in the HR system
- The Department HR role can approve time and leave as a backup

Accessing TimeClock Plus to Approve Shifts

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

Approving Shifts and Overtime in the Dashboard

REQUIRED APPROVALS
10

10/10

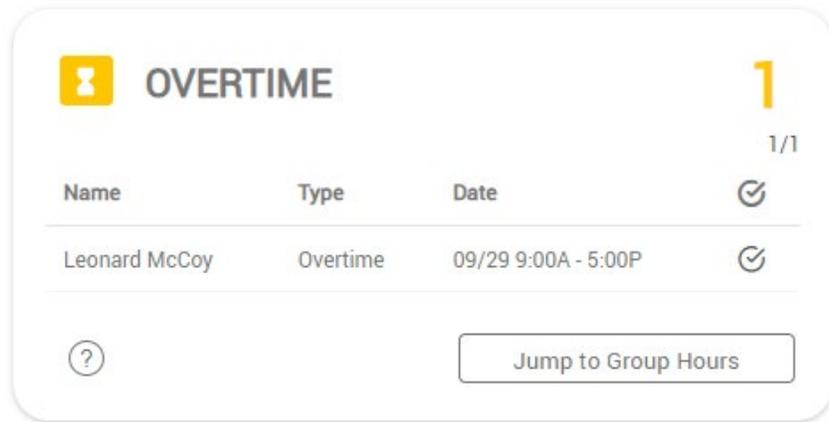
Name	Type	Date	✔
Leonard McCoy	Manager Approval	09/25 9:00A - 5:00P	✔
Leonard McCoy	Manager Approval	09/26 9:00A - 5:00P	✔
Leonard McCoy	Manager Approval	09/27 9:00A - 5:00P	✔
Leonard McCoy	Manager Approval	09/28 7:00A - 5:00P	✔
Leonard McCoy	Manager Approval	09/29 9:00A - 5:00P	✔
Luke Skywalker	Manager Approval	10/02 9:00A - 5:00P	✔
Luke Skywalker	Manager Approval	10/03 9:00A - 5:00P	✔
Luke Skywalker	Manager Approval	10/04 9:00A - 5:00P	✔
Luke Skywalker	Manager Approval	10/05 9:00A - 5:00P	✔
Luke Skywalker	Manager Approval	10/06 9:00A - 5:00P	✔

Jump to Group Hours

- Quick, basic view of shifts requiring approval
- Click the check mark to approve
- Click the Jump to Group Hours button to view additional entries that may not be displayed on the dashboard

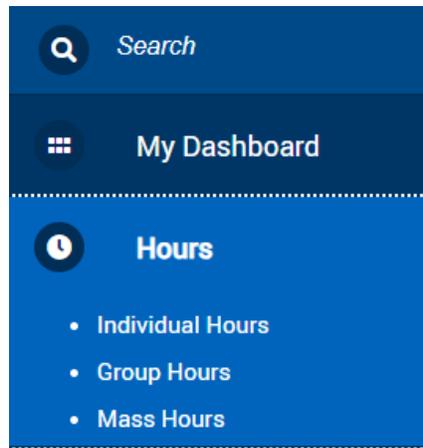
NOTE: The dashboard may not display all entries that require approval due to the number of entries that can be displayed on the dashboard. Check Group Hours or Individual Hours to verify all entries are approved prior to the deadline

- Overtime shifts are separated into the Overtime widget on the Dashboard



Viewing Shift Details in the Hours Section

- Click HOURS in the sidebar navigation menu to select “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 a date range for multiple employees
- A red dot in the Exceptions (red bell) column indicates a shift that has not been approved

Showing 5 records of 5 Selected 0 records

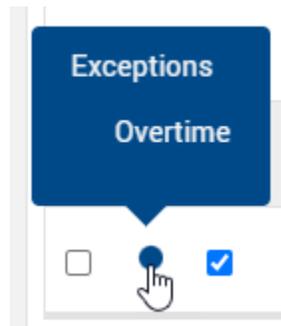
<input type="checkbox"/>			Notes	Edited		Time In	Time Out	Hours	Shift Total
<input type="checkbox"/>		<input type="checkbox"/>		Y		10/2/2023 9:00 AM	10/2/2023 5:00 PM	8:00	8:00

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

Showing 1 records of 1 Selected 0 records

<input type="checkbox"/>			Notes	Edited		Time In	Time Out	Hours	Shift Total
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y		9/29/2023 9:00 AM	9/29/2023 5:00 PM	8:00	8:00

- You can hover over the blue or red dot in the Exceptions column for an explanation of the exception



- The “Exception Filter” button on Individual Hours and Group Hours can be used to limit shifts to Overtime, Missed Punches, etc.
- The Exception Filter on **Group Hours** can be used to identify unapproved shifts for multiple employees by selecting the ‘**Required for close week**’. **Group Hours** with the Required for close week exception filter should be used prior to payroll deadlines to ensure all employee time entries are approved

Exception Filter ?

Required for close week

Required for payroll exports and reports

Showing 8 records of 8 Selected 0 records

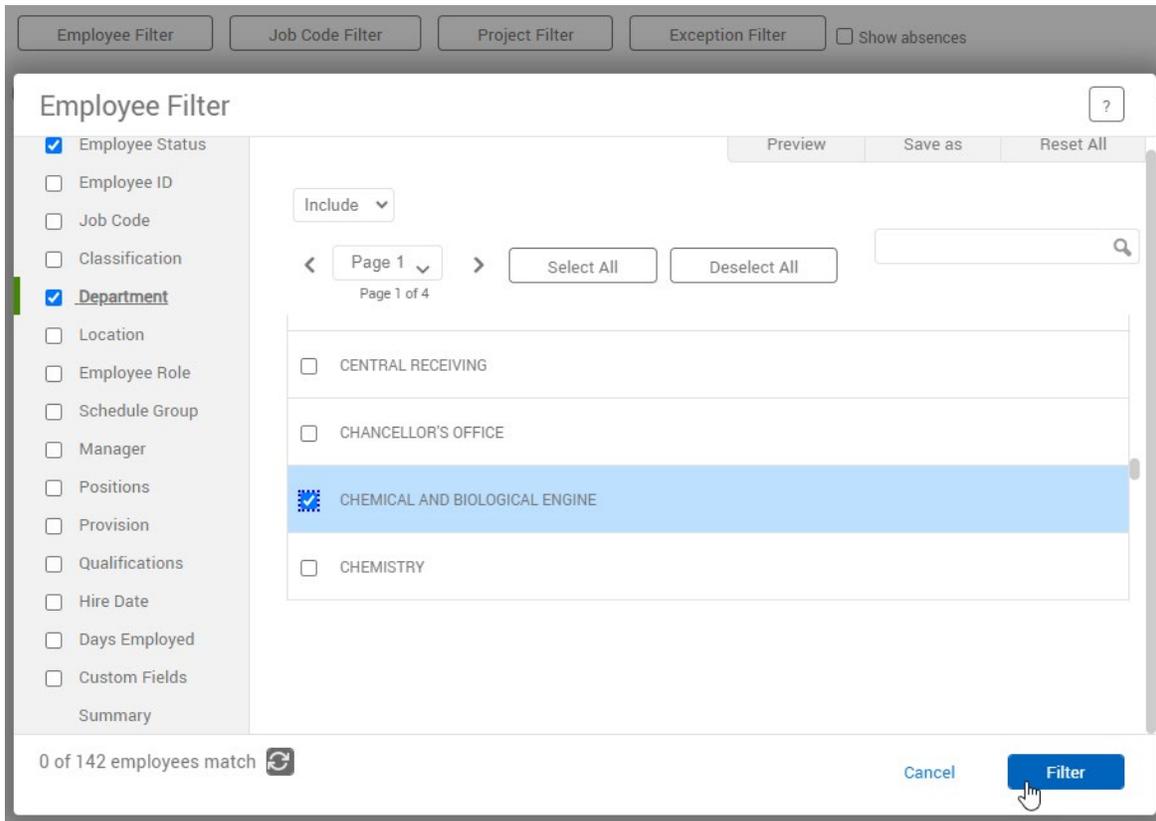
<input type="checkbox"/>	Exception	Category
<input type="checkbox"/>	Manager Approval	Approvals
<input type="checkbox"/>	Conflicting Shifts	Shift
<input type="checkbox"/>	Long Shift	Shift

NOTE: Only segments with the selected exceptions will be shown

Restore default
Save as default
Cancel
Filter

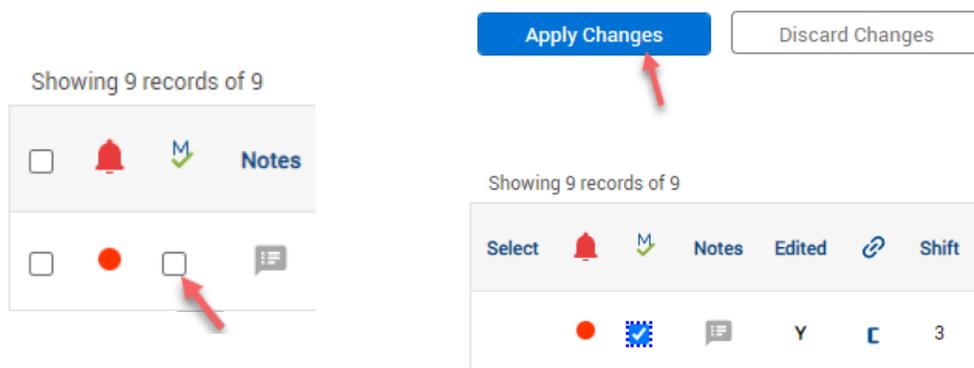
- In **Group Hours** use the “Employee Filter” button to limit shifts to a Department, Location, Schedule Group etc.

- The Schedule Group category can be used to select Monthly or Bi-weekly employees



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 approve several shifts, click the checkbox in the leftmost column next to the shifts and then click the “Exceptions” button, click the “Approve” radio button and then click the “Apply” button
 - Only the shifts that are selected will be approved

The screenshot shows a shift management interface. At the top, there are buttons for '+ Add', 'Manage', 'Exceptions', 'Processing', and 'Resolve Period'. The 'Exceptions' button is highlighted with a dashed blue border. Below the buttons, it says 'Showing 4 records of 4' and 'Selected 2 records'. A modal window titled 'Unapprove Approve' is open, showing 'Manager' with a selected radio button and an 'Apply' button. The table below has columns for 'Hours', 'Shift Total', and 'Week Total'. Two rows are highlighted in blue, with red arrows pointing to their selection checkboxes.

	Hours	Shift Total	Week Total
<input checked="" type="checkbox"/>	2:00	2:00	
<input checked="" type="checkbox"/>	4:13	4:13	
<input type="checkbox"/>	2:01	2:01	14:31*
<input type="checkbox"/>	2:00	2:00	2:00

- To approve all shifts listed, click the “Resolve period” button and the “Approve radio” button for Manager Approval and click “Apply”
 - NOTE:** Be cautious when using this option that you have reviewed all shifts listed for accuracy
 - The Resolve Period will approve all shifts listed whereas the Exceptions approval will approve shifts that are selected
- In the example below, none of the shifts are selected and all five entries will be approved using the Resolve Period approval option

The screenshot shows a shift management interface. At the top, there are buttons for '+ Add', 'Manage', 'Exceptions', 'Processing', and 'Resolve Period'. The 'Resolve Period' button is highlighted with a dashed blue border. Below the buttons, it says 'Showing 5 records of 5' and 'Selected 0 records'. A modal window titled 'Unapprove Approve' is open, showing 'Manager Approval' with a selected radio button and an 'Apply' button. The table below has columns for 'Time In', 'Time Out', and '8:00'. Five rows are listed, all with '8:00' in the '8:00' column.

Time In	Time Out	8:00	8:00
10/2/2023 9:00 AM	10/2/2023 5:00 PM	8:00	8:00
10/3/2023 9:00 AM	10/3/2023 5:00 PM	8:00	8:00
10/4/2023 9:00 AM	10/4/2023 5:00 PM	8:00	8:00
10/5/2023 9:00 AM	10/5/2023 5:00 PM	8:00	8:00
10/6/2023 9:00 AM	10/6/2023 5:00 PM	8:00	8:00

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

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

Editing or Deleting a shift

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

To delete a shift:

- Click the box in the leftmost column of the shift and click the “Manage” button and select **Delete** from the dropdown list – or – Right click the shift to be deleted and select **Delete** from the dropdown list

The screenshot shows a user interface for managing shifts. At the top, there are several buttons: a green '+ Add' button, a blue 'Manage' dropdown button (highlighted with a red dashed box), a blue 'Exceptions' dropdown button, a blue 'Processing' dropdown button, and a blue 'Resolve Period' dropdown button. Below these buttons, there is a table of shifts. The first row of the table is highlighted in blue. A red arrow points to a checkbox in the leftmost column of this row, which is checked. A dropdown menu is open from the 'Manage' button, showing options: 'Edit', 'Delete' (highlighted with a mouse cursor), 'Split segment by length', 'Split segment by percentage', 'Add break', 'Toggle break', 'Audit Log', 'View segment photos', and 'View Location'. The table has columns for 'Time Out', 'Hours', and 'Shift Total'. The first row shows '9:00 AM', '10/2/2023 5:00 PM', '8:00', and '8:00'. The second row shows '9:00 AM', '10/3/2023 5:00 PM', '8:00', and '8:00'. The third row shows '9:00 AM', '10/4/2023 5:00 PM', '8:00', and '8:00'.

To edit a shift:

- Click the box in the leftmost column of the shift and click the “Manage” button and select **Edit** from the dropdown list – or – Right click the shift to be modified and select **Edit** from the dropdown list. Click the “Save” button to save changes.

Edit Segment ?

Segment Length: 8:00

Individual is clocked in
 Time sheet entry

 Missed in punch
 Missed out punch

Time in

Time out

Break type

Job Code

Project

Rate

Note

Deadlines and Notifications

- Managers are expected to check the dashboard, Individual Hours or Group Hours 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)
- A TimeClock Plus Deadlines email is sent at the beginning of each month identifying the deadlines for employees and supervisors