TimeClock Plus – Approving Shifts

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

- 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 the **HOURS** menu option 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

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

- 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 green check mark) and click the “Apply Changes” button.

- 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.
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

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
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 the “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

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.
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.