TimeClock Plus – Identifying Clocked Hours Source

Accessing TimeClock Plus

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

Checking for Clocked Shift Source or Location

- Click the HOURS menu option and choose either ‘Individual Hours’ or ‘Group Hours’

You can view the Clocked Shift Source or Location of a shift/segment when an employee clocks in/out with the TimeClock Plus Mobile App
  - The Location **will not be available** with the physical standalone clock or the web interface

To view the Location of an unapproved segment either;
  - Double-click the shift/segment
  - Right-click on the shift/segment and select ‘Edit’ or ‘View Location’
  - Check the box in the leftmost column and click the “Manage” button and then select either ‘Edit’ or ‘View Location’
    - If ‘View Location’ is not listed as an option, the segment was not clocked in/out with the Mobile App

Below is an example of an unapproved segment/shift and the Mobile App
Below is an example of an unapproved segment/shift that was not entered with the Mobile App:

- The View Location option is greyed out which indicates this segment was not entered using the Mobile App.

- On the Edit Segment window, click the “Extra” button to show the Punch in information and Punch out information.
• If the Application shows ‘WebClock – Clock Operation’ or ‘WebClock – Time Sheet Entry’, the clock in/out occurred through the web interface

• The Location is the outward-facing IP address of the computer where the clock operation took place; campus buildings corresponding to IP addresses can be viewed at the “Network List” at Subnet Managers – Information Technology (colostate.edu)

• If the Application shows ‘MobileClock - Clock Operation’, the clock in/out occurred through the TimeClock Plus Mobile app

• If the Application shows ‘Standalone Clock – Clock Operation’, the clock in/out occurred through a physical standalone clock
  o The Location/Description fields will show the device name of the physical clock

• In the example below, the employee used a Standalone Clock to clock in and used the Mobile App to clock out
If the clock operation occurred using the mobile app, you can return to the Edit Segment window and click the “Location” button to show the approximate geolocation of the smartphone when the operation occurred; click the “Satellite” button to show satellite imagery.
If a segment is approved, you can view the Location by right clicking on the segment and selecting the ‘View Location’ option.
- The Clocked In and Clocked out locations are color coded. The green pin shows the Clocked in location and the red pin shows the Clocked out location.
The example below shows an approved segment. The Edit and View Location options are not available indicating that this segment is approved and was not entered with the Mobile app.