TimeClock Plus – Entering Sick Leave for Bi-Weekly Employees

Background

- Due to the frequency of bi-weekly employees working multiple assignments in different departments, bi-weekly employees (except for State Classified hourly employees) cannot request sick leave through the TimeClock Plus request manager. Instead, the supervisor or a person with the Department HR role must enter the sick leave for the employee under Individual Hours. This allows the correct assignment to be selected. This process applies to Student, Non-Student Hourly, and Admin Professional Hourly employees, as well as Graduate Assistants who also have bi-weekly Student assignments.

Accessing TimeClock Plus

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

Creating Shifts and Leave for Individual Employees

- Click the ‘Hours’ menu and choose ‘Individuals Hours’

- Select the employee and click the “Add” button

- Enter the Date and Time in and Time out; confirm the ‘Segment Length’
• Or select the ‘Time sheet entry’ checkbox and enter the Date and Time in and the number of hours of leave: confirm the ‘Segment Length’

• Choose Job Code ‘2 - Sick Leave’; if the code is not available, please contact HR.IS@mail.colostate.edu

• Hourly, bi-weekly employees’ sick leave entries will require a Project. The projects available are assignment numbers—choose the Project corresponding to the assignment number from which the employee is taking leave. For example, if the employee number is 90632, and they are taking leave from assignment 90632-4, select
‘Assignment 04’ as the Project. The ‘-4’ indicates the assignment number that the sick leave will be associated with in Oracle.

- Click the “Save” button
- If the employee is taking leave from their first assignment (e.g. 90632), choose ‘Assignment 01’ as the Project.
- Choosing the correct assignment Project will ensure that the time is paid at the appropriate rate and out of the correct account(s). If you are unsure of what assignment to choose, please contact your department HR representative
  - NOTE: selecting the incorrect Leave\Assignment project will require Leave Correction entries and working with HR Payroll to move payments to the correct assignment. The rate of pay also needs to be verified to make sure the employee was paid for the correct amount of sick leave. If the incorrect assignment was selected for sick leave and has a higher rate of pay, your employee may need to submit a payment back to CSU.
- Add a descriptive Note if desired, but do not include any sensitive or protected information, such as medical details
- Click the “Save” button
- The new shift will still be unapproved, so be sure to check the box in the Manager approval column (the M with a check mark) and click the “Apply Changes” button

Below are examples of Sick Leave entries and how you can identify the correct Assignment number to select for the Project.

First Example:

- 10516601 – Non-Work Study – Spock 1 in TimeClock Plus identifies the Job Code, employee group, supervisor last name, and the assignment number in Oracle
  - 10516601 is the employee number 105166, the last two digits of ‘01’ identifies the specific assignment in Oracle
    - Hourly employees may have multiple assignments in Oracle. Each assignment is identified with an additional number added to the employee number to show the order in which the assignments were created. i.e. 105166-2, 105166-3, 105166-4. The -2, -3, -4 is added to the employee number to identify additional assignments for employee 105166.
    - The initial assignment in Oracle would be 105166. In TimeClock Plus the assignment/Job Code would be 10516601. You would not see a 105166-1 assignment in Oracle.
  - Non-Work Study identifies the employee group i.e. Non-Work Study, Work Study
  - Spock 1 identifies the last name of the Supervisor listed on the assignment in Oracle
    - The ‘1’ identifies the specific assignment (105166) in Oracle
      - 1 would be the initial assignment in Oracle (105166 in Oracle, 10516601 in TCP)
      - 2 would be the -2 assignment in Oracle (105166-2 in Oracle, 10516602 in TCP)
      - 3 would be the -3 assignment in Oracle (105166-3 in Oracle, 10516603 in TCP)
• **CYBERSECURITY AND PRIVACY\105166\STUDENT NON-WORK STUDY\NACC TUTOR** in TimeClock Plus identifies the department, assignment number, employee group, and project name
  - CYBERSECURITY AND PRIVACY is the department name associated with the assignment in Oracle
  - **105166** is the assignment number in Oracle
    - Hourly employees may have multiple assignments in Oracle. Each assignment is identified with an additional number added to the employee number to show the order in which the assignments were created. *i.e.* 105166-2, 105166-3, 105166-4. The -2, -3, -4 is added to the employee number to identify additional assignments for employee 105166.
    - The initial assignment in Oracle would be 105166. In TimeClock Plus the assignment/Job Code would be 10516601. You would not see a 105166-1 assignment in Oracle.
  - **STUDENT NON-WORK STUDY** identifies the employee group i.e. Student Non-Work Study, Student Work Study
  - **NACC TUTOR** identifies the name of the project associated with the employee’s labor distribution

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**Second Example:**

- **10516603 – Non-Work Study – McCoy 3** in TimeClock Plus identifies the job code, employee group, supervisor last name, and the assignment number in Oracle
  - **10516603** is the employee number 105166, the last two digits of ‘03’ identifies the specific assignment in Oracle
    - Hourly employees may have multiple assignments in Oracle. Each assignment is identified with an additional number added to the employee number to show the order in which the assignments were created. *i.e.* 105166-2, 105166-3, 105166-4. The -2, -3, -4 is added to the employee number to identify additional assignments for employee 105166.
    - The initial assignment in Oracle would be 105166. In TimeClock Plus the assignment/Job Code would be 10516601. You would not see a 105166-1 assignment in Oracle.
  - **Non-Work Study** identifies the employee group i.e. Non-Work Study, Work Study
  - **McCoy 3** identifies the last name of the Supervisor listed on the assignment in Oracle
    - The ‘3’ identifies the specific assignment (105166-3) in Oracle
      - 1 would be the initial assignment in Oracle (105166 in Oracle, 10516601 in TCP)
      - 2 would be the -2 assignment in Oracle (105166-2 in Oracle, 10516602 in TCP)
      - 3 would be the -3 assignment in Oracle (105166-3 in Oracle, 10516603 in TCP)
• ENTERPRISE\105166-3\STUDENT NON-WORK STUDY\1614728 in TimeClock Plus identifies the department, assignment number, employee group, and project name
  o ENTERPRISE is the department name associated with the assignment in Oracle
  o 105166-3 is the assignment number in Oracle
    ▪ Hourly employees may have multiple assignments in Oracle. Each assignment is identified with an additional number added to the employee number to show the order in which the assignments were created. i.e. 105166-2, 105166-3, 105166-4. The -2, -3, -4 is added to the employee number to identify additional assignments for employee 105166.
    ▪ The initial assignment in Oracle would be 105166. In TimeClock Plus the assignment/Job Code would be 10516601. You would not see a 105166-1 assignment in Oracle.
  o STUDENT NON-WORK STUDY identifies the employee group i.e. Student Non-Work Study, Student Work Study
  o 1614728 identifies the name of the project associated with the employee’s labor distribution

When entering Sick Leave in TimeClock Plus, you can check the existing entries in TimeClock Plus for your employee and identify the entry for a specific supervisor and department and use the information identified below to select the correct project to ensure the sick leave is associated with the correct assignment in Oracle.

First Example:

• 01 identifies assignment number – you would select Leave\Assignment 01 for the project
• Spock identifies the supervisor last name – helps to identify the correct job code/assignment
• 1 identifies the assignment number – you would select Leave\Assignment 01 for the project
• CYBERSECURITY AND PRIVACY identifies the department – make sure you are entering sick leave for the correct department
• 105166 identifies the assignment – you would select Leave\Assignment 01 for the project since this is the initial assignment in Oracle and would be job code 10516601 in TimeClock Plus
Second Example:

- 03 identifies assignment number – you would select Leave\Assignment 03 for the project
- McCoy identifies the supervisor last name – helps to identify the correct job code/assignment
- 3 identifies the assignment number – you would select Leave\Assignment 03 for the project
- ENTERPRISE identifies the department – helps to identify the correct job code/assignment
- 105166-3 identifies the assignment – you would select Leave\Assignment 03 for the project

The process to correct a Sick Leave entry that was entered under the incorrect Leave\Assignment project can be found in the Leave Corrections documentation.