



## TimeClock Plus – Entering Sick Leave for Bi-Weekly Employees



### Background

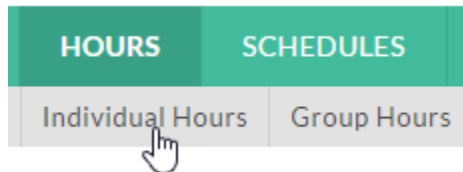
- Due to the frequency of bi-weekly employees working multiple assignments in different departments, bi-weekly employees (except for State Classified hourly employees) cannot request sick leave through the TimeClock Plus request manager. Instead, the supervisor or a person with the Department HR role 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 the “TimeClock Plus Manager” link at [aar.colostate.edu](http://aar.colostate.edu) using eID credentials (eName and password)

### Creating Shifts and Leave on Individual Employees

- Click the HOURS tab and choose Individuals Hours



- Select the employee and click the “Add Segment” button

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1/28/2017 to 5/12/2017 Open Weeks Update



- Enter the Date and Time in and out; confirm the “Segment Length”

Add Segment

Segment Length: 8:00

Individual is clocked in

Time sheet entry

Time in 5/12/2017 09:00 AM

Time out 5/12/2017 05:00 PM

- Choose Job Code 2: Sick Leave; if the code is not available, please contact [HR\\_IS@mail.colostate.edu](mailto:HR_IS@mail.colostate.edu)







The screenshot shows a form titled "Add" with a "Feedback" button. On the left, there are checkboxes for "Individual is clocked in", "Time sheet entry" (checked), "Missed in punch", and "Missed out punch". On the right, there are input fields for "Time in" (1/25/2021, 9:00 AM), "Hours" (8:00), "Job Code" (2 - Sick Leave), "Project" (1 - Annual Leave), "Rate" (2 - Sick Leave), and "Note" (3 - Bereavement Leave). A dropdown menu is open for the "Project" field, showing options: "1 - Annual Leave", "2 - Sick Leave" (highlighted with a hand cursor), and "3 - Bereavement Leave". A "Select" button is visible next to the dropdown.

- If the employee is an hourly, bi-weekly employee, the entry 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 40632, and they are taking leave from assignment 40632-4, select “Assignment 04” as the Project.

This screenshot shows a different view of the "Add" form. It includes fields for "Time in" (1/25/2021, 9:00 AM) and "Time out" (1/25/2021, 5:00 PM). The "Break type" is set to "<< NONE >>". The "Job Code" is "2 - Sick Leave". The "Project" dropdown is open, showing options: "LEAVE\ASSIGNMENT 01", "LEAVE\ASSIGNMENT 02", "LEAVE\ASSIGNMENT 03", "LEAVE\ASSIGNMENT 04" (highlighted with a hand cursor), and "LEAVE\ASSIGNMENT 05". A "Select" button is next to the dropdown, and a "Save" button is at the bottom right. The "Days" field is set to "1".

- If the employee is taking leave from their first assignment (e.g. 40632), 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 [HR\\_IS@mail.colostate.edu](mailto:HR_IS@mail.colostate.edu).
- Add a descriptive Note if desired, but do not include any sensitive or protected information, such as medical details
- Click Save

- 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 “Apply Changes”

			Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		Mon 1/25/2021 9:00 AM	Mon 1/25/2021 5:00 PM	8.00	8.00	8.00	2 - Sick Leave