



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

### Background

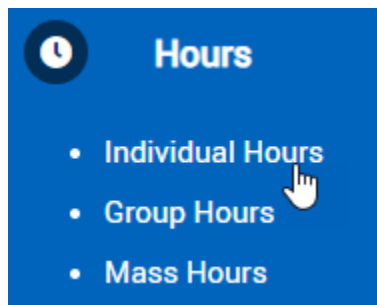
- Due to the frequency of bi-weekly employees working multiple assignments in different departments, bi-weekly employees (except for State Classified hourly employees) cannot request sick leave through the TimeClock Plus request manager. Instead, the supervisor or a person with the Department HR role 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](http://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

Christopher Pike ▾ Job Code Filter Project Filter

4/27/2024 to 6/28/2024 Open Weeks ▾ Update

Start date Stop date Period

---

**+ Add** Manage ▾ Exceptions ▾

- Enter the **Date** and **Time in** and **Time out**; confirm the 'Segment Length'

**Add** ?

Individual is clocked in

Time sheet entry

Missed in punch

Segment Length: 2:00

Time in: 6/26/2024 9:00 AM

Time out: 6/26/2024 11:00 AM

- 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'**

**Add** ?

Individual is clocked in

Time sheet entry

Missed in punch

Segment Length: 2:00

Time in: 6/26/2024 8:00 AM

Hours: 2:00

- 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)

**Add** ? Feedback

Segment Length: 2:00

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 6/26/2024 8:00 AM

Hours: 2:00

Job Code: 2 - Sick Leave

Project: << NONE >>

Rate: LEAVE\ASSIGNMENT 02

Note: LEAVE\ASSIGNMENT 03

LEAVE\ASSIGNMENT 04

LEAVE\ASSIGNMENT 05

LEAVE\ASSIGNMENT 06

Days: 1

Custom Extra Save

- 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

M	E	O	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

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

#### First Example:

6/18/2024 2:00 PM	6/18/2024 3:45 PM	1.75	1.75	10516601 - Non-Work Study - Spock 1	CYBERSECURITY AND PRIVACY\105166\STUDENT NON-WORK STUDY\NACC TUTOR
-------------------	-------------------	------	------	-------------------------------------	--

- **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

Time In	Time Out	Total	Job Code
6/17/2024 7:00 AM	6/17/2024 8:30 AM		10516603 - Non-Work Study - McCoy 3
6/18/2024 2:00 PM	6/18/2024 3:45 PM	1.75 1.75	10516601 - Non-Work Study - Spock 1
6/19/2024 3:45 PM	6/19/2024 5:00 PM	1.25 1.25	10516603 - Non-Work Study - McCoy 3
6/20/2024 9:00 AM	6/20/2024 11:00 AM	2.00 2.00	2 - Sick Leave
6/21/2024 2:00 PM	6/21/2024 5:00 PM	3.00 3.00	2 - Sick Leave

105166 identifies the employee number. The last two digits '01' identify the specific assignment number or Job Code in TCP. The '01' in TCP identifies the employee's initial assignment in Oracle of 105166

Spock 1 identifies the supervisor last name and the initial assignment number in Oracle or Job Code 10516601 in TCP

105166 identifies the assignment number in Oracle which would be Job Code 10516601 in TCP

Assignment 01 indicates this Sick Leave entry will be associated with assignment 105166 in Oracle and Job Code 10516601 in TCP

**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
  - **ENTERPRISE** is the department name associated with the assignment in Oracle
  - **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.
  - **STUDENT NON-WORK STUDY** identifies the employee group i.e. Student Non-Work Study, Student Work Study
  - **1614728** identifies the name of the project associated with the employee’s labor distribution

Time In	Time Out	Hour	Total	Job Code	Project
6/17/2024 7:00 AM	6/17/2024 8:30 AM	1.50		10516603 - Non-Work Study - McCoy 3	ENTERPRISE\105166-3\STUDENT NON-WORK STUDY\1614728
6/18/2024 2:00 PM	6/18/2024 3:45 PM	1.75	1.75	10516601 - Non-Work Study - Spock 1	CYBERSECURITY AND PRIVACY\105166-3\STUDENT NON-WORK STUDY\NACC TUTOR
6/19/2024 3:45 PM	6/19/2024 5:00 PM	1.25	1.25	10516603 - Non-Work Study - McCoy 3	ENTERPRISE\105166-3\STUDENT NON-WORK STUDY\1614728
6/20/2024 9:00 AM	6/20/2024 11:00 AM	2.00	2.00	2 - Sick Leave	LEAVEASSIGNMENT 01
6/21/2024 2:00 PM	6/21/2024 5:00 PM	3.00	3.00	2 - Sick Leave	LEAVEASSIGNMENT 03
			9.50		

105166 identifies the employee number. The last two digits '03' identify the specific assignment number or Job Code in TCP

McCoy 3 identifies the supervisor last name and the assignment number

105166-3 identifies the assignment number in Oracle

Assignment 03 indicates this Sick Leave entry will be associated with assignment 105166-3 in Oracle and Job Code 10516603 in TCP

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:**

6/18/2024 2:00 PM	6/18/2024 3:45 PM	1.75	1.75	10516601 - Non-Work Study - Spock 1	CYBERSECURITY AND PRIVACY\105166\STUDENT NON-WORK STUDY\NACC TUTOR
-------------------	-------------------	------	------	-------------------------------------	--

- **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 105166**01** in TimeClock Plus

## Second Example:

6/17/2024 7:00 AM 6/17/2024 8:30 AM 1.50 1.50

10516603 - Non-Work Study - McCoy 3 ENTERPRISE\105166-3\STUDENT NON-WORK STUDY\1614728

- **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.