



## TimeClock Plus – Entering CO Public Health Emergency Sick Leave

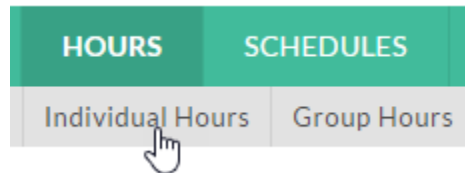


### Accessing TimeClock Plus

- 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

Hikaru Sulu

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









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

- Choose Job Code 25: CO Pub Health Emergency Leave; if the code is not available, please contact [HR\\_IS@mail.colostate.edu](mailto:HR_IS@mail.colostate.edu)

- If the employee is a salaried, monthly employee, no Project is selected. If, however, 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.

- 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	25 - CO Pub Health Emergency Leave