TimeClock Plus: Approving Time and Leave

Approving Time Quickly through the Dashboard
Using any web browser, navigate to the link:

https://rs10.tcplusondemand.com/app/manager/#/ManagerLogOn/113870

Enter your User ID (your CSU eName) and password (“PW” followed by your CSU ID; the password is case sensitive). Note: this password is only temporary while single sign-on is configured. At that time, you will log into aar.colostate.edu using your eID credentials to access TimeClock Plus.
You can quickly view shifts awaiting approval in the “Required Approvals” window of the dashboard. To approve any of these shifts, click the gray checkmark to the right of the shift.

Overtime shifts awaiting approval are listed separately in the “Overtime” window.

If an employee has missed a punch in or out, those are reported in the “Missed Punches” window. Those have to be edited with the correct in or out time before they can be approved.
To view complete information about shifts and leave requests awaiting approval, click the “Hours” tab. The “Individual Hours” option shows each employee that you can approve hours for separately.

Select an employee to view all shifts and leave requests.

**INDIVIDUAL HOURS**

- Sort by: ID
- Employee Filter

Showing 2 records of 2
2 Nick Cummings
11693 Joon Wen

No employee is selected

Alternatively, the “Group Hours” option shows all the shift and leave requests for employees based on different available filters. To see all of them, click the “Update” button without changing any filters.

**GROUP HOURS**

- Sort by: ID
- 1/26/2017 to 2/24/2017
- Open Weeks
- Update

- Employee Filter
- Job Code Filter
- Exception Filter
- Show absences

Adjust the settings above and click ”Update”
On the list of employees, shifts and leave requests that appears, you can click the “M” with a checkmark (for “manager approval”) to approve all in the list at once.

To approve a single shift or leave request, click a single checkbox in the column.

You must click “Apply Changes” to complete the approval.

Any row with a red dot next to it requires a manager’s attention and has not yet been approved.

**Correcting and Approving a Missed Punch**

If a row says “Missed” in the “Time In” or “Time Out” column, the manager must enter the correct in or out time before the shift can be approved. Please verify the correct time with the employee, then double-click the word “Missed.”
In the “Edit Segment” window that pops up, enter the correct time in or out and click “Save.” You may then approve the shift.

Sick and Annual Leave Approvals
Sick and Annual Leave requests are identified as such in the “Job Code” column.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>4:00</th>
<th>4:00</th>
<th>12:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/2017 08:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/7/2017 08:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>8:00</td>
<td>8:00</td>
<td></td>
</tr>
</tbody>
</table>

Managers approve these in exactly the same manner as shifts worked.