TimeClock Plus – Approving Leave

Who Approves Leave?

- The Supervisor listed on the employee’s assignment in the HR system
- The Department HR role can approve leave as a backup

Accessing TimeClock Plus to Approve Leave

- Web interface at the “TimeClock Plus Manager” link at aar.colostate.edu using eID credentials (eName and password)

Pending Time-Off Requests on Dashboard

- Quick, basic view of pending leave requests
- Click the X to deny or the check mark to approve
- Click the employee’s name to view accruals (in upper right corner of pop-up)

Request Manager under the TOOLS tab
- Detailed calendar view of pending and approved leave requests

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- Double-click a request to view more information, including employee accruals

Employee Request Detail

- **Information**

  - **Employee**: Montgomery Scott
  - **Hire date**: 11/11/2013
  - **Date submitted**: 05/03/2017
  - **Entered by**: Montgomery Scott
  - **Days**: 2/3
  - **Date requested**: 05/18/2017 (08:00 AM 8:00)
  - **Leave code**: 2 - Sick Leave
  - **Hours**: 8:00
  - **Accrual Bank**: 2 - Sick Leave

- **Approvals**
- **Notes**
- **Options**
Click the "List" tab to view the leave requests in a list

Editing or Deleting Leave Requests

- If a leave request is pending, the employee or supervisor may make edits in the Request Manager
- Once a leave request has been approved, it creates a leave shift entry in the HOURS tab
- To edit an approved request:
  - Go to HOURS -> Individual Hours
  - Select the employee
- Unapprove the leave shift by unchecking the box in the manager approval column (M with a check box)

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<tr>
<th>Notes</th>
<th>Edited</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
<th>Job Code</th>
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<tr>
<td></td>
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<td>5/1/2017 01:00 PM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>1:30</td>
<td>1:30</td>
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<td>2 - Sick Leave</td>
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<td></td>
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<td>5/3/2017 08:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>8:00</td>
<td>8:00</td>
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<td>1 - Annual Leave</td>
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- Right-click and choose “Edit” or double-click the shift

- Make the appropriate changes, save, and approve the shift
  - If a leave shift is edited in the HOURS view, it will not change in the Request Manager section
  - The leave shift in the HOURS view is what will be exported to the HR system
  - If you delete an approved leave request, it will not delete the leave shift

Deadlines and Notifications

- For bi-weekly employees, leave must be approved by the Tuesday following end of the pay period (every other Friday)
- For monthly employees, supervisors must approve leave by the 10th of the following month
- Monthly employees are asked to enter their leave for the month by 5th of the following month but in advance whenever reasonable
- Supervisors will receive emails when an employee makes a request, and the employee will receive an email when the request has been approved or denied
- Check the Dashboard regularly to ensure that no requests are missed