TimeClock Plus – Approving Shifts

Who Approves Shifts?

- The Supervisor listed on the employee’s assignment in the HR system
- Project Approvers defined in the Time Clock Projects form in the HR system
- The Department HR role can approve leave as a backup

Accessing TimeClock Plus to Approve Shifts

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

Approving Shifts and Overtime in the Dashboard

![REQUIRED APPROVALS]

- Quick, basic view of shifts requiring approval
- Click the check mark to approve
- Overtime shifts are separated into the Overtime widget on the Dashboard
Viewing Shift Details in the Hours Section

- Click the HOURS tab to see “Individual Hours” or “Group Hours”

<table>
<thead>
<tr>
<th>HOURS</th>
<th>SCHEDULES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Hours</td>
<td>Group Hours</td>
</tr>
</tbody>
</table>

- “Individual Hours” shows all shifts and approved leave for a single employee in a date range
- “Group Hours” shows shifts and approved leave in date range
- A red dot in the Exceptions (red bell) column indicates a shift that has not been approved

<table>
<thead>
<tr>
<th>Showing 9 records of 9</th>
<th>Selected 0 records</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="red.png" alt="Red Dot" /></td>
</tr>
<tr>
<td>2</td>
<td><img src="red.png" alt="Red Dot" /></td>
</tr>
</tbody>
</table>

- A blue dot in the Exceptions column indicates an approved shift with an exception, such as overtime

| 3 | ![Red Dot](red.png) | ![Red Bell](redbell.png) | ![Blue Dot](blue.png) | ![Green Check](greencheck.png) | ![Third Icon](thirdicon.png) | ![Fourth Icon](fourthicon.png) | 5/5/2017 09:00 AM | 5/5/2017 05:00 PM | 8:00 | 8:00 |
Use the “Exception Filter” button to limit shifts to Overtime, Missed Punches, etc.
• In “Group Hours,” use the “Employee Filter” button to limit shifts to a Department, Location, Schedule Group (Bi-Weekly/Monthly), etc.

Approving and Managing Shifts in the Hours Section

• To approve a shift click the checkbox in the Manager approval column (the M with a check mark) and click Apply Changes
To apply an action (such as approval or deletion) to several shifts, click the checkbox in the leftmost column next to those shifts and then choose “Manage Segments” or “Manage Exceptions” to take an action.

To approve all shifts listed, click the “Resolve period” button and the radio button under Approve for “Manager Approval” and/or “Overtime” and click “Apply”; be cautious when using this option that you have reviewed all shifts listed for accuracy.

If you only supervise some of the shift for an employee, note the Job Code (assignment) and Project columns and ONLY approve shifts that you supervised.
To make edits to or delete a shift, it must be unapproved; you can unapprove it by unchecking the box in the Manager approval column and clicking “Apply Changes”.

To edit/delete an unapproved shift, right-click on the shift or click the box in the leftmost column and click the “Manage Segments” button.

Deadlines and Notifications

- Managers are expected to check the dashboard for shifts to approve at the very least at the end of each week but ideally as often as every day.
- For bi-weekly employees, shifts must be approved by the Tuesday following end of the pay period (every other Friday).