Who clocks in and out?

- Hourly employees (paid bi-weekly)
- Optionally: non-exempt salaried employees (paid monthly)

Accessing TimeClock Plus

- Web interface through aar.colostate.edu using eID credentials (eName and password)
- Mobile app for iOS or Android (9-digit CSU ID)
- Physical clock (9-digit CSU ID)

Clocking

- Use the “CLOCK IN” and “CLOCK OUT” buttons

- You will be asked to confirm the action
• If you have multiple assignments, you will choose it after confirming the action

![Image of assignment selection](image1)

• If you have multiple projects for that assignment, you will then be asked to choose the project

![Image of project selection](image2)

Breaks

• Use the “LEAVE ON BREAK” and “RETURN FROM BREAK” buttons
• Breaks over 20 minutes will not be paid; breaks under 20 minutes will be paid

Dashboard

![Image of dashboard](image3)

• “CHANGE JOB CODE” or “CHANGE PROJECT” without clocking out
• VIEW

![Image of dashboard menu](image4)
- “Hours” to see all shifts and approved leave request in a week; shifts with a red dot next to them are still pending approval

- “Last Punch” to see most recent clock action

- “Accruals” for sick, annual, and comp time leave balances if eligible

**ACCRUALS**

```plaintext
Select forecast date: 5/11/2017
Update

Showing 3 records of 3

<table>
<thead>
<tr>
<th>Accrual Bank</th>
<th>Accrued</th>
<th>Accrual Forecast</th>
<th>Used</th>
<th>Used Forecast</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>Comp Time</td>
<td>10.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>10.0000</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
</tbody>
</table>
```

- “Messages” for in-system messages from HR, your department, your supervisor, or the system

Showing 1 records of 1

<table>
<thead>
<tr>
<th>View</th>
<th>Read</th>
<th>Date Read</th>
<th>Date Sent</th>
<th>Message</th>
<th>Sent By</th>
</tr>
</thead>
<tbody>
<tr>
<td>📄</td>
<td>☐</td>
<td>05/04/2017</td>
<td>05/04/2017</td>
<td>Your time-off request on 05/02/2017 from 08:00 AM...</td>
<td>KIRK1</td>
</tr>
</tbody>
</table>
- REQUESTS is where you can make sick, annual, and comp time leave requests if eligible
- TIMESHEET is where non-exempt salaried employees can record hours worked

Quick Tips

- Employees may clock in on one device and out on another
- The supervisor and department HR staff can see the clock in/out method and location
- For bi-weekly employees, hours must be approved by the Tuesday following end of the pay period (every other Friday). For monthly employees, hours must be approved by the 15th of the following month.
- Check for red dots at “VIEW -> Hours” as the approval deadline approaches to ensure that all your shifts are approved on time.