



TimeClock Plus – Creating Shifts and Special Leave Segments

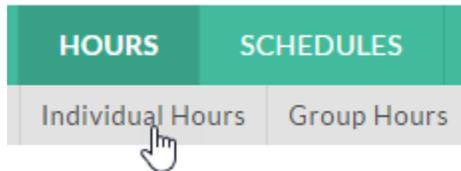


Accessing TimeClock Plus

- Web interface at the “TimeClock Plus Manager” link at 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”

Add Segment

Individual is clocked in

Time sheet entry

Segment Length: 8:00

Time in 5/12/2017 09:00 AM

Time out 5/12/2017 05:00 PM

- Choose the correct Job Code; all Job Codes for which the employee is eligible should be available; if not, please contact Human Resources

Job Code

Project

Note

ys

- Add a descriptive Note if desired, but do not include any sensitive or protected information, such as medical details

Job Code

Project

Rate

Note

- 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"

Showing 1 records of 1 Selected 0 records

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited	<input type="checkbox"/>	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Y	<input type="checkbox"/>	5/12/2017 09:00 AM	5/12/2017 05:00 PM	8:00	8:00	8:00	6 - Jury Duty

Creating Shifts or Leave for a Group

- Click the HOURS tab and choose Group Hours

HOURS | **SCHEDULES**

Individual Hours | **Group Hours**

- Click the "Add Segment" button

+ Add Segment

- The “Select employees from list” radio button allows you to check the leftmost box next to every employee to whom you wish to apply a shift or leave segment

Select employees

Select using filters Filter Work Filter

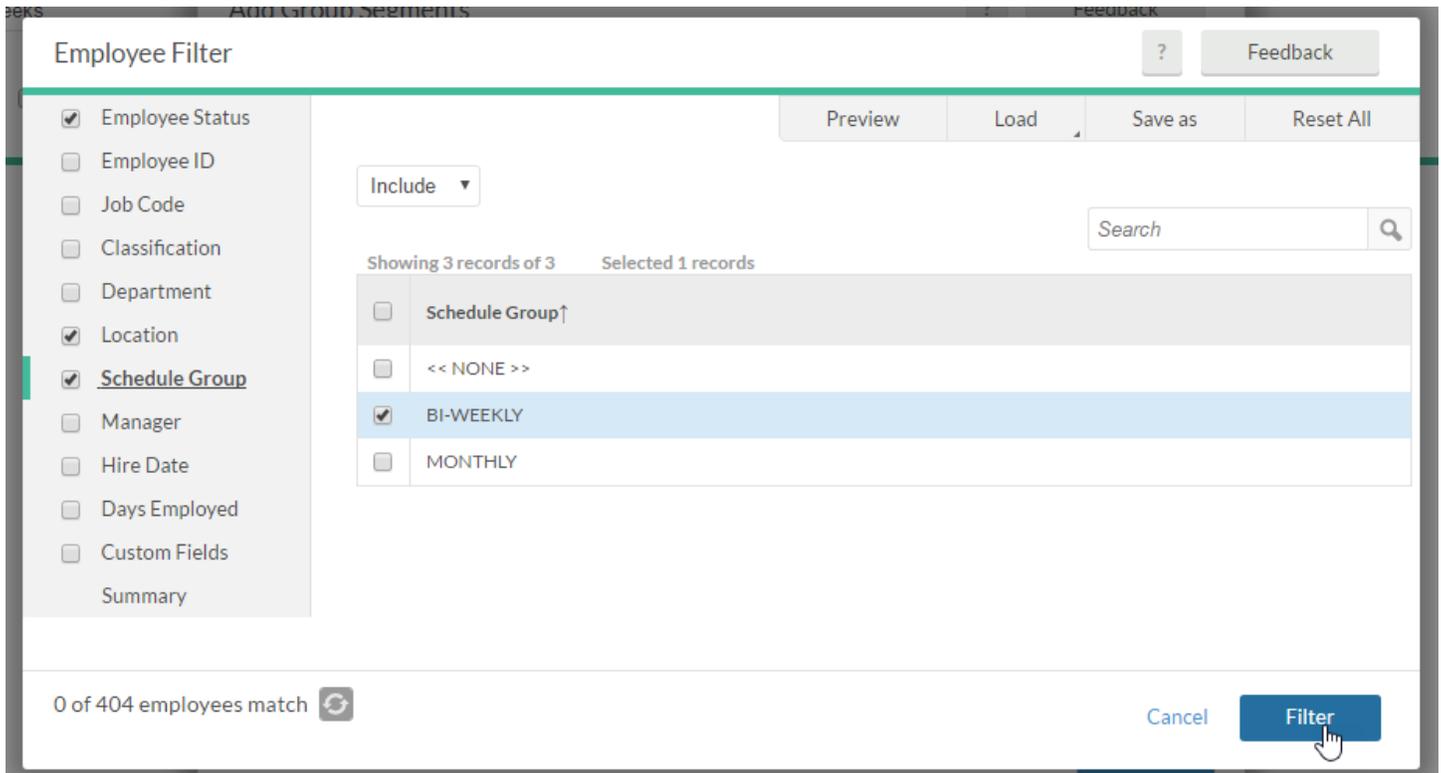
Select employees from list

Active only

Showing 6 records of 6 Selected 1 records

<input type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Role
<input checked="" type="checkbox"/>	9999981	Montgomery	Scott	9999981	ENTERPRISE		10
<input type="checkbox"/>	9999982	Hikaru	Sulu	9999982	ENTERPRISE		23
<input type="checkbox"/>	9999983	Leonard	McCoy	9999983	ENTERPRISE		21
<input type="checkbox"/>	9999984	Nyota	Uhura	9999984	ENTERPRISE		71

- The “Select using filters” radio button allows you to click the “Filter” button and select employees based on a variety of factors—for example, Location or Schedule Group (payroll type)



- Click “Next” after selecting the relevant employees



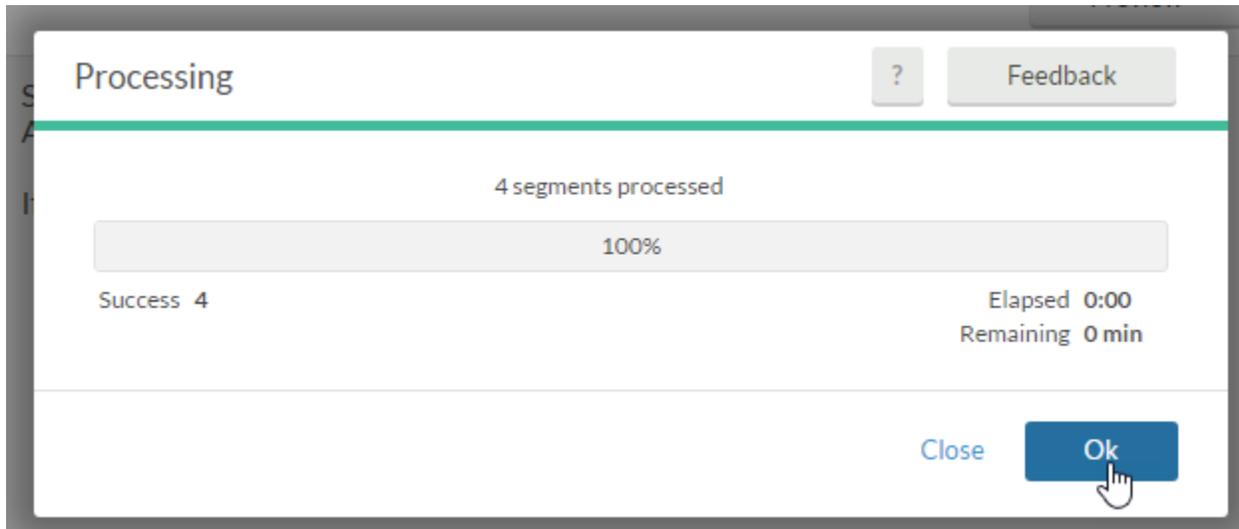
- Create the shift or leave segment as you would for an individual employee
- The Summary window displays the number of employees that are receiving the shift and the dates and times

Summary

4 employees selected

Selected dates 05/12/2017 - 05/12/2017
 Adding segment(s) from 09:00 AM to 05:00 PM
 If these settings are correct, click Process to add these hours

- The Processing windows will confirm the shift creation



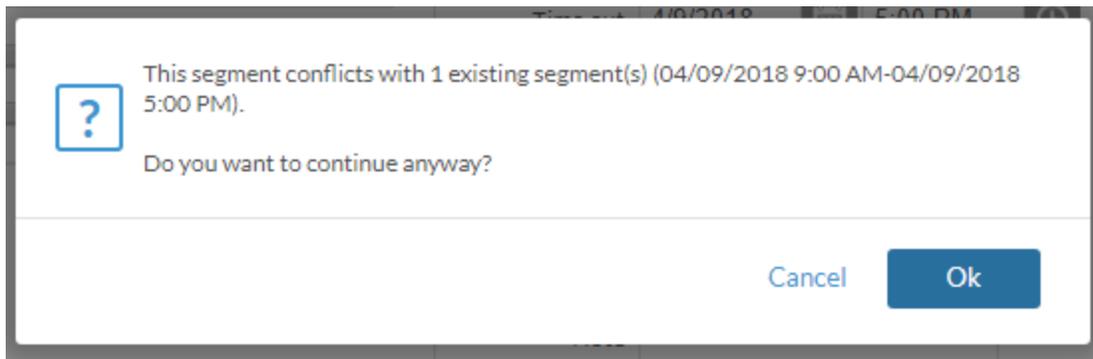
- The new shifts will still be unapproved, so be sure to check the box in the Manager approval column (the M with a check mark) and click "Apply Changes"

Showing 1 records of 1 Selected 0 records

<input type="checkbox"/>			Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y		5/12/2017 09:00 AM	5/12/2017 05:00 PM	8:00	8:00	8:00	6 - Jury Duty

FMLA Entries

- FMLA job code segments should be entered with other overlapping leave segments (such as Annual Leave, Sick Leave or Leave without Pay). This will result in a warning about conflicting segments, which can be ignored.



- The segments will appear in orange to indicate that they conflict. The hours will also count twice in the total number of hours calculated. Again, this won't cause any problems.

Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
Mon 4/9/2018 9:00 AM	Mon 4/9/2018 5:00 PM	8.00	8.00			7 - FMLA
Mon 4/9/2018 9:00 AM	Mon 4/9/2018 5:00 PM	8.00	8.00	16.00	16.00	1 - Annual Leave

- An error message (as opposed to a warning) may appear and prevent the creation of conflicting shifts. If that occurs, click the “Time sheet entry” checkbox on the segment being created. That will prevent the error from occurring.

Edit Segment ? Feedback

Segment Length: 8.00

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in: 4/9/2018 9:00 AM

Time out: 4/9/2018 5:00 PM

Break type: << NONE >>

Job Code: 7 - FMLA

Project: << NONE >>

Rate: 0.00

Note:

Custom Extra Cancel Save

Important Notes

- Be sure to following all policies for special shifts and leave types; for example, Parental Leave must be entered as a continuous block of days
- Any paper processes required for special shifts and leave types are still required; for example, forms still need to be completed for approval of Leave without Pay