



TimeClock Plus – Creating Shifts and Special Leave Segments

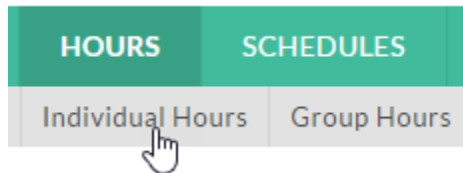


Accessing TimeClock Plus

- 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
- Click the “Add Segment” button

Hikaru Sulu

1/28/2017 to 5/12/2017 Open Weeks



- Enter the Date and Time in and out; confirm the “Segment Length”

- 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

Search



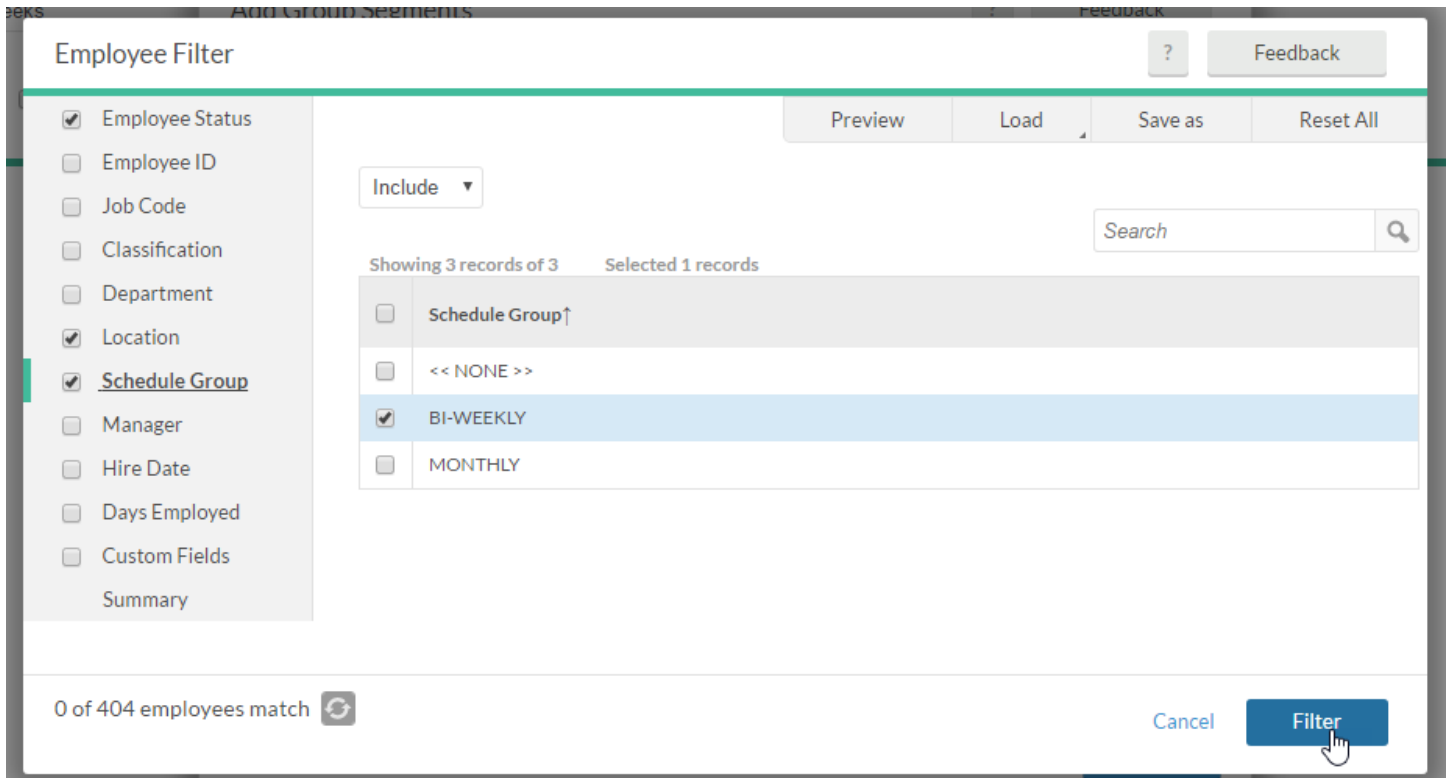
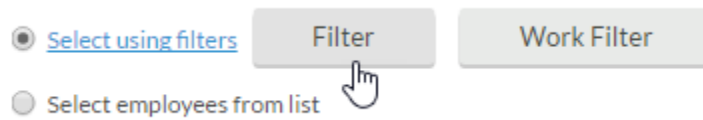
Active only

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



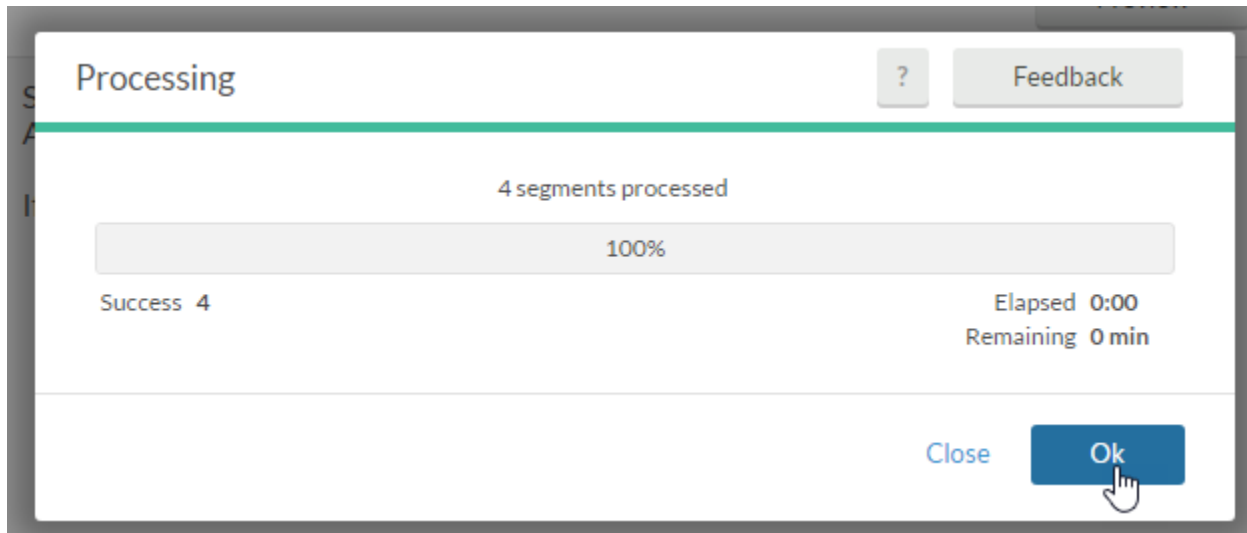
- Create the shift or leave segment as you would for an individual employee
- The Summary window displays the number of employees that are receiving the shift and the dates and times

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 type="checkbox"/> | | Y | | 5/12/2017 09:00 AM | 5/12/2017 05:00 PM | 8:00 | 8:00 | 8:00 | 6 - Jury Duty |

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