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

  ![HOURS Tab](image)

- Select the employee
- Click the “Add Segment” button

  ![Add Segment](image)

- 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 Selection]

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

[Job Code Input]

• 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”

[Shift Approval]

Creating Shifts or Leave for a Group

• Click the HOURS tab and choose Group Hours

[HOURS Tab]

• Click the “Add Segment” button

[Add Segment Button]
- 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

<table>
<thead>
<tr>
<th>ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Export Code</th>
<th>Department</th>
<th>Classification</th>
<th>Role</th>
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<tbody>
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<td>Uhura</td>
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</tbody>
</table>
• 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)

![Employee Filter screenshot]

• Click “Next” after selecting the relevant employees

![Next button clicked]

• 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

![Processing window](image)

• 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”

![New shifts](image)

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