



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

Creating Shifts or Leave for a Group

- Click the HOURS tab and choose Group Hours
- Click the “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
- 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
- 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”

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