



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
- 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”

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.
- 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.

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