



TimeClock Plus – Excess Regular Hours



Calculating Excess Regular Hours

- Excess Regular Hours are applied to part-time, non-exempt employees if they work hours above their FTE
- Some employees flex their time from week to week (such as a 30 FTE employee working 25 hours one week and 35 hours the next), so Excess Regular Hours should be calculated based on their total hours worked over the month
- Other employees work a consistent number of hours each week, so Excess Regular Hours should be calculated on a weekly basis
- The calculation of Excess Regular Hours may vary by department and employee, but any hours above a part-time, non-exempt salaried employee's FTE should be compensated on a monthly basis by applying an Excess Regular Hours job code in TimeClock Plus
- Excess Regular Hours will be paid in the following month (earned September, paid October 31) at a rate equivalent to the employee's salary
- No automatic calculation of Excess Regular Hours will take place; the hours must be manually applied by the Department HR role
- Overtime will be automatically calculated for any hours over 40 for the week without action from the Department HR role

Applying Excess Regular Hours – Time In and Out

- Log into the web interface at the "TimeClock Plus Manager" link at aar.colostate.edu using eID credentials (eName and password)
- Click the HOURS tab and choose "Individual Hours"



- Choose the employee who has worked over their FTE and identify the segment with extra hours worked. Unlike the Comp Time conversion, the segment does NOT have to be the last segment in the week

10/9/2017 09:00 AM	10/9/2017 03:00 PM	6.00	6.00		999998202 - State Classified 2
10/10/2017 09:00 AM	10/10/2017 03:00 PM	6.00	6.00		999998202 - State Classified 2
10/11/2017 09:00 AM	10/11/2017 03:00 PM	6.00	6.00		999998202 - State Classified 2
10/12/2017 09:00 AM	10/12/2017 03:00 PM	6.00	6.00		999998202 - State Classified 2
10/13/2017 09:00 AM	10/13/2017 03:00 PM	6.00	6.00	30.00	999998202 - State Classified 2
10/16/2017 09:00 AM	10/16/2017 03:00 PM	6.00	6.00		999998202 - State Classified 2
10/17/2017 09:00 AM	10/17/2017 03:00 PM	6.00	6.00		999998202 - State Classified 2
10/18/2017 09:00 AM	10/18/2017 05:00 PM	8.00	8.00		999998202 - State Classified 2
10/19/2017 09:00 AM	10/19/2017 03:00 PM	6.00	6.00		999998202 - State Classified 2
10/20/2017 09:00 AM	10/20/2017 03:00 PM	6.00	6.00	32.00	999998202 - State Classified 2

- If the segment has both an “In” and “Out” time, right-click the segment and choose, “Split segment by length”

10/9/2017 09:00 AM	10/9/2017 03:00 PM	6.00	6.00		
10/10/2017 09:00 AM	10/10/2017 03:00 PM	6.00	6.00		
10/11/2017 09:00 AM	10/11/2017 03:00 PM	6.00	6.00		
10/12/2017 09:00 AM	10/12/2017 03:00 PM	6.00	6.00		
10/13/2017 09:00 AM	10/13/2017 03:00 PM	6.00	6.00	30.00	
10/16/2017 09:00 AM	10/16/2017 03:00 PM	6.00	6.00		
10/17/2017 09:00 AM	10/17/2017 03:00 PM	6.00	6.00		
10/18/2017 09:00 AM	10/18/2017 05:00 PM	8.00	8.00		
10/19/2017 09:00 AM	10/19/2017 03:00 PM	6.00	6.00		999998202 - State Classified 2
10/20/2017 09:00 AM	10/20/2017 03:00 PM	6.00	6.00	32.00	999998202 - State Classified 2

- Edit
- Delete
- Split segment by length**
- Split segment by percentage

- Add break
- Toggle break
- Audit Log
- View segment photos

- Click the symbol in the “Split” column



- Edit the Length of the first segment to equal the number of standard hours worked
- This will automatically change the second segment to the number of hours above the employee’s FTE. Change the Job Code on this segment to “Excess Regular Hours”

Split	Delete	Length	Time	Break	
		06:00	In 09:00 AM Out 03:00 PM	Type Break Length 0	Job Code 999998202 - State Classified Project << NONE >>
		02:00	In 03:00 PM Out 05:00 PM	Type << NONE >> Length N/A	Job Code 40 - Excess Regular Hours Project << NONE >>

	1	10/16/2017 09:00 AM	10/16/2017 03:00 PM	6.00	6.00	
	1	10/17/2017 09:00 AM	10/17/2017 03:00 PM	6.00	6.00	
	1	10/18/2017 09:00 AM	10/18/2017 03:00 PM	6.00		
	1	10/18/2017 03:00 PM	10/18/2017 05:00 PM	2.00	8.00	
	1	10/19/2017 09:00 AM	10/19/2017 03:00 PM	6.00	6.00	
	1	10/20/2017 09:00 AM	10/20/2017 03:00 PM	6.00	6.00	32.00

- Click Save and approve the segments

Applying Excess Regular Hours – Time Sheet Entry

- If the Out column of the segment with additional hours says, “Time sheet,” the Split Segment option is unavailable
- In these cases, right-click and “Edit” the segment, changing the number of hours to match the employee’s standard working hours

10/12/2017 09:00 AM	10/12/2017 03:00 PM	6.00	6.00			
10/13/2017 09:00 AM	10/13/2017 03:00 PM	6.00	6.00	30.00		
10/16/2017 09:00 AM	<< Time sheet >>	6.00	6.00			
10/17/2017 09:00 AM	<< Time sheet >>	6.00	6.00			
10/18/2017 09:00 AM	<< Time sheet >>	8.00	8.00			
10/19/2017 09:00 AM	<< Time sheet >>	6.00	6.00			999998202 - State Classified 2
10/20/2017 09:00 AM	<< Time sheet >>	6.00	6.00	32.00		999998202 - State Classified 2

Edit

Delete

Audit Log

View segment photos

Edit Segment ? Feedback

Segment Length: 6

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in

Hours

Job Code

Project

Rate

Note

Custom Extra Cancel Save

- Then click the “Add” button and create a second segment on the same day with the Job Code, “Excess Regular Hours” and the appropriate number of hours

Add ? Feedback

Segment Length: 2

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in

Hours

Job Code

Project

Rate

Note

Days

Custom Extra Cancel Save

10/16/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/17/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/18/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/18/2017 09:00 AM	<< Time sheet >>	2.00	2.00		40 - Excess Regular Hours
10/19/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/20/2017 09:00 AM	<< Time sheet >>	6.00	6.00	32.00	999998202 - State Classified 2

- Click Save and approve the segments

Applying Excess Regular Hours – Entire Segment

- If an entire segments counts as hours worked above an employee’s FTE, right-click that segment and choose “Edit”

10/15/2017 09:00 AM	<< Time sheet >>	4.00	4.00		999998202 - State Classified 2
10/16/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/17/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/18/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/19/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/20/2017 09:00 AM	<< Time sheet >>	6.00	6.00	34.00	999998202 - State Classified 2

10/15/2017 09:00 AM	<< Time sheet >>	4.00	4.00		State Classified 2
10/16/2017 09:00 AM	<< Time sheet >>	6.00	6.00		State Classified 2
10/17/2017 09:00 AM	<< Time sheet >>	6.00	6.00		State Classified 2
10/18/2017 09:00 AM	<< Time sheet >>	6.00	6.00		State Classified 2
10/19/2017 09:00 AM	<< Time sheet >>	6.00	6.00		State Classified 2
10/20/2017 09:00 AM	<< Time sheet >>	6.00	6.00	34.00	999998202 - State Classified 2

Edit

Delete

Audit Log

View segment photos

Edit Segment

? Feedback

Segment Length: 4:00

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in

Hours

Job Code

Project

Rate

Note

Custom
Extra

Cancel
Save

- Change the Job Code on the segment to “Excess Regular Hours”
- Click Save and approve the segment

10/15/2017 09:00 AM	<< Time sheet >>	4.00	4.00		40 - Excess Regular Hours
10/16/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/17/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/18/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/19/2017 09:00 AM	<< Time sheet >>	6.00	6.00		999998202 - State Classified 2
10/20/2017 09:00 AM	<< Time sheet >>	6.00	6.00	34.00	999998202 - State Classified 2