



TimeClock Plus – Leave Requests



Who Requests Leave through TimeClock Plus?

- All Sick and/or Annual Leave eligible employees except Postdoctoral Fellows
- Employees who accrue comp time

Accessing TimeClock Plus for Leave Requests

- Web interface at the “TimeClock Plus” link at aar.colostate.edu using eID credentials (eName and password)
- Mobile app for iOS or Android (9-digit CSU ID)
- Physical clock (9-digit CSU ID)

Checking Accruals

- Leave accruals occur in the HR system around the 15th of the month and are uploaded into TimeClock Plus
- So leave accrued in the previous month will not be available for use until around the 15th of the current month
- After accessing the TimeClock Plus Dashboard, click VIEW and choose “Accruals”
- “Accrued” shows your current accruals for Sick Leave, Annual Leave, and Comp Time
- “Used Forecast” shows approved (but not pending) leave hours
- “Remaining” shows the remaining hours that can currently be requested
- The “forecast date” and “Accrual Forecast” are not applicable to CSU, because accruals occur in the HR system
- You may also view your current accrual balances when creating a leave request

Requesting Leave

- Click the REQUESTS tab
- The Calendar view appears by default, but this may be changed to a list view by clicking the List tab
- Click the plus symbol on the day in the Calendar for which leave is requested
- Enter the Start Time, number of Hours, and the Leave Code (Sick, Annual, or Comp Time)
- If the same amount of leave is to be taken every day for several days in a row, you may change the Days field to the appropriate number of days; note that this includes weekends, however
- You may use the Description field to explain the leave request, but do NOT include any sensitive information, including medical information, in this field; click Save to complete the request
- On this Add Employee Request screen, click the Accruals button to view your current leave accrual balances
- You may create more than one leave request in a day; for example, if both Sick and Annual leave hours are taken the same day

Request Deadlines

- Request leave in advance whenever reasonable
- Leave may be requested retroactive when necessary (for example, for unexpected Sick leave)
- For retroactive leave requests, create the requests as soon as possible or contact your supervisor or Department HR staff to create the request on your behalf
- For hourly (bi-weekly) employees, leave requests may affect overtime calculations, so they must be created by the end of each week; supervisors must approve these requests by the Tuesday following the end of the pay period
- For salaried (monthly) employees, leave requests must be created by the 5th of the following month; supervisors must approve these requests by the 10th of the following month
- Emails are automatically sent for leave requests and approvals/denials
- You may check the status of a leave request in the REQUESTS section