Accessing TimeClock Plus

- Web interface at the “TimeClock Plus Manager” link at aar.colostate.edu using eID credentials (eName and password)

Payroll Deadlines

- Shifts and leave requests for hourly (bi-weekly) employees must be approved by the Tuesday following the end of the pay period
- Shifts and leave requests for salaried (monthly) employees must be approved by the 15th of the following month
- Salaried employees are requested to request all leave for the month by the 5th of the following month
- Supervisors are requested to approve or deny all leave requests for the month by the 10th of the following month

Checking for Required Shift Approvals

- Click the HOURS tab and choose Group Hours
  
  ![HOURS and Schedules tabs]

- Change the date range to the pay period start and end dates
- To see all approved and unapproved shifts, click the Update button

**GROUP HOURS ✪**

- Unapproved shifts have a red dot in the far left column

<table>
<thead>
<tr>
<th>ID</th>
<th>Notes</th>
<th>Edited</th>
<th>Break Length</th>
<th>Shift</th>
<th>Photos</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999981 - Montgomery Scott</td>
<td>![Red dot]</td>
<td>![Yes]</td>
<td></td>
<td></td>
<td>![Time sheet]</td>
<td>6:00</td>
<td>6:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>![Red dot]</td>
<td>![Yes]</td>
<td></td>
<td></td>
<td>![Time sheet]</td>
<td>1:30</td>
<td>1:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>![Blue dot]</td>
<td>![Yes]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2:00</td>
<td>2:00</td>
</tr>
</tbody>
</table>

- Approved shifts with an exception (such as overtime) have a blue dot in the far left column
• To see unapproved shifts only, click the Exception Filter button, click the “Required for payroll exports and reports” checkbox, and click Filter.

• The Exception Filter may also be used to limit the shift shown to only overtime shifts, missed punches, etc.
• To see shifts for bi-weekly or monthly payroll employees only, click the Employee Filter button, click the Schedule Group checkbox, choose either “Bi-weekly” or “Monthly,” and click Filter.

• The Employee Filter may also be used to limit the shifts shown to a job title, location, etc.
• As the payroll deadline approaches, filter to the appropriate group of employees, note any that are not yet approved and contact the appropriate supervisor or project approver
• The Department HR role may also act as a back-up approver if necessary

Checking for Pending Leave Requests

• Click the TOOLS tab and choose Request Manager
• Click the List tab

• Change the date range to the pay period start and end dates and click “Update”

• Click the Status button and uncheck “Include approved” and “Include denied”

• To see shifts for bi-weekly or monthly payroll employees only, click the Employee Filter button, click the Schedule Group checkbox, choose either “Bi-weekly” or “Monthly,” and click Filter.
• Note that all approved leave is transferred to the HR system monthly (even for bi-weekly employees), so do not filter them out when checking for pending leave requests at the end of the month
• As the payroll deadline approaches, note any leave requests that are not yet approved or denied and contact the appropriate supervisor or project approver
• The Department HR role may also act as a back-up approver if necessary

Other Closeout Tasks
• Change overtime to comp time where necessary