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 10th 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
- 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
- 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