



TimeClock Plus – Pay Period Closeout



Accessing TimeClock Plus

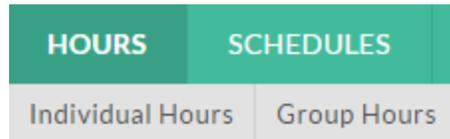
- Web interface at the “TimeClock Plus Manager” link at aar.colostate.edu using eID credentials (eName and password)

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 ☆

Sort by: ID ↑ | 5/1/2017 to 5/30/2017 Manual Update

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

Showing 36 records of 36 Selected 0 records

<input type="checkbox"/>			Notes	Edited		Break Length	Shift	Photos	Time In	Time Out	Hours	Shift Total
- 9999981 - Montgomery Scott												
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Y					5/1/2017 08:00 AM	<< Time sheet >>	6:00	6:00
<input type="checkbox"/>	●	<input type="checkbox"/>		Y					5/1/2017 01:00 PM	<< Time sheet >>	1:30	1:30

- Approved shifts with an exception (such as overtime) have a blue dot in the far left column

<input type="checkbox"/>	●	<input checked="" type="checkbox"/>		Y			1		5/5/2017 03:00 PM	5/5/2017 05:00 PM	2:00	2:00
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- To see unapproved shifts only, click the Exception Filter button, click the “Required for payroll exports and reports” checkbox, and click Filter

GROUP HOURS

Sort by: ID ↑ | 5/1/2017  to 5/31/2017  Manual

Employee Filter | Job Code Filter | Exception Filter  | Show absences

Exception Filter

Required for close week

[Required for payroll exports and reports](#) 

Search 

Showing 8 records of 8 Selected 0 records

<input type="checkbox"/>	Exception	Category
<input type="checkbox"/>	Manager Approval	Approvals
<input type="checkbox"/>	Conflicting Shifts	Shift
<input type="checkbox"/>	Long Shift	Shift
<input type="checkbox"/>	Long Week	Shift
<input type="checkbox"/>	Missed Punches	Shift
<input type="checkbox"/>	Overtime	Shift

NOTE: Only segments with the selected exceptions will be shown

Restore default | Save as default | Cancel | **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.

GROUP HOURS ☆

Sort by: ID ↑ | 5/1/2017 to 5/31/2017 Manual

Employee Filter Job Code Filter Exception Filter Show absences

Update

Employee Filter ?

Employee Status
 Employee ID
 Job Code
 Classification
 Department
 Location
 Schedule Group
 Manager
 Hire Date
 Days Employed
 Custom Fields
 Summary

Include ▾

Search 🔍

Showing 3 records of 3 Selected 1 records

<input type="checkbox"/>	Schedule Group ↑
<input type="checkbox"/>	<< NONE >>
<input type="checkbox"/>	BI-WEEKLY
<input checked="" type="checkbox"/>	MONTHLY

Preview Save as Reset All

0 of 6 employees match ↻
Cancel 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

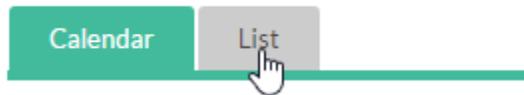
TOOLS

Employee Status

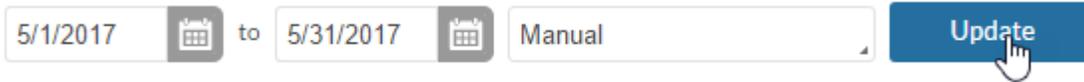
Request Manager

Other Tools ▾

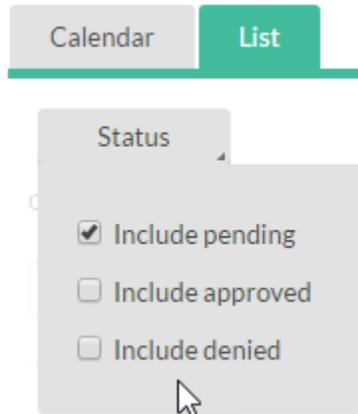
- Click the List tab



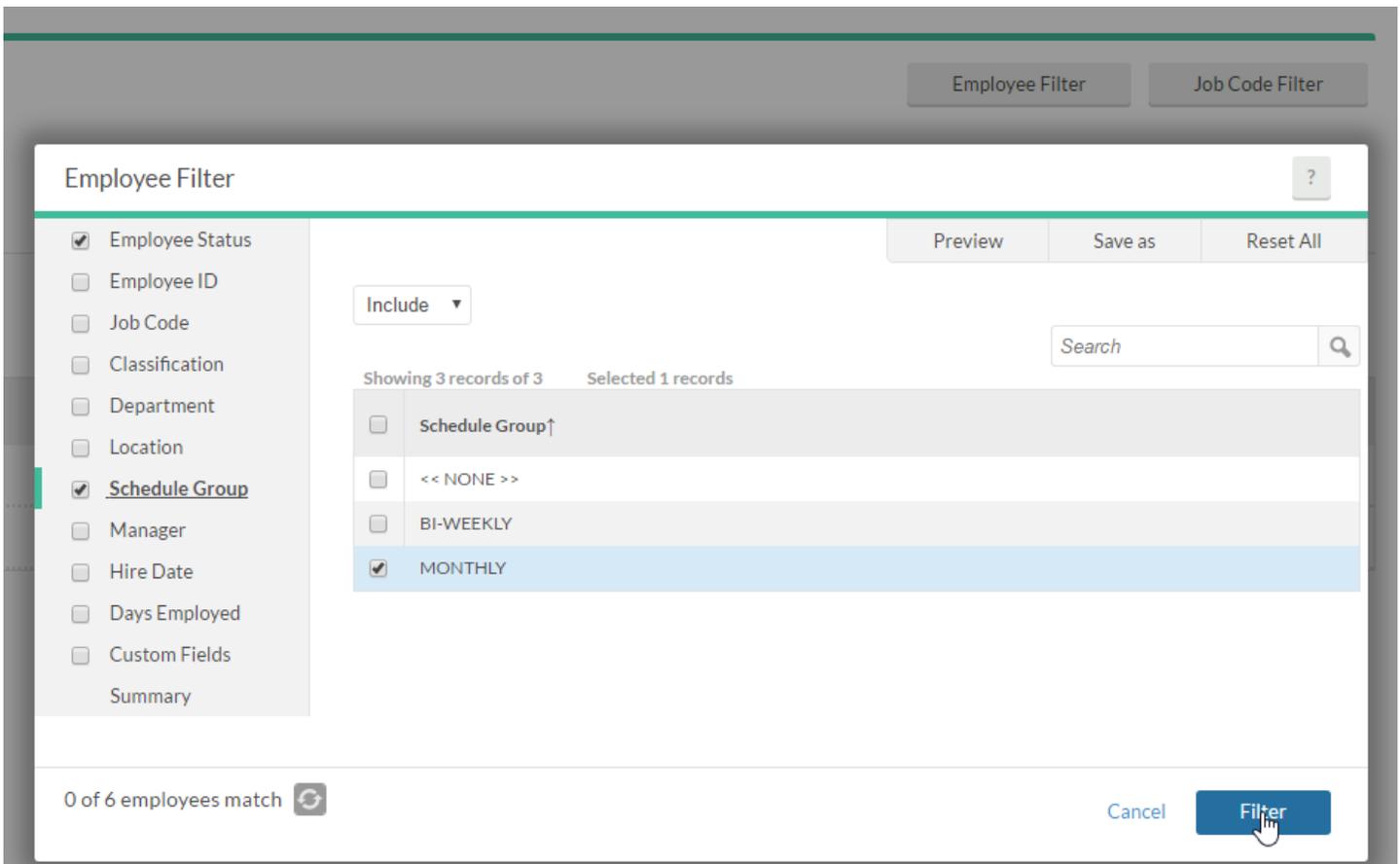
- Change the date range to the pay period start and end dates and click “Update”



- 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