



## TimeClock Plus – Pay Period Closeout



### Accessing TimeClock Plus

- Web interface at the “TimeClock Plus Manager” link at [aar.colostate.edu](http://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 10<sup>th</sup> of the following month
- Salaried employees are requested to request all leave for the month by the 5<sup>th</sup> of the following month
- Supervisors are requested to approve or deny all leave requests for the month by the 10<sup>th</sup> 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
- 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