



## TimeClock Plus – Managing Time Clock Projects



### What Is a Time Clock Project?

- All hourly (bi-weekly) employees must have one or more Projects associated with the assignment to which they clock in and out
- Projects instruct TimeClock Plus and the HR system how to allocate the time worked among different accounts

### Who Can Create and Edit Time Clock Projects

- HR system (Oracle) users with either the department or department “NA” (for No Approval) access can create and edit Projects (for example, “CSU Statistics” or “CSU Statistics NA”)
- This access is requested using the HR System Access Request Form: <http://hrs.colostate.edu/pdfs/form-hr-system-access.pdf>
- Access the form by clicking “Time Clock Projects” link in the Oracle HR system menu

### Project Name

- A Project Name will appear to the employee in TimeClock Plus
- The name can be descriptive, but departments may also choose to enter the account number as the Project Name instead

### Account and Percent

- If the account on an hourly employee’s Labor Distribution matches the account on the Project, and the department on the assignment matches the department on the Project, the employee will be able to clock into that department
- If a Project has more than one account listed, the employee’s Labor Distribution must include all of those accounts in order to have access to the Project
- Most Projects have only one account charged at 100% but can be set up with multiple accounts with percentages that sum to 100%

### Approvers

- Approvers chosen for Time Clock Project (by clicking the “Approvers” button) will have access to approve hours for assignments clocking into that Project after 24 hours
- To appear in the Approvers list, a user must have department, department “NA,” or department “Timeclock” HR system access
- To add a user to the Approvers list, complete the HR System Access Request Form (checking the “Time Clock Approval” box): <http://hrs.colostate.edu/pdfs/form-hr-system-access.pdf>
- Supervisors defined on the assignment in the HR system have automatic approval access for any shifts for any Project worked under that assignment; no action is required to grant them access in TimeClock Plus

### Making Changes to a Project

- Any changes made to a Project before the pay period data have been exported from TimeClock Plus (the Wednesday after the pay period closes) will be applied to that pay period
- If you wish changes to apply to the next pay period, **wait until after the pay period data have been exported** to make those changes
- To be safest, you may also create a new Project, ask employees to use it instead at the start of the new pay period, and then uncheck the “Active” checkbox after the data have been exported for the previous pay period