



TimeClock Plus – Who Uses TimeClock Plus and Why?



Employees

- Hourly employees on the bi-weekly pay schedule
 - Clock in and out using web interface, mobile app, or physical time clocks
 - May have multiple assignments
 - May have multiple projects
- Non-exempt (overtime-eligible) salaried employees on the monthly pay schedule
 - Use the electronic timesheet
 - May clock in and out if desired by employee or department
- Leave-eligible employees
 - Can request Annual Leave, Sick Leave, or use Comp Time accrued (if eligible)
 - Postdoctoral Fellows are excepted from requesting through TimeClock Plus

Managers

- Supervisors
 - Defined on the assignment in the HR system
 - No access form required
 - Can approve, edit, and create all shifts for employee supervised
 - Can approve, deny, edit, and create Annual, Sick, and Comp Time leave requests for employee supervised
- Project Approvers
 - Defined on the Time Clock Project form in the HR system
 - Must have department Timeclock access via HR System Data Access form at hrs.colostate.edu/forms
 - Can approve, edit, and create all shifts for assignments eligible for project
 - Should limit actions to shifts related to the project for which they are an approver

Department HR

- Must have “TimeClock Plus Department HR” access via HR System Data Access form at hrs.colostate.edu/forms, including VP/Provost Authorizing signature
- Can approve, edit, and create all shifts for employees in department in a backup capacity
- Can approve, deny, edit, and create Annual, Sick, and Comp Time leave requests for employees in department in a backup capacity
- Can create special leave types for employees in department, including Leave without Pay, Parental Leave, Jury Duty, etc.
- Review shifts and leave requests after pay period and prompt supervisors and project approvers to complete approvals
- Manage conversion of overtime to comp time