

TimeClock Plus (TCP) Info Sheet – January 2019

Reminders

For All

Region program assistants are:

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Accessing TCP | For All Off-Campus Employees

Off-campus employees can only access TCP through <https://secure.colostate.edu>. Once logged in, select Administrative Applications and Resources (AAR) from the Web Bookmarks section. Select TimeClock Plus under Application Systems list.

5th of Every Month | For All Employees

All sick and annual leave requests must be submitted electronically in TCP for approval by your supervisor. Please be sure to enter your sick and annual monthly leave requests by the 5th of the following month.

10th of Every Month | If You Are a Supervisor – Approve Time/Leave for Exempt & Non-Exempt, Salaried Employees

Approve pending time off requests for all employees and timesheets for all non-exempt, salaried employees by the 10th of the following month. We suggest you add a weekly reminder to your calendar to approve pending time off requests and timesheets. Go into TCP on a regular basis! If you are going to be out of the office for an extended period, please contact your region's program assistant to ask for help approving items in your absence.

10th of Every Month | If You Are a Supervisor – Approve Zero-Hour Leave Entries

All exempt, salaried employees are required to create zero-hour leave requests in TCP to indicate that they have not taken leave that month. However, supervisors frequently leave these requests unapproved. This causes complications when running payroll. If they remain unapproved, CSU Payroll will have to delete these entries manually in order to run payroll for these individuals.

Tuesday Following the End of Every Pay Period | If You Are a Supervisor – Approve Time/Leave for Bi-Weekly Hourly Employees

Bi-weekly, hourly employees must fill out timesheets. You must approve these timesheets by Tuesday following the end of the pay period.

Last Day of the Month | For Exempt, Salaried Employees

Exempt, salaried employees are required to create a zero-hour leave request in TCP on the last day of the month, if you took no sick or annual leave. Do this rather than forgoing reporting. For information on how to report, see Quick Facts.

5 Business Days from Date of Special Leave Request | For All Employees

Email your region's program assistant for special leave requests (parental leave, jury duty, bereavement leave, military leave, etc.) within five business days of the leave requested. For information on how to initiate a special leave request, see Quick Facts.

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Quick Facts

Reference Materials | For All Employees

Training materials, including documents with screenshots, and narrated demonstration videos and full recordings of live training sessions are available at <http://hrs.colostate.edu/timeclockplus/>.

Monthly Time Sheet Entries | For Non-Exempt, Salaried Employees

As a non-exempt, salaried employee (administrative professional employees eligible for overtime or state classified employees), you need to complete an electronic timesheet in TCP by entering hours worked each day. Do not use the “clock in” or “clock out” features, or enter breaks or lunch hours.

Monthly Time Sheet Entries | For Exempt, Salaried Employees

As an exempt, salaried employee (administrative professional employees not eligible for overtime), you do not need to enter hours worked or complete an electronic timesheet in TCP. The manage timesheet function will not be available to you.

Reporting Zero Leave | For Exempt, Salaried Employees

As an exempt, salaried employee, you need to create a zero leave entry in TCP when no leave has been taken for that month. To report zero leave, add a leave request on the last day of the month; enter a start time then input “0” hours; select any leave code and enter “No annual or sick leave taken this month.” in the description type. This informs your supervisor and CSU HR that no leave was taken that month.

Holiday Pay | For Non-Exempt, Salaried Employees

As a non-exempt, salaried employee (administrative professional employees eligible for overtime or state classified employees), you cannot add holiday leave to your timesheet. Your region’s program assistant needs to add those leave entries. Please email your region’s program assistant within five business days of the holiday and confirm that you did not work the holiday. Include the following information in your email:

- Date(s)/Holiday
- Number of hours requested/taken
- FTE

Please provide an explanation if you worked the holiday. Provide your county's holiday schedule if you do not follow the CSU holiday schedule.

Holiday Pay | For Exempt, Salaried Employees

As an exempt, salaried employee (administrative professional employees not eligible for overtime), you do not need to enter or note holidays in TCP in any way.

Special Leave Requests | For All Employees

To initiate a special leave request (parental leave, jury duty, bereavement leave, military leave, etc.), email your region’s program assistant within five business days of the leave requested and include the following information:

- Date(s)
- Type of leave requested
- Number of hours requested/taken
- FTE

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Assigning Additional Supervisors | For All Employees

TCP is able to assign up to two additional supervisors to any monthly or bi-weekly employee. Additional supervisors, like a direct supervisor, will receive email notifications of leave requests, and be able to approve leave requests and hours worked in the absence of the employee's direct supervisor.

To initiate having an additional supervisor assigned to an employee in TCP, email that information to your region's program assistant.

Changing Approved Leave Requests | For All Employees

Once a sick or annual leave request is approved, it creates an entry on the individual hours view. At that point, you cannot modify your request in the request calendar. Your supervisor or your region's program assistant will need to delete the entry in the request calendar, as well as the entry in the Individual Hours view. You will need to reenter your leave request with the correct information. Reentering the request will update the Individual Hours view, which is where the payroll system picks up the information for leave, and time entries.

Excess Regular Hours & Changing Overtime to Comp Time | For Non-Exempt, Salaried Employees

As a non-exempt, salaried employee (administrative professional employees eligible for overtime or state classified employees), you will need to discuss potential excess hours with your supervisor before working over your FTE. See CSUE's Compensatory Time Off Policy. Your supervisor must approve excess hours beforehand.

As a part-time, non-exempt, salaried employee, you can flex your time between weeks (such as a 30-hour FTE working 25 hours one week and 35 hours the next). Talk to your supervisor regarding flexing your time within the month. The calculation for determining whether an employee receives excess regular hours (additional pay) for a month will be based on the number of hours worked in the month and the number of potential working hours in the month (as opposed to a week-by-week basis). Your region's program assistant can provide guidelines to help you and your supervisor determine the number of regular hours for your FTE.

If you are a supervisor, work with your region's program assistant to change overtime (any hours worked beyond 40 hours/week) to comp time in TCP.

Changing Overtime to Comp Time for Bi-Weekly Hourly Employees | For Supervisors

For bi-weekly, hourly employees, select the last shift in the week (not necessarily the shift with the OT hours). You may need to change the approval status if the shift has already been approved. Once the last shift is unapproved, uncheck the box in the manager approval column (M with a check mark) and click apply changes; click on the check box in the far left column of the unapproved, last shift in the week; click manage segments; choose split segment by length. In the dialogue box/pop-up window, click the icon in the split column; this will divide the shift into two equal lengths. In the first segment, adjust the number of hours as needed by changing the number in the length column to the number of hours that are regular, not overtime, hours. In the second segment, change the job code to comp time earned. The second segment's length will automatically adjust to the remainder of the original shift length. Confirm this length matches the number of overtime hours in the week. Click save and approve shifts.

Missed Deadlines & Unapproved Hours | For Supervisors

Work with your region's program assistant, or Lori Bates or Sharon King to resolve.