

Alabama State University

Bi-Weekly

TimeClock Plus

Login & FAQ's



Employee login:

- Clock-In & Clock-Out at your reporting location with your supervisors.
- Click on the link to watch the <https://transcripts.gotomeeting.com/#/s/1bf87a5f375203e0d98d5a8de94efc5af6bf267a636d72c62c1b46503748e860>

Where do I go to clock-in?

Step 1 - Go to the ASU website and click on "My Hornets Access"

Step 2 - Click on the "TimeClock Plus (All Employees)"

Step 3 - Use your student # to clock-in and clock-out

A screenshot of the ASU My Apps page. The header is yellow with the ASU logo on the left and "Hello, sscatterfield" on the right. Below the header, there is a "My Apps" section with a search bar. The main content area displays several application tiles: BlackBoard, CampusESP, HornetsWeb, TimeClock Plus (All Employees), TimeClock Plus (For Managers), and EAB Navigate. Each tile includes a logo and a brief description of the application.

What's New in Payroll

Bi-Weekly (Non-Exempt) Employees

- Bi-Weekly employees will clock-in & out using TimeClock Plus (a web-based system), which will be accessed from your work computer.
- ASU Aramark, Police Station (ASU Public Safety), ASU Physical plant will clock out using a wall-clock-based system.
- You will be able to review leave balances on time the clock-plus system, or the web. You will access it by logging onto the dashboard, to see leave and accrual.
- VP of Business and Finance must approve overtime/straight-time before employees working.
- All teleworking, VPN access is approved by OTS.

Bi-Weekly (Part-Time)

- Clock-In & Clock-Out via Web-Based through your supervisor.
- Receive no Leave Time
- Receive no Holidays pay
- Receives No Overtime
- Web Clock & Physical Clock

FREQUENTLY ASKED QUESTIONS

Q. Who uses Time Clock Plus?

A. All employees must use the TimeClock Plus system.

Q. Do I have to clock in and out when I arrive and leave work, and for my lunch break?

A. Yes

Q. How do I clock-in & clock-out if I have been approved to telework from home?

A. If you are teleworking from home you must have been approved VPN access issued by OTS.

Q. How do I Clock-In & Clock-Out?

A. There are 2 ways:

a. Physical Clock (designated locations)

b. Web-Clock-using your campus-wide ID#

Q. When am I required to clock-in & clock-out?

A. Clock -In & Out for your schedule.

Clock In & Out for Lunch

Q. If the University is closed due to inclement weather, holiday, etc., how will this time be put on my timesheet?

A. Whenever the President approves administrative leave, payroll will be responsible for adding these approved hours in the system for you. There is nothing you need to do.

Q. If the time clock is down or I am unable to clock-in & clock-out what should I do at this point?

A. Contact your supervisor immediately and they will adjust, record your time as soon as the clock is working again.

Q. Do I have to sign my timesheet before payroll is processed?

A. No.

Q. How do I request to be off?

A. You can clock in by physical time clock or; via the web clock. It is your responsibility to request and submit it to your supervisor for approval.

Q. How will I know when the payroll cycle begins and ends?

A. Please refer to the Payroll Schedule.