

Student Employment - Time Clock Plus/Pay Information

Time Clock Plus Set Up and Logging Hours:

Source: <https://www.oberlin.edu/human-resources/student-employment>

“Oberlin College uses TimeClock Plus to electronically record all worked hours. The time record-keeping tool is flexible and allows you to clock in and out via a downloadable app or via their WebClient link. Please find resources and tutorials here:”

- [Student TimeClock Plus](#)
 - [Employee WebClock Log On](#)
 - [Mobile App Setup \(Video Tutorial\)](#)
 - June 22nd, 2022 forward, use this [Mobile App Setup Guide](#)
 - [Clocking In and Out \(App Video Tutorial\) \(Web Video Tutorial\)](#)
 - [Missed Punches Tutorial \(App Video Tutorial\) \(Web Video Tutorial\)](#)

FAQs:

- Where do I log hours?
 - To log hours, use Time Clock Plus, either through your [browser](#) or on the [app](#).
- What do I do if I forgot to log hours?
 - First step is to email your supervisor. If it is within the same pay period, your supervisor should be able to edit your hours and correct them. If it is past the end of the pay period, your supervisor should [submit a missed payment form](#).
- What is my Login for TCP?
 - Your Badge/ID Number is your T number without the T, sometimes without the first 0. For example, instead of T01234567, your ID number would either be 01234567, or 1234567. Your pin is the last 4 digits of your social security number.
- Why won't TCP let me log in?
 - Have you submitted all of your documentation (tax documents, I-9 and supporting documents, and other supporting documents for international students) and set up your direct deposit? Has it been 3-5 business days since completed all of these steps? If so, please [submit a ticket](#) to make sure everything is all set up.
- I have been working but I haven't gotten paid. What should I do?
 - If you haven't gotten paid but have been clocking your hours, please [submit a ticket](#) to our Payroll Office so that you can make sure all of your direct deposit

information is up to date. If you haven't clocked hours, your supervisor will need to submit a missed payment form, and you need to make sure time clock plus is fully set up (using steps listed above) so that you can proceed by clocking your hours.

Payroll Allocations:

Source: <https://www.oberlin.edu/human-resources/student-employment>

[Direct Deposit:](#) As a condition of employment, students must sign up for direct deposit payments. Sign in using your ObieID and Password and follow the steps for Direct Deposit Allocation.

[Payroll Deduction:](#) Allocates earned funds to your tuition account.

FAQs:

- How do I set up direct deposit?
 - You can set up direct deposit in Overview following [this guide](#).
- Can I get a paper check?
 - You cannot receive payment in the form of a paper check anymore. You need to set up [direct deposit](#).
- What is payroll deduction?
 - Payroll deduction takes either part or all of your paycheck and puts it in your student account through Oberlin. This is the account used to pay specific charges as requested by the college (for example, tuition).
- When do I get paid?
 - Student employees get paid bi-weekly on Fridays. This is the current student employee [payroll schedule](#).
- What is minimum wage?
 - Effective 08/12/2024, Oberlin College's student minimum wage is \$12 per hour.

https://www.oberlin.edu/sites/default/files/content/office/human-resources/documents/seo_faq_flyer_5_1.pdf