**OBERLIN**
COLLEGE & CONSERVATORY

**TimeClock Plus – Clocking In and Out**

tcp | TimeClock Plus®

## Accessing TimeClock Plus

- Web interface through [Oberlin.edu/human-resources/compensation-payroll](Oberlin.edu/human-resources/compensation-payroll)
- Mobile app for iOS or Android – *See App Download Instructions*

## Clocking Using Web

- On the website, enter your T-Number without the letter T or leading zeros in the Badge/ID Number. For example, T00000001 becomes 1 and T01339337 becomes 1339337



- You will then be prompted to enter your PIN (Last 4 SSN digits)



- Once logged in, you'll be able to see the following options on the homepage menu bar and your Dashboard, which consist of a quick snapshot of worked hours and messages

- To clock in, select "Clock In" from the top of the page and you'll click "Continue" on the following page to confirm it is you:

**5/7/2025 12:02:54 PM**
**Hello Test Jr.**

Not you?

Confirmation (Clock In)

Cancel     Continue

- On the following page, select the job you're clocking in for

**5/7/2025 12:03:12 PM**
**Hello Test Jr.**

Not you?

Select Cost Code (Clock In)

Showing 2 records of 2

| Select | Level 1 ↓ | Level 2 | Level 3 | Level 4 | Level 5 | Description |
|--------|-----------|---------|---------|---------|---------|-------------|
| ● | 1378930 | 1120 | 00-HR STUDENT ASSISTANT | | | |
| ○ | 1379378 | 1120 | 00-HR STUDENT ASST | | | |

Back     Cancel     Continue

- Once you click "Continue" you will receive the following confirmation

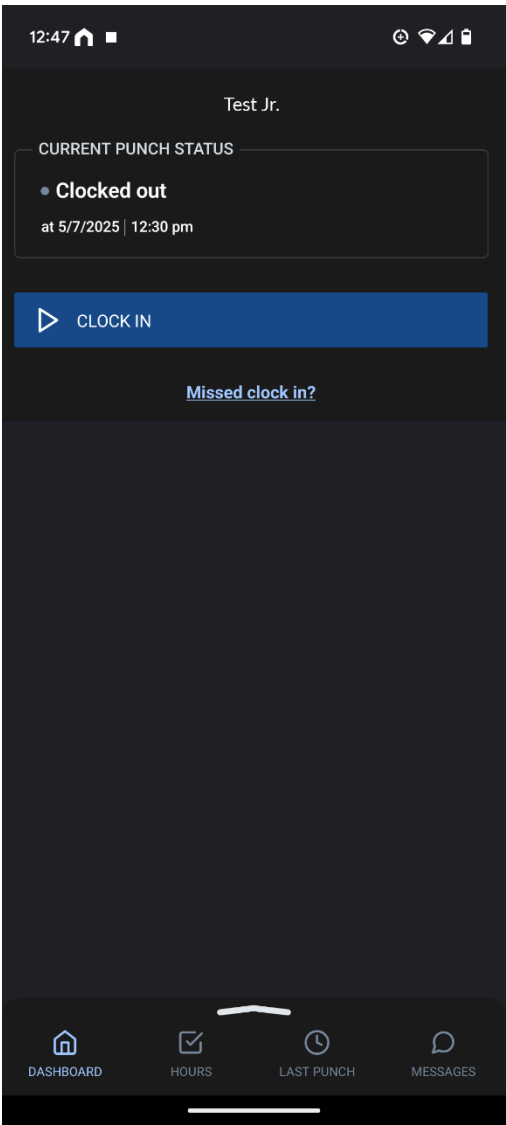! Clock in operation successful

Ok

- To clock out, select "Clock Out" from the top of the page and perform the same operations previously described.
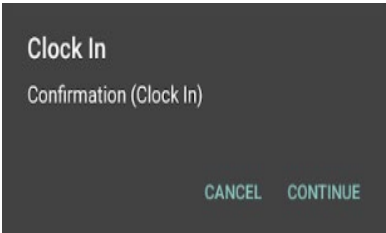
**Clocking Using Mobile Clock App**

- After you've downloaded the app and completed the set-up instructions, you'll be able to clock in and out by using the mobile app



- The app will open to the landing screen where you will see the "Clock In" & "Clock Out" functions.
  - To clock-in, select "Clock In".
  - You will be asked to confirm your clock in on the following screen



- You will then select the job you are clocking in for and your clock-in operation will be confirmed
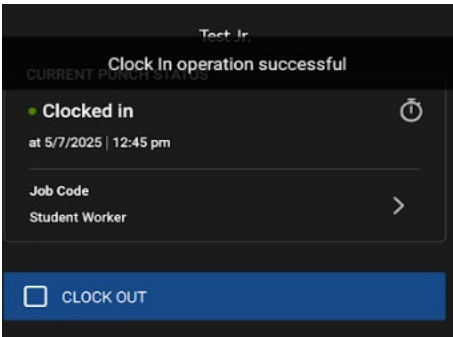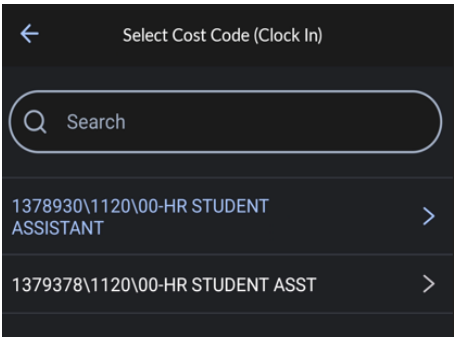


- To Clock-Out, perform the same operations under the "Clock Out" option.