Accessing TimeClock Plus

- Web interface through 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, T0000001 becomes 1 and T01339337 becomes 133937

- 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 menu bar and you’ll click “Continue” on the following page to confirm it is you:

![Clock In confirmation](image)

• On the following page, select the job you’re clocking in for

![Select Cost Code](image)

• Once you click “Continue” you will receive the following confirmation

![Clock in operation successful](image)

• To clock out, select “Clock Out” from the menu bar 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 yourself on the following screen.

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

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