



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, T00000001 becomes 1 and T01339337 becomes 1339337



8/19/2019
10:23:03 AM

Select Company:

Badge/ID Number:

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

PIN Entry ?

PIN:

- 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

Test Jr. [Log Off](#)

Clocked out

8/19/2019 10:33:03 AM

HOME
CLOCK IN
CLOCK OUT
LEAVE ON BREAK
RETURN FROM BREAK
CHANGE JOB
CHANGE COST CODE
VIEW

MY DASHBOARD



Refresh



MY HOURS 4

(1:34)

Time	Job	Total
<input type="checkbox"/> 08/08 04:44 P - << Missed >>	9994 - Student Worker	0:00
<input type="checkbox"/> 08/12 02:00 P - 03:30 P	9994 - Student Worker	1:30
<input type="checkbox"/> 08/13 09:57 A - 10:01 A	9994 - Student Worker	0:04
<input type="checkbox"/> 08/19 10:30 A - 10:30 A	9994 - Student Worker	0:00

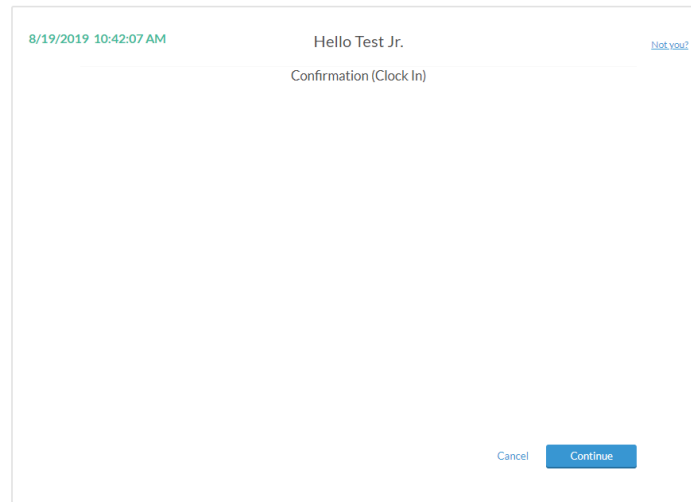
[Jump to View Hours](#)

MY MESSAGES 0

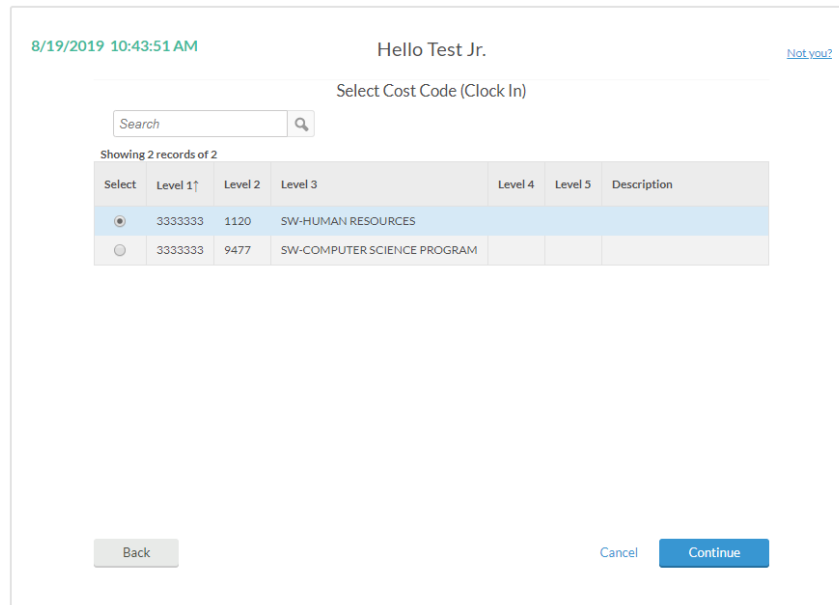
Sent By	Message	View
		0/0

LINKS 0

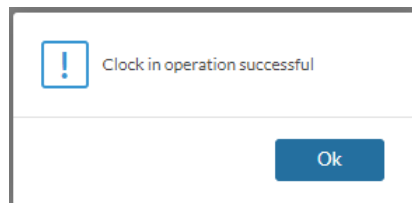
- To clock in, select “Clock In” from the menu bar and you’ll click “Continue” on the following page to confirm it is you:



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



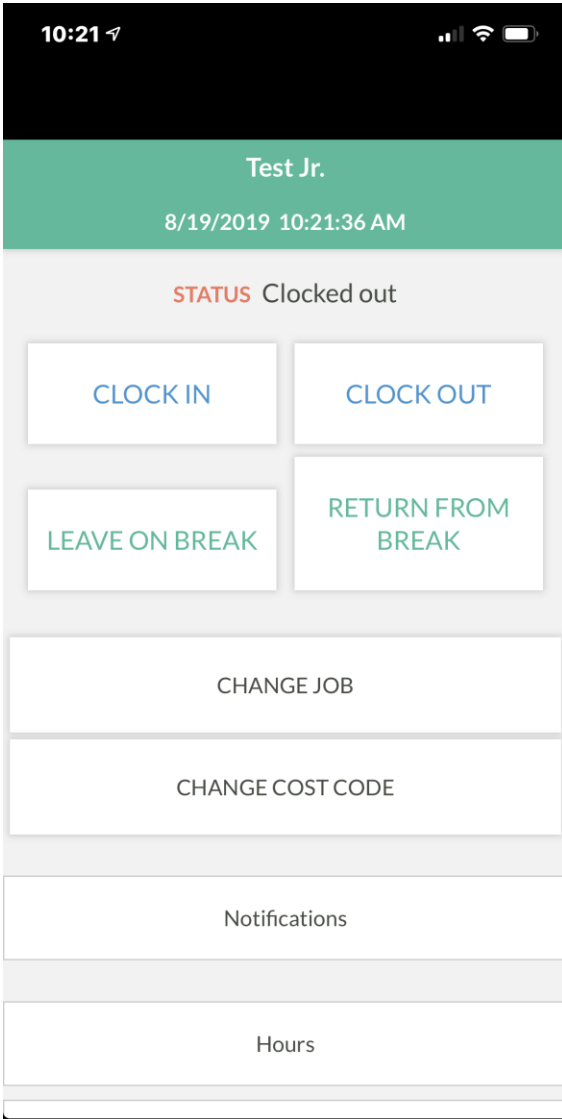
- Once you click “Continue” you will receive the following confirmation



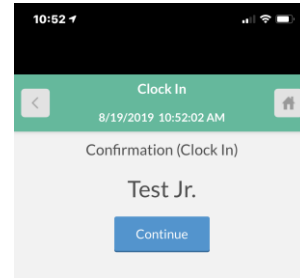
- To clock out, select “Clock Out” from the menu bar and perform the same operations previously described.

Clocking Using Mobile Clock App

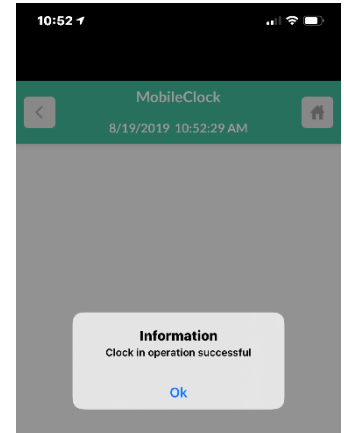
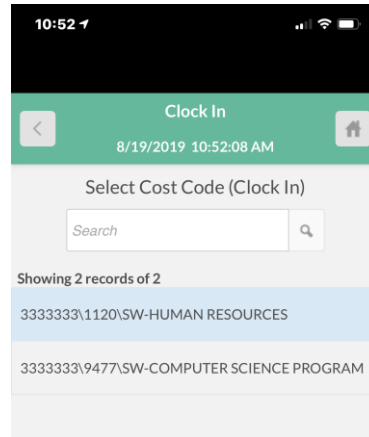
- After you've downloaded the app and completed the set up instructions, you'll be able to clock in and out by using the mobile app



- 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 are clocking in for and your clock-in operation will be confirmed



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