

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: OCOPE Employees
FROM: Department of Human Resources
DATE: December 7, 2020
SUBJECT: Bi-Weekly Pay and TimeClock Plus Time Recording System (TCP)

The Human Resources office would like to provide a general reminder on the formal transition to Bi-Weekly Pay and TimeClock Plus time recording system. The implementation date is to occur on **January 1st, 2021**. As the date approaches, please find the following request and reminders:

TimeClock Plus Testing

- Our office asks that all TCP testing cease on Friday December 11th, 2020 at 11:59 pm.
 - This will allow our HR team to begin making changes in TCP and Banner to finalize the conversion.

Timesheet Submission

- December (and any prior) timesheet will be **due no later than Tuesday, January 5th, 2021**. This will allow our payroll team to properly update leave balances accordingly in TimeClock Plus. Failing to provide timesheets by the requested deadline will affect your leave balances in TimeClock Plus and proper correction may be delayed due to the prioritized nature of this conversion.

Reminders

- **Your first bi-weekly pay will be on January 15th for time worked between January 1, 2021 through January 10th, 2021.** TCP will be available to use starting January 1st, 2021.
- Please use the resources and tools available at the designated website:
 - www.oberlin.edu/OCOPETCP
 - Payroll Calendar is also available on the website under Forms and Documents
- Leave Balances – Payroll will work diligently on updating balances, but the most up to date and accurate balances may not be available until the second bi-weekly payroll paid on January 29, 2021.

As always, we appreciate your continued patience and dedication to Oberlin Colleges' continued efforts to advance and streamline processes.