

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: OCOPE Employees
FROM: Department of Human Resources
DATE: March 5th, 2020
SUBJECT: Bi-Weekly Pay and TimeClock Plus time recording system (TCP)

The Human Resources office would like to announce the formal transition to Bi-Weekly Pay and to the TimeClock Plus time recording system (TCP), which is to occur on July 1st, 2020. We want to take this opportunity to prepare you for this change.

What does this mean?

*This means paper time sheets will no longer be provided after June's pay. This also means that you will be using TCP to record your time starting July 1st. Your first bi-weekly pay will be on July 17th for time worked between July 1, 2020 through July 12th, 2020. (*Please note that in your June paycheck, the pay-period is June 1st through June 30th.)*

What is expected of me?

The same continued expectation to record time, including but not limited to: hours worked, overtime, vacation, sick, etc. By design, TCP mirrors the prior paper timesheet method. The biggest change you'll observe is that your time will be entered online and time must be submitted by the end of each bi-weekly payroll end date. The payroll calendar may be found on the TCP dashboard and the payroll website at:

<https://www.oberlin.edu/OCOPETCP>

How will I know what to do?

Training materials are available on the HR website through <https://www.oberlin.edu/OCOPETCP>. Materials include:

- *Comprehensive Training Guide*
- *Short Guides – One page specific guides for functions you may be trying to complete*
- *Videos – Tutorial videos that outline how to use TimeClock Plus*

TimeClock Plus is currently available for all OCOPE users. Please explore and get a feel for what the system will look like. We encourage users to use the training guides to test and use the system during this time. Additionally, a webinar and in person training opportunities will be available – communications will be sent as they become available.

We understand this will be a big change for some and appreciate your continued patience and dedication to Oberlin College's continued efforts to advance streamlined processes. This change will ensure more accurate and timely pay, reduce the time between pays, and will provide the employee with an easily accessible log of previously recorded time.