

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: OCOPE Employees
FROM: Department of Human Resources
DATE: September 29, 2020
SUBJECT: Bi-Weekly Pay and TimeClock Plus Time Recording System (TCP)

The Human Resources office would like to provide an update on the formal transition to Bi-Weekly Pay and TimeClock Plus time recording system. As a reminder, the implementation date is to occur on **January 1st, 2021**. Here are some reminders, from prior communications, regarding these changes.

Webinars will be available throughout the month of October to go over the TimeClock Plus record keeping system, provide general information on expected payroll changes, and allow the opportunity to answer questions you may have. Please sign up for one of the following available dates:

Webinars

- [October 7th, 10:00 am](#)
- [October 8th, 2:00 pm](#)
- [October 14th, 9:00 am](#)
- [October 15th, 2:00 pm](#)
- [October 21st, 10:00 am](#)
- [October 22nd, 2:00 pm](#)
- [October 28th, 9:00 am](#)
- [October 29th, 2:00 pm](#)

As a reminder, all training materials and webinar dates are available at the designated OCOPE TCP site: <https://www.oberlin.edu/OCOPETCP>

As always, we appreciate your continued collaboration and dedication to Oberlin College and its continued efforts to advance and streamline processes..