Accessing TimeClock Plus

- Web interface at the “TimeClock Plus” link at [https://www.oberlin.edu/human-resources/compensation-payroll](https://www.oberlin.edu/human-resources/compensation-payroll) using T Number (minus any leading zeroes)

In the Badge/ID Number field, enter your T-Number without the letter T or leading zeroes. For example, T00000001 becomes 1 and T01339337 becomes 1339337.

- Click the MANAGE TIME SHEET tab
- Navigate between weeks by clicking the “Prev” and “Next” arrows under “Navigate Period”
- If you need to add shifts to weekend days, click the “Display Weekends” checkbox
- Create a shift by clicking the "Add" button in the appropriate day on the calendar
- Click “Edit” to change any of the details
- By default, the start time is 8:00am and the number of hours is 7:30
- Make sure that the Job Code listed is correct; it should default to your normal position (e.g. "Departmental Technician I"). This can be changed by selecting a different Job Code using the "Edit" tool
- When the shift details are correct, click “Accept”
- Multiple shifts can be entered in the same day—for example, if an employee worked half a day and then took the other half of the day as Sick.
- To copy a shift from one day to other days, click the “Copy” link and in the pop-up calendar, click the day or days to which the shift should be copied and click “Paste” and then “Accept”
- To copy the previous week’s shifts to the current week, click the “AutoFill” button and choose “From previous week” and click “Accept”

Editing or Deleting Shifts

- Shifts may be edited by the employee until they are approved by a manager
- If a shift has already been approved but needs to be edited, speak with your supervisor or Department HR staff; they will need to unapprove the shift, make the changes, and then reapprove it
- Clicking the “clear” button will delete a shift, even if it has been approved, but it is recommended that you speak with your supervisor or Department HR staff if you plan to delete an approved shift

Payroll Deadlines

- It is highly recommended that employees record their shifts every day, but at least by the end of each week so that supervisors and departments can track overtime and other exceptions
- All shifts must be approved by supervisors the 10th of the following month
- If a shift still has the “Edit” link visible on the calendar view, it has not yet been approved

Quick Tips

- On the right side of the timesheet, above the calendar, the number of hours recorded for the week are displayed; “OT1” refers to overtime hours; we do not use “OT2”; “Leave” displays any approved leave hours requested in the week