



Accessing TimeClock Plus

- You may access the web interface online:
 - Oberlin.edu/human-resources/compensation-payroll
 - <https://205110.tcplusedemand.com/app/webclock/#/EmployeeLogOn/205110/1>
- From the site, expand the TimeClock Plus bar and select “Employee WebClock”

Compensation/Payroll

The screenshot shows a navigation menu on the left with categories: Human Resources, Payroll, Employment and Talent Acquisition, Benefits, Open Enrollment, Employee and Labor Relations, and Policies, Procedures, and Documents. The 'Payroll' category is expanded to show 'TimeClock Plus'. To the right, there is a text box explaining the system and a 'TimeClock Plus System Links' section with 'Employee WebClock' and 'Manager Log On' links. An arrow points to 'Employee WebClock'. Below the links, there is a note about updates and a contact email: TimeEntryHelp@oberlin.edu.

Clocking Using Web

- On the TCP site, enter your T-Number without the letter T or leading zeros in the Badge/ID Number.

The screenshot shows the TimeClock Plus login page. At the top, it displays the date '8/19/2019' and the time '10:23:03 AM'. Below this, there is a 'Select Company' dropdown menu with 'Oberlin College 1' selected. Underneath is a 'Badge/ID Number' input field. At the bottom, there is a 'LOG ON TO DASHBOARD' button.

- You will then be prompted to enter your PIN, which will be the last four digits of your SSN.

The screenshot shows the 'PIN Entry' screen. It has a title bar with a question mark icon. Below the title bar is a 'PIN' input field. At the bottom right, there are 'Cancel' and 'Log On' buttons.

- Once logged in, you'll see the following options on the homepage menu bar

The screenshot shows the TimeClock Plus dashboard. At the top, there is a browser tab 'My Dashboard' and a URL '205110.tcplusedemand.com/app/webclock/#/D...'. Below the browser bar, there is a 'TimeClock Plus' logo and a user profile for 'Test Testerson' who is 'Clocked out' on '11/13/2019 03:13:07 PM'. A 'Log Off' link is next to the profile. Below this is a green menu bar with a home icon, 'VIEW', and 'MANAGE TIME SHEET'. At the bottom, there is a 'MY DASHBOARD' section with a question mark icon.