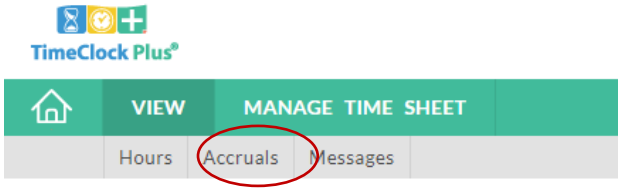
OBERLIN
COLLEGE & CONSERVATORY

OCOPE
TimeClock Plus Short Guide

Checking Accruals

- After accessing the TimeClock Plus Dashboard, click **VIEW** and choose "**Accruals**" from the menu bar



- "Accrued" shows your beginning balances for vacation, sick, and personal Leaves, etc.
- "Used Forecast" shows current and projected leave hours
- "Remaining" shows the remaining hours that are available to use

ACCRUALS

Select forecast date 11/15/2019 Update

Showing 6 records of 6

Leave Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Comp Time (Monthly)	0.0000	4.5000	0.0000	3.5000	0.0000	0.0000	1.0000
Fall Day (Monthly)	7.5000	0.0000	0.0000	0.0000	0.0000	0.0000	7.5000
Sick Carry Over (Monthly)	55.0000	0.0000	0.0000	0.0000	0.0000	0.0000	55.0000
Sick/Personal (Monthly)	80.0000	0.0000	0.0000	0.0000	0.0000	0.0000	80.0000
Spring Day (Monthly)	7.5000	0.0000	0.0000	0.0000	0.0000	0.0000	7.5000
Vacation (Monthly)	165.0000	0.0000	0.0000	0.0000	0.0000	0.0000	165.0000