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Accessing TimeClock Plus

- You may access the web interface online:
  - https://www.oberlin.edu/OCOPETCP
  - https://205110.tcplusondemand.com/app/webclock/#/EmployeeLogOn/205110/1
- From the site, expand the TimeClock Plus bar and select “Employee WebClock”

Clocking Using Web

- On the TCP site, enter your T-Number without the letter T or leading zeros in the Badge/ID Number.
- You will then be prompted to enter your PIN, which will be the last four digits of your SSN.
- Once logged in, you’ll see the following options on the homepage menu bar
Manage Time Sheet

In this section, you will:

- Record time worked and leave time
- Manage overtime (Earned and used hours)

Quick Guide

1) This is where you can navigate between different pay periods. The navigation view is bi-weekly.
2) This box allows you the ability to display or exclude weekends.
3) The “reject” and “accept” buttons allow you to save or reject updates you make to any segment in the given period. (If no changes are made, both will be grayed out)
4) Any entered segments will be displayed here.
5) Autofill- while shown, we discourage the use of this tool.
6) Select to add new worked segments to your time sheet.
7) Weekly accumulation view of regular and flex time entered.
8) Total accumulation view for the full period.
9) This help icon connects you directly to TimeClock Plus customer support page. For assistance with Oberlin College TCP issues, please contact TimeEntryHelp@oberlin.edu instead.
View Menu

The “View” menu option in TimeClock Plus allows you to view worked hours, leave accruals and balances, and direct messages sent via TCP.

Here is what you will see in each:

Hours

Similar to time sheet, this will be a line-by-line record of entered segments for the defined period. This will also include the running total view of accumulated regular and flex time. If you or a supervisor made a note, you will be able to click on the icon to review the note.

Accruals

The accruals page will show you all your leave balance information. This includes forecasted time, which is equated into the remaining totals, so you are always seeing the most up to date information.
Here is where you can view any messages sent to you via TCP. This includes approvals or rejections for time-off requests, direct messages, or messages from HR specific to TCP. You may also receive these messages via your Oberlin College email.
Recording Time

- To record time, access the “Manage Time Sheet” tab on the home menu bar.

- On that page, you will want to click “Add” on the day you wish to add time worked.

*Please note, you may enter and edit time for the current time period, and past periods within the payroll pay period, up to the most current date. Future entries are not allowed.

- When you click add, it will automatically add a segment of 7:30 (7.5 hrs) for your default job for that day. If you work less than 7.5 hrs per day, simply update your actual worked hours here.

*Change start time to actual start time

- Click “Accept” when your entry is complete.

How to Edit a Segment

- Go to “Manage Time Sheet” and “Add” the segment.
  - Once segment appears, select “Edit”
• On the “Edit Segment” display select the appropriate job code

![Edit Segment Display]

• You are able to add notes to segments that you and your supervisor may review. Note is not a mandatory field.

![Edit Segment Display with Note]

• Hit “Save” when finished. Edited segment will appear on your timesheet.

![Timesheet with Edited Segment]

**Edit Segment - Job Breakdown**

Your position will always be the default regular job code when adding time. When editing the segment, the following options are available:

• Union Business – OCOPE meetings
• Overtime – Time worked over 37.5 hours in a week to be paid out at X1.5 rate
• Vacation Pay – Vacation Leave
• Spring Day
• Fall Day
• Sick/Personal – Time to be taken from the sick/personal leave bank
• Sick Carry Over – Unused sick time rolled over from previous fiscal years
• Flex Time Accrued (x1.5) – Hours accrued at time and a half **after 37.5 worked hours**, to be used within the same payroll period. Unused flextime will be paid out as overtime pay in the current pay cycle.
• Flex Time Used – Hours used within the same pay period that were earned at time and a half.
Flex Time Segments
When entering a flextime segment, for flex to be used at a later time, you will need to enter as a new segment on the same day to differentiate from normal worked time.

Flex time is earned at the 1.5 rate and you will see the straight time hours accumulate in the weekly/pay period totals:

View “Accruals” to see the calculated time and a half totals:

When using flextime previously earned in the current pay period, you will want to add a new segment with the “Flex Time Used” job code

Again, accruals will update with the “Used Forecast” to update flex time earned vs used.

*Unused flextime should be changed to overtime if it is not used in the pay period.
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**

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<th>Leave Bank</th>
<th>Accrued</th>
<th>Accrual Forecast</th>
<th>Used</th>
<th>Used Forecast</th>
<th>Expired</th>
<th>Expired Forecast</th>
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