

OBERLIN

COLLEGE & CONSERVATORY



TimeClock Plus[®]

Contents

Accessing TimeClock Plus	2
Clocking Using Web.....	2
Home Menu Breakdown	3
Manage Time Sheet	3
View Menu	4
Hours	4
Accruals	4
Messages.....	5
Recording Time	6
How to Edit a Segment.....	6
Edit Segment - Job Breakdown	7
Flex Time Segments.....	8
Checking Accruals.....	9



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"

OCOPE TimeClock Plus

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

Home Menu Breakdown

Manage Time Sheet

TimeClock Plus®

Test Testerson
Clocked out
11/13/2019 03:39:12 PM

VIEW **MANAGE TIME SHEET**

MANAGE TIME SHEET

1
11/04/2019 - 11/17/2019

3 Reject Accept

Navigate Period

2 Display weekends

8

Regular	OT1	OT2	Comp Time	Leave	Total
37:30	0:00	0:00	0:00	0:00	37:30

4

11/03 11:00 PM - 11/10 10:59 PM

Mon 11/04	Tue 11/05	Wed 11/06	Thu 11/07	Fri 11/08	Sat 11/09	Sun 11/10
7:30	7:30	7:30	7:30	7:30	0:00	0:00
08:00 AM 7:30	08:00 AM 7:30	08:00 AM 7:30	08:00 AM 7:30	08:00 AM 7:30	Add	Add
2034 - Departmental Technician I	2034 - Departmental Technician I	2034 - Departmental Technician I	2034 - Departmental Technician I	2034 - Departmental Technician I		
Add	Add	Add	Add	Add		

7

Regular	OT1	OT2	Comp Time	Leave	Total
0:00	0:00	0:00	0:00	0:00	0:00

5

11/10 11:00 PM - 11/17 10:59 PM

Auto Fill

Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16	Sun 11/17
0:00	0:00	0:00	0:00	0:00	0:00	0:00
Add	Add	Add	Add	Add	Add	Add

6

9

In this section, you will:

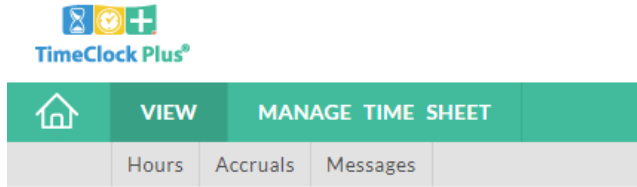
- Record time worked and leave time
- Manage overtime (Earned and used hours)

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.

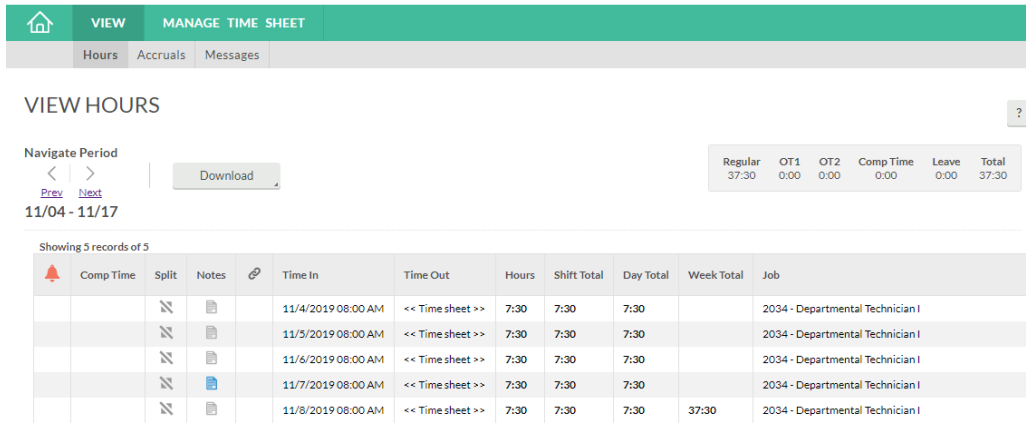
View Menu

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

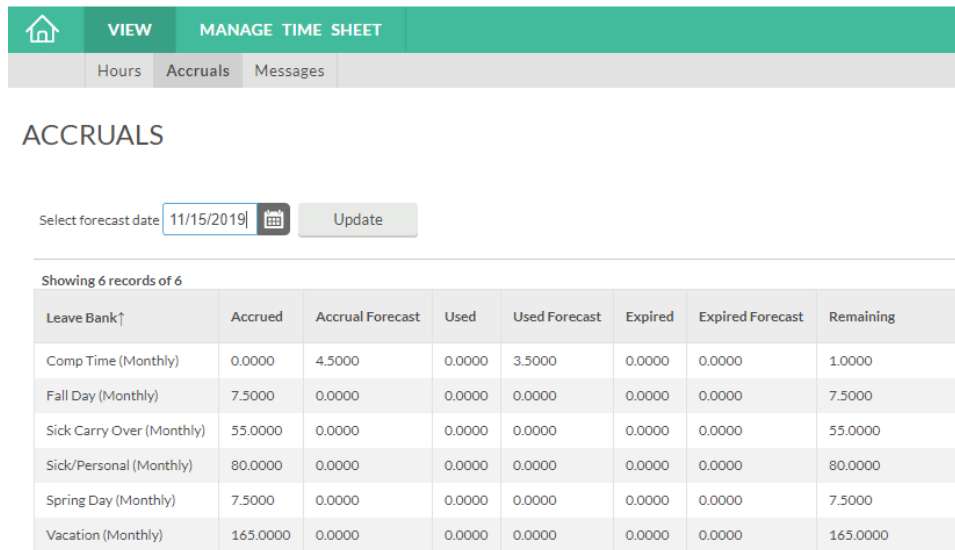


Regular	OT1	OT2	Comp Time	Leave	Total
37:30	0:00	0:00	0:00	0:00	37:30

Comp Time	Split	Notes	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job
			11/4/2019 08:00 AM	<< Time sheet >>	7:30	7:30	7:30		2034 - Departmental Technician I
			11/5/2019 08:00 AM	<< Time sheet >>	7:30	7:30	7:30		2034 - Departmental Technician I
			11/6/2019 08:00 AM	<< Time sheet >>	7:30	7:30	7:30		2034 - Departmental Technician I
			11/7/2019 08:00 AM	<< Time sheet >>	7:30	7:30	7:30		2034 - Departmental Technician I
			11/8/2019 08:00 AM	<< Time sheet >>	7:30	7:30	7:30	37:30	2034 - Departmental Technician I

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



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

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.

Messages



Test Testerson [Log Off](#)
Clocked out
11/14/2019 08:00:33 AM

Home | **VIEW** | MANAGE TIME SHEET

Hours | Accruals | **Messages**

VIEW MESSAGES



Mark as read

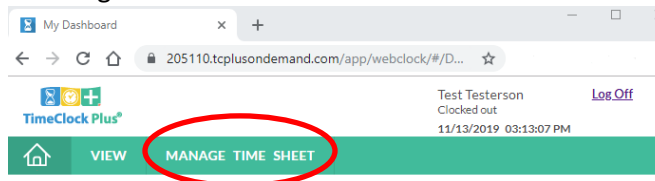
Showing 9 records of 9

View	Read	Date Sent	Message	Sent By
------	------	-----------	---------	---------

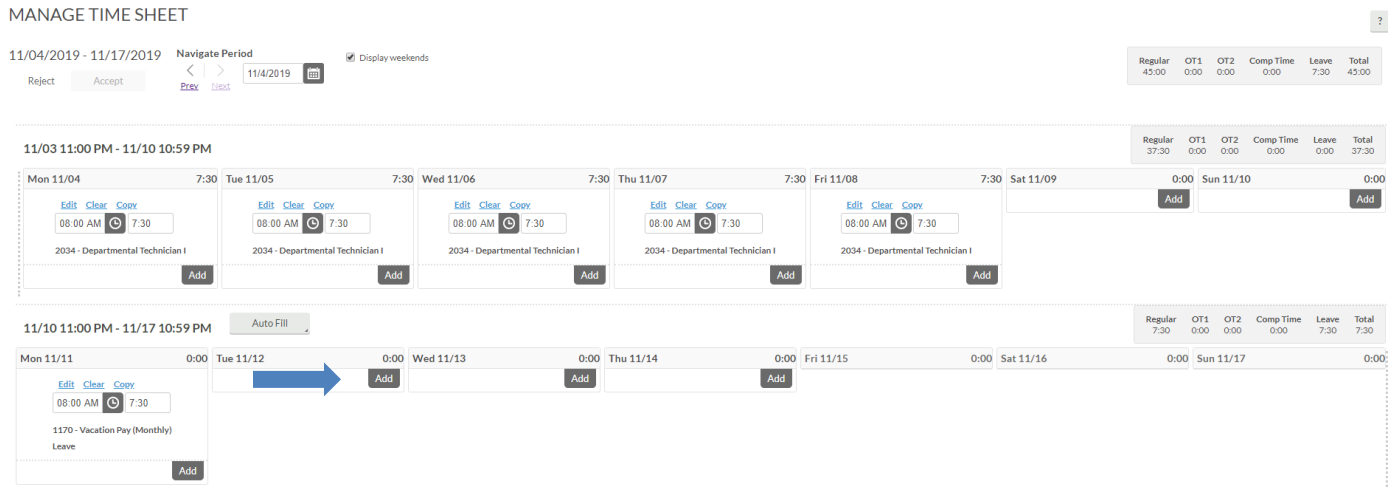
Here is where you can view any messages sent to you via TCP. This includes approvals or rejections for time-off requests, direct messages, or messages from HR specific to TCP. You may also receive these messages via your Oberlin College email.

Recording Time

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

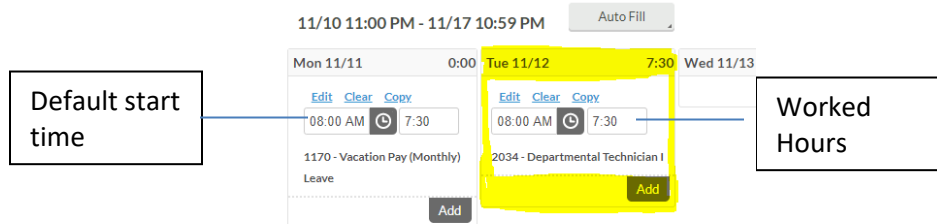


- On that page, you will want to click “Add” on the day you wish to add time worked.



**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.



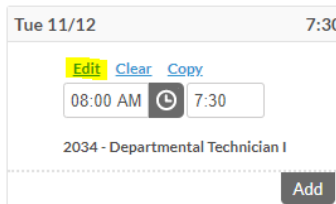
**Change start time to actual start time*

- 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

The screenshot shows the 'Edit Segment' form with the following fields:

- Segment Length: 7:30
- Time in: 11/12/2019 08:00 AM
- Hours: 7:30
- Job: 2034 - Departmental Technic (selected)
- Cost Code: 1171 - Spring Day
- Note: 1172 - Fall Day

 A dropdown menu is open for the Job field, showing options:

- 1180 - Sick/Personal (Monthly)
- 1202 - Flex Time Accrued (x1.5)
- 1204 - Flex Time Used
- 2034 - Departmental Technician I

 Buttons for 'Cancel' and 'Save' are visible at the bottom right.

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

The screenshot shows the 'Edit Segment' form with the following fields:

- Segment Length: 7:30
- Time in: 11/12/2019 08:00 AM
- Hours: 7:30
- Job: 1170 - Vacation Pay (Monthly)
- Cost Code: << NONE >>
- Note: Previously discussed/approv

 Buttons for 'Cancel' and 'Save' are visible at the bottom right.

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

The screenshot shows a timesheet entry for Tuesday 11/12 from 0:00 to 0:00. The entry details are:

- Time: 08:00 AM to 7:30
- Job: 1170 - Vacation Pay (Monthly)
- Leave

 Buttons for 'Edit', 'Clear', and 'Copy' are at the top, and an 'Add' button is at the bottom right.

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:

ACCRUALS

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

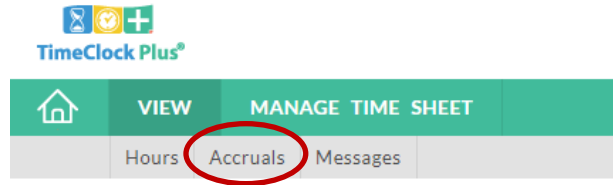
Again, accruals will update with the "Used Forecast" to update flex time earned vs used.

ACCRUALS

**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

Select forecast date 

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