

EMPLOYEE USER GUIDE

GETTING STARTED

- You will receive an invitation link directly from Swipeclock/Work Force Hub. If you have trouble logging in, or did not receive the link, please contact Julie Shepherd at (541)475-7640 or julie@midoregonpersonnel.com.
- We will only be using this system for timekeeping no time off requests or scheduling.
- Employees cannot edit their own timecards. Please refer to your manager if you need your timecard edited.

LOGGING INTO YOUR ACCOUNT

	Mid Oregon Personnel Services
Email Addre	255
Access Coo	le/Password
	SIGN IN
	Forgot your access code/password?
	Powered by SwipeClock

Login Link: https://midoregonpersonnelservices.my fileguardian.com/PostOffice/SignIn.aspx

Enter your email and password and select LOGIN.

WEBCLOCK

After logging in to your account, you will see your Webclock on your dashboard. Use the CLOCK IN and CLOCK OUT buttons.

🛞 WorkforceHub Advanced	DASHBOARD TIME PEOPLE	MB Marsh Brady
Webclock	Mobile	Í
4:04pm CLOCK IN CLOCK OUT TRANSFER Last Punch: No Recent Punch Miss your last punch?	Access to Mobile This feature will not be used. DiameWorksPlus Employee To sign in to the mobile app you will need your email address and password. To view your email address and set your password, go to People and select your employee record. Site ID may be required to sign in. Site ID 120202 Content on the Conte	
	Web Access Users can login at the following URL with their email address and password. The https://app.workforcehub.com/Login	

VIEW TIMECARD

- 1. Select TIME at the top of the screen
- 2. Select TIME CARD on the left-hand side of the screen.

🕀 WorkforceHub Advance	d	DASHBOARD	TIME PEOPLE		(MB) Marsh Brady			
Time Card	Apr 15 - Apr 30	> OPTIONS ~	ACTIONS V		APPROVE			
Time Off								
Schedule	Actions Date	Time		Category	Hours Grant Code			
Toggle to change the pay period.	Mon, A	Apr 15 You can	view your timecard	here. If you				
	E Tue, A	Apr 16 from vol	edit your time, pleas Ir manager.	se request				
	Wed, A	Apr 17						
	E Thu, A	Apr 18						
	Fri, Ap	pr 19						
	Sat, A	Apr 20						
	Week Total (Sun, Apr 14 - Sat, Apr							
	Sun, A	Apr 21						
	E Mon, A	Apr 22						