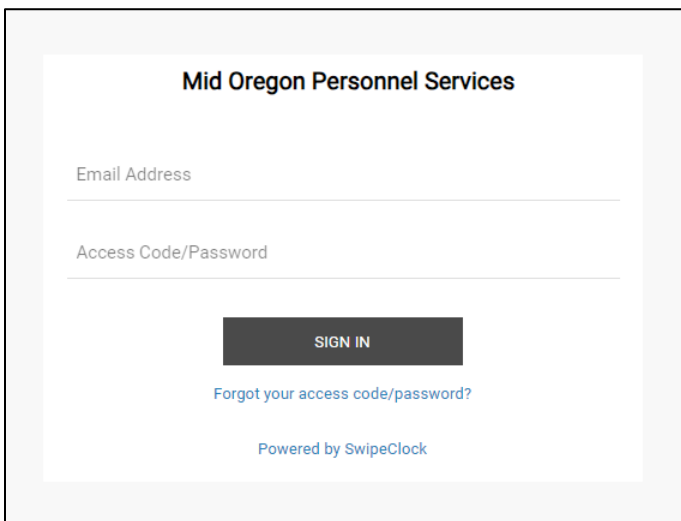# EMPLOYEE USER GUIDE

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.

- Some clients will be utilizing different features. This is the general guide. Please contact us for the full guide if you are using features not mentioned in this guide.

LOGGING INTO YOUR ACCOUNT

Mid Oregon Personnel Services

Email Address

Access Code/Password

SIGN IN

Forgot your access code/password?

Powered by SwipeClock

Login Link:
https://midoregonpersonnelservices.myfileguardian.com/PostOffice/SignIn.aspx
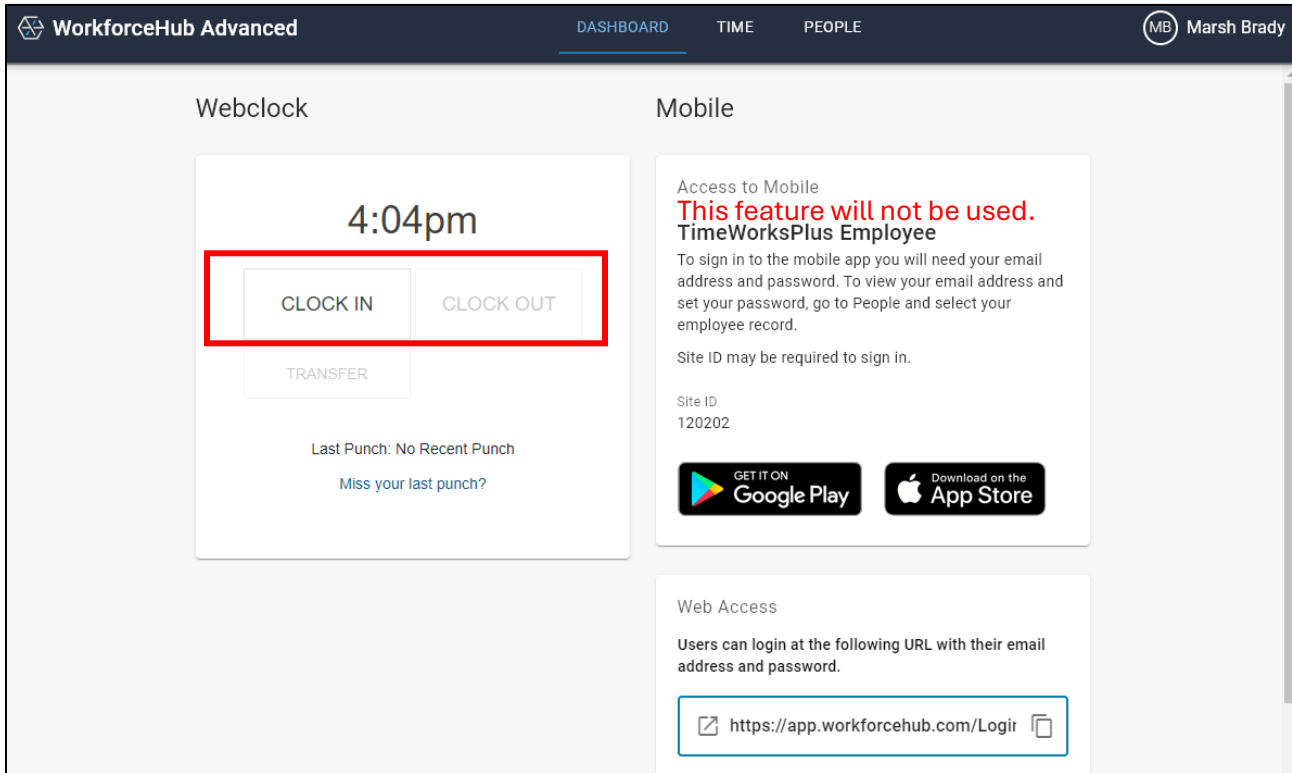
Enter your email and password and select LOGIN.

WEBCLOCK

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

VIEW TIMECARD

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