

# MANAGER 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. Only managers will have access to edit timecards.

## LOGGING IN TO YOUR ACCOUNT

	Mid Oregon Personnel Services
Email Addr	ess
Access Coo	de/Password
	SIGN IN
	Forgot your access code/password?
	Powered by SwipeClock

#### Link:

https://midoregonpersonnelservices.myfileguardi an.com/PostOffice/SignIn.aspx

Enter your email and password and select LOGIN.

### DASHBOARD

First, you'll see your dashboard, which will show "clock in" and "clock out." Managers will not be using this system to clock in and out but you will still see this option.

🛞 WorkforceHub Advanced			DASHBOARD TIME	PEOPLE ADMIN		
Webclock	Mobile					
	7:52	2am	Ac Til To add	Access to Mobile <b>TimeWorksPlus Employee</b> To sign in to the mobile app you will need your email address and password. To view your email address and		
	CLOCK IN	CLOCK OUT	set em Site	your password, go to People and select your ployee record. e ID may be required to sign in.		
	TRANSFER		Site 120	10 1202		
	Last Punch: N Miss your	lo Recent Punch last punch?		Gerition Google Play		
			We Usu add	b Access ers can login at the following URL with their email Iress and password.		

# NAVIGATING EMPLOYEE TIMECARDS

- 1. Select TIME at the top of the page.
- 2. Select TIME CARD on the left-hand side.
- 3. Select a specific employee to <u>view/edit</u> entries within the selected pay period.

🛞 WorkforceHub Advanc	ed		E ADMIN		
Time Card			My Time Card	Manage Time Cards	
Time Off					
Schedule	< Apr 15 - Apr 30 > OPTION	ACTIONS V			
Reports 🛛	Use the left and right arrows	to toggle to the correct pay peri	od hours		
Time Card Day View	Employees	Time Off Reg	gular	Overtime	Total
Payroll Review	Pay Period Totals	0	.60		0.60
(Timecard errors	Brady, Marsh				
will show next to the employee's name)	Jones, Sara				
	Mitchell, Country	0	.60		0.60

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Time Card		My Time Card Manage Time Cards										
Time Off												
Schedule		< Apr 15 - Apr 30 > OPTION	IS V ACTIONS V									
Reports	Z		Pav Period Details Mitchell. Country									
Time Card Day View	Z	Employees	-							· · ·		
Payroll Review		Pay Period Totals		Actions		5	Date	Time			Category	Hours
		Brady, Marsh	EC	)IT 4	+ ADD	NOTE	Mon, Apr 15	1:00am	In	1:30am Out	Regular	0.50
							View Edit(s)					
		Jones, Sara	EC	лт				1:35pm	In	1:41pm Out	Regular	0.10
		Mitchell, Country	No	ote: ski	adjhfk	asjdhfksd						
		Edit, add time,	EC	опт и	+ 100	NOTE	Tue, Apr 16	11:14am	In	Missing	Regular	
		or add a note.					View Edit(s)					
		After making changes		4	+ 400	NOTE	Wed, Apr 17					
		you'll see a "SAVE" floppy		4	+ ADD	NOTE	Thu, Apr 18					
		disk icon. Make sure to save all changes.		Ļ	+ 100	NOTE	Fri, Apr 19					

### **REVIEWING/APPROVING EMPLOYEE TIMECARDS**

- 1. Select TIME at the top of the page.
- 2. Select TIME CARD on the left-hand side.
- 3. Select a specific employee.
- 4. Review entries.
- 5. Select "Approve All" in the upper right corner of the screen.

🛞 WorkforceHub	Advance	ed	DASHBOARD	TIME I	PEOPLE ADMIN			CM Co
Time Card				My Time Car	d Manage Time Cards			
Time Off Schedule		< Apr 15 - Apr 30 > OPTION	S 🗸 ACTIONS 🗸	APPROVE ALL				
Reports Time Card Day View	Z	Employees	Pay Period Details		Mitchell, Country	chell, Country		
Payroll Review		Pay Period Totals	Actions	Date	Time		Category	Hours
		Brady, Marsh	EDIT ADD NOTE	Mon, Apr 15	1:00am In	1:30am Out	Regular	0.50
		Jones, Sara	EDIT	View Edit(s)	1:35pm In	1:41pm Out	Regular	0.10
		Mitchell, Country	Note: skadjhfkasjdhfkso					
			EDIT ADD NOTE	Tue, Apr 16	11:14am In	Missing	Regular	
			+ 🖹 ADD NOTE	View Edit(s) Wed, Apr 17				
			+ 🖹 Add Note	Thu, Apr 18				
			+ 🖹 Add Note	Fri, Apr 19				