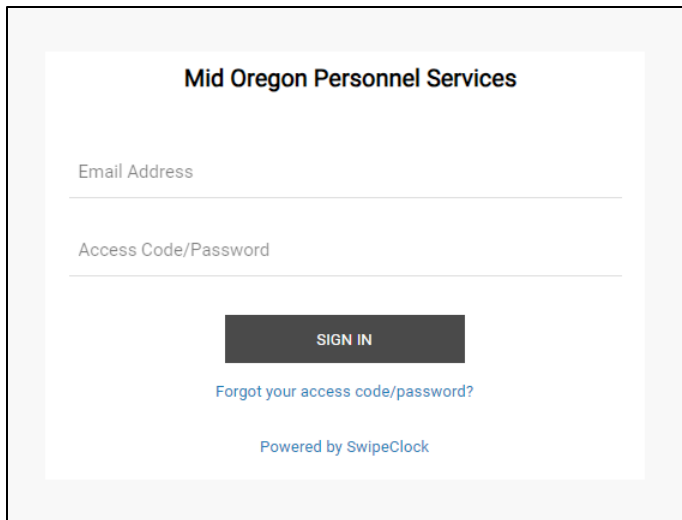


## GETTING STARTED

- 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](mailto: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 IN TO YOUR ACCOUNT



The screenshot shows a login page for Mid Oregon Personnel Services. At the top, it says "Mid Oregon Personnel Services". Below that are two input fields: "Email Address" and "Access Code/Password". A dark grey button labeled "SIGN IN" is centered below the fields. Underneath the button is a link that says "Forgot your access code/password?". At the bottom of the page, it says "Powered by SwipeClock".

Link:

<https://midoregonpersonnelservices.myfileguardian.com/PostOffice/SignIn.aspx>

Enter your email and password and select LOGIN.



**WorkforceHub Advanced** DASHBOARD TIME PEOPLE ADMIN

Time Card My Time Card Manage Time Cards

Apr 15 - Apr 30 OPTIONS ACTIONS

Employees

Pay Period Details Mitchell, Country

Actions	Date	Time	Category	Hours
EDIT + NOTE	Mon, Apr 15	1:00am In 1:30am Out	Regular	0.50
View Edit(s)				
EDIT		1:35pm In 1:41pm Out	Regular	0.10
Note: skadjhfkasjdjhfkdsd				
EDIT + NOTE	Tue, Apr 16	11:14am In Missing	Regular	
View Edit(s)				
+ NOTE	Wed, Apr 17			
+ NOTE	Thu, Apr 18			
+ NOTE	Fri, Apr 19			

Brady, Marsh

Jones, Sara

Mitchell, Country 3 EDITS 1 MISSING

Edit, add time, or add a note.

After making changes, you'll see a "SAVE" floppy disk icon. Make sure to save all changes.

## 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.

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Brady, Marsh

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APPROVE ALL