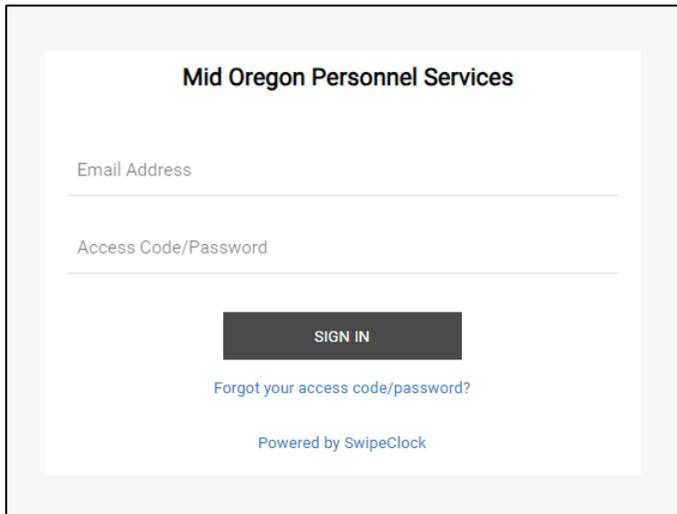


GETTING STARTED

- 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



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

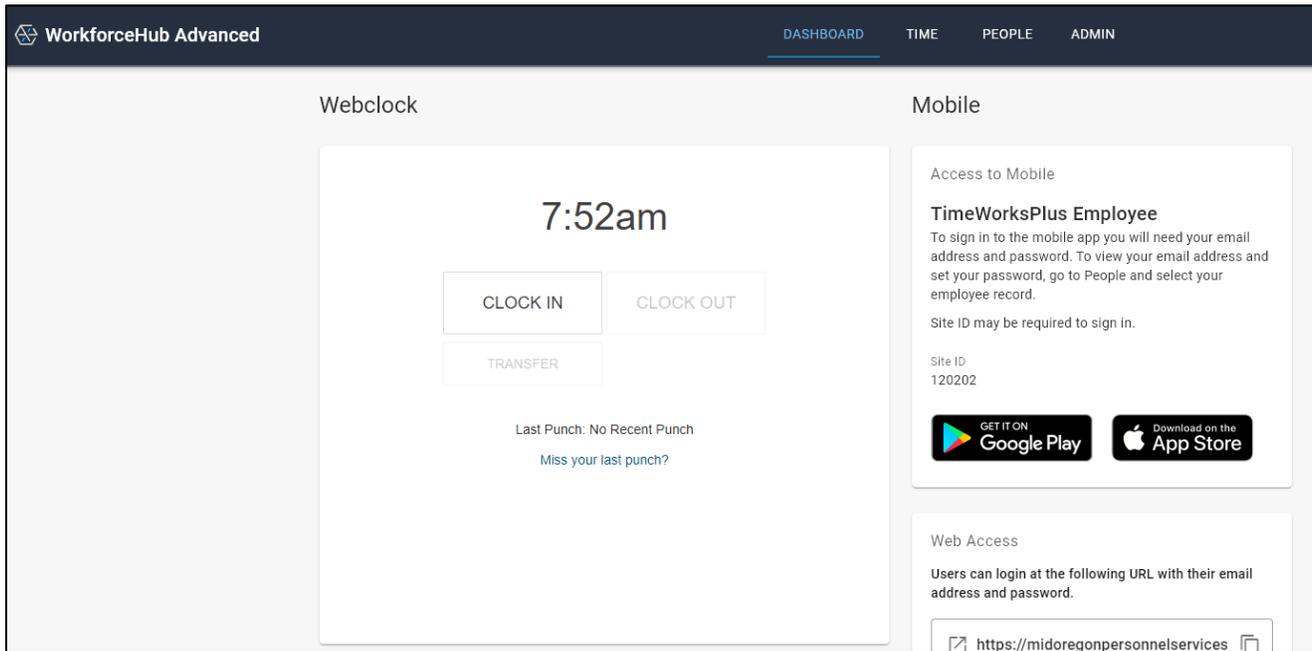
Link:

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

Enter your email and password and select LOGIN.

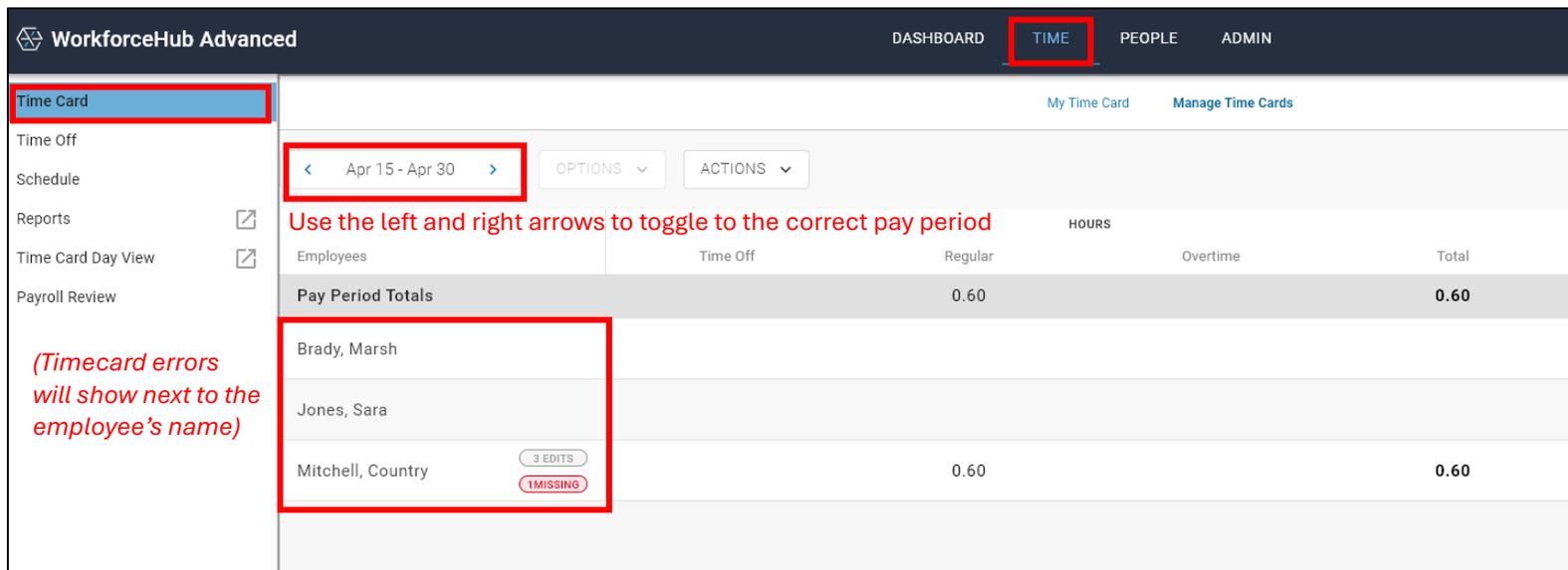
DASHBOARD

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.



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 view/edit entries within the selected pay period.



WorkforceHub Advanced DASHBOARD TIME PEOPLE ADMIN

Time Card My Time Card Manage Time Cards

Apr 15 - Apr 30 OPTIONS ACTIONS

Employees 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			

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.

WorkforceHub Advanced DASHBOARD TIME PEOPLE ADMIN

Time Card My Time Card Manage Time Cards

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+ NOTE	Wed, Apr 17			
+ NOTE	Thu, Apr 18			
+ NOTE	Fri, Apr 19			

Mitchell, Country 3 EDITS 1 MISSING

APPROVE ALL