



TimeClock Plus – Changing the Language Option for an Employee

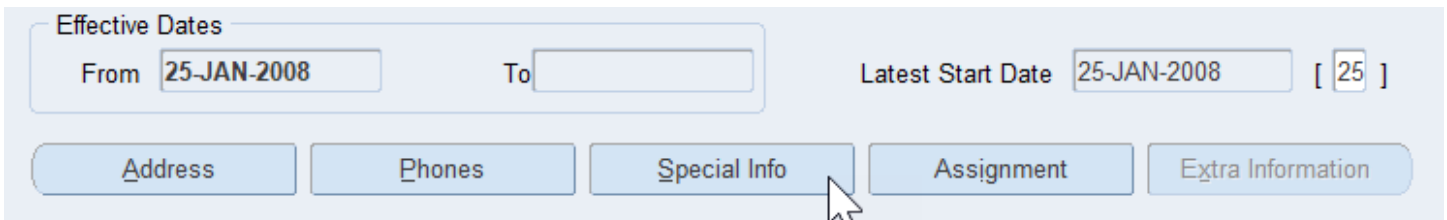


Currently, the TimeClock Plus system is available to employees in English and Spanish languages across all platforms: website, mobile app, and standalone clock. The option is chosen for an employee, meaning that the system will be in the selected language wherever that employee clocks in. If an employee would like to change the system language for their usage, an HR system user for their department should take the following steps.

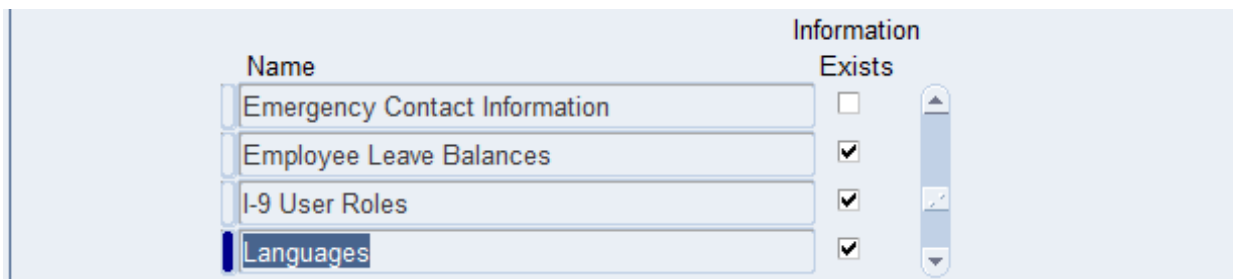
- In the Oracle HR system, open the Maintain Person form.



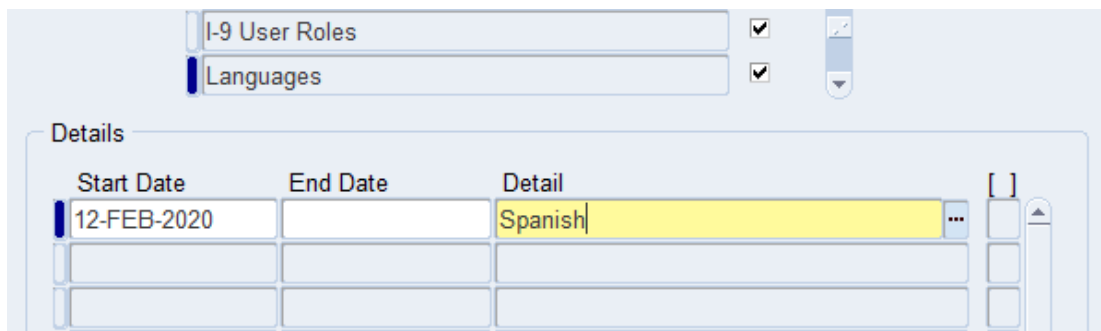
- Find the employee record, and click the “Special Info” button at the bottom.



- Scroll down and select the “Languages” option.



- Click in the Detail field and type the desired language. By default, the language displayed in TimeClock Plus is English.



- If “Spanish” has already been entered in the Detail field, and you wish to change the language choice to English, you can change the Detail field from “Spanish” to “English.” There is no need to create a second entry.
- Language changes will take effect in TimeClock Plus the day after a change is made in Oracle.