Paycor Timekeeping

Non-Exempt Employees (Students and Bi-Weekly)

- The process of clocking in/out or Creating a Punch In/Out is very simple.
 - o <u>Mobile App</u>
 - Can use either Touch ID or Face ID to log in to the Paycor app, which is recommended to save time.
 - Once logged in, you will see **Time Card** at the top of your home screen.

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- o Click Create Punch
 - Status Type
 - Can be left as Auto, or you can select In/Out as appropriate.
 - Activity Type
 - Can be left as Auto, or you can select Work/Meal as appropriate.
 - Department
 - If you have one department, you can leave it as 'Your Scheduled Department' or select it.
 - If you have more than one department, please select the appropriate department for your schedule.
 - Submit
 - The system is intuitive and will know how to separate work hours from lunch hours.
 - If you clock in/out late or early, you can enter a note into the Note field for your manager to review.

10:53	-	.ul 🕈 💷
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o Desktop

- The Paycor app can be bookmarked in your browser, or you can create a shortcut to appear on your desktop.
- The browser version requires MFA- you can link your Paycor account to the Microsoft Authenticator App the University uses currently or receive a verification code via email.
- Once logged in, scroll down just a bit and on the right-hand side you will see the **Punch Clock**.

All Activity	Pinned News (0)	Customize Homepag	e	View Engage	Punch Clock View Time Card 10:00:52 A	M
My Schedule			US Eastern Time		eate Punch	
03 Today	04 Tuesday	05 Wednesday	06 Thursday	07 Friday	Recent Punches IN 08:25 AM OUT 05:30 PM	Today 05/31/2024

• If you are already in the system and not on the Home page, you can locate your time card by clicking on 'My Profile' and navigating through the 'Time' section to Time Card.

Click Create Punch

- Status Type
 - Can be left as Auto, or you can select In/Out as appropriate.
- Activity Type
 - Can be left as Auto, or you can select Work/Meal as appropriate.

• Department

- If you have one department, you can leave it as 'Your Scheduled Department' or select it.
- If you have more than one department, please select the appropriate department for your schedule.

Punch

- The system is intuitive and will know how to separate work hours from lunch hours.
- If you clock in/out late or early, you can enter a note into the Note field for your manager to review.



- If you miss a punch, you can Report a Missed Punch
 - o Mobile- Found by clicking into 'Time Card'
 - o Desktop- Found under the 'Create Punch'
 - Fill in the necessary information and leave a note for your manager.

11:20		all 🗟 💽			
<	Time Card Summar	у			
	Report a Missed Punc	h			
Current We	ek				
J	un 03, 2024 - Jun 09,	2024			
	No time logged				
Current Pay	/ Period	Ends in 13 days			
J	Jun 03, 2024 - Jun 16, 2024				
No time logged					
Total Hour	s	0.00			
	View Time Card				
	Add Hours				
	Previous Pay Period				
Previous Pa	ly r enou				
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Previous Pa	nay 20, 2024 - Jun 02, ad Punch(es)	2024			
Previous Pa	lay 20, 2024 - Jun 02, ed Punch(es)	2024 > 67.85			

	04:39:27 PM	Submit Missed	Punch			
US Eastern Standard Time		Missed Punch Date/Time*				
			AM			
	Punch	Status Type				
		Auto	1	n	Out	
	Report a Missed Punch		Activity Type			
		Work	Break	Lunch	Transfer	
		Department				
		1002 - Design		1		
		Punch Note*				

- * <u>Requesting Time Off</u> (Bi-Weekly Employees only available after July 1, 2024)
 - o Mobile App
 - If you scroll down on the Home page, you will see the **Time Off** section.
 - o Desktop
 - Can be accessed through My Profile -> Time -> Time Off Requests.
 - Click Request Time Off
 - Fill in necessary information- Type of Leave (Sick, Vacation, etc)

Time Off Summary	View Details
Request Time Off	
There is no time off summar	y to view.

Link to Paycor FAQs

