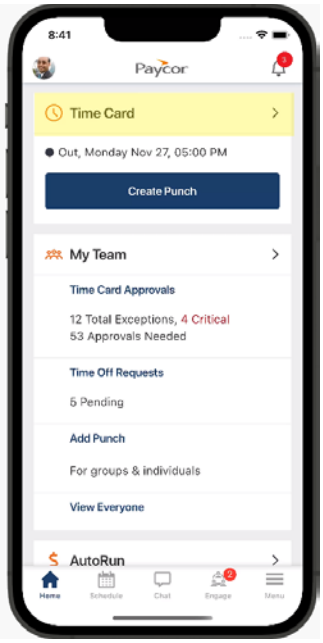
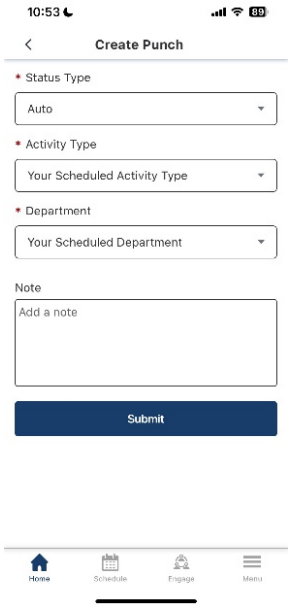
Paycor Timekeeping

Non-Exempt Employees (Students and Bi-Weekly)

- The process of clocking in/out or Creating a Punch In/Out is very simple.
  - **Mobile App**
    - 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.



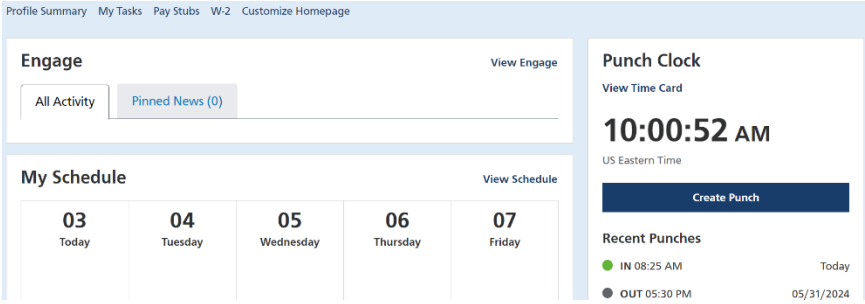
  - Click **Create Punch**



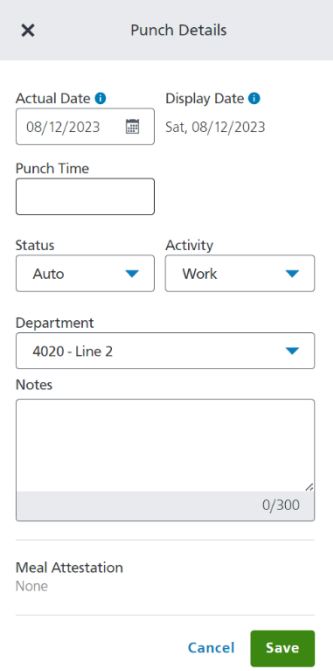
    - **Status Type**
      - Can be left as Auto, or you can select In/Out as appropriate.
    - **Activity Type**
      - Can be left as Auto, or you can select Work/Meal as appropriate.
    - **Department**
      - If you have one department, you can leave it as 'Your Scheduled Department' or select it.
      - 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.

  - **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**.

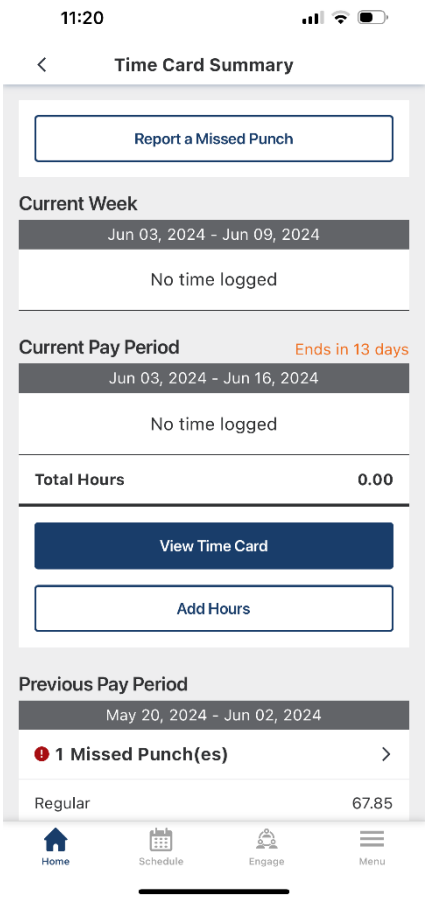


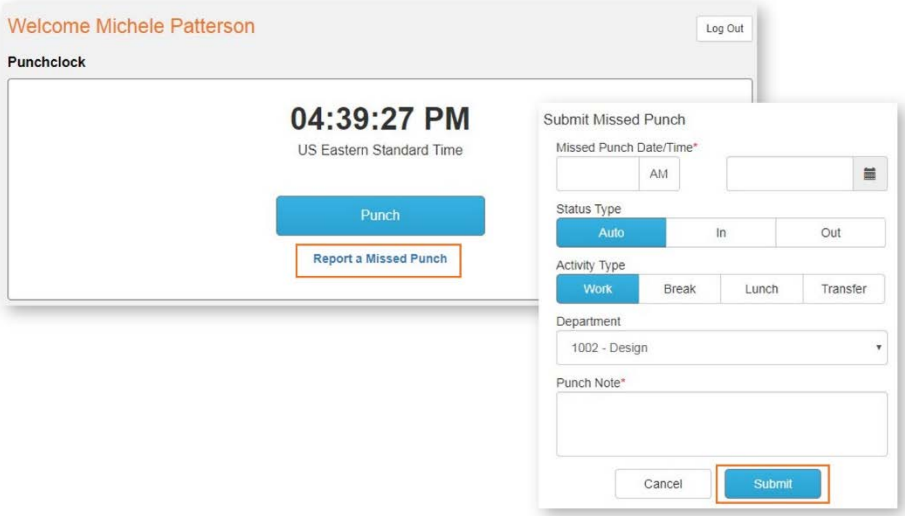
- If you are already in the system and not on the Home page, you can locate your time card by clicking on 'My Profile' and navigating through the 'Time' section to Time Card.



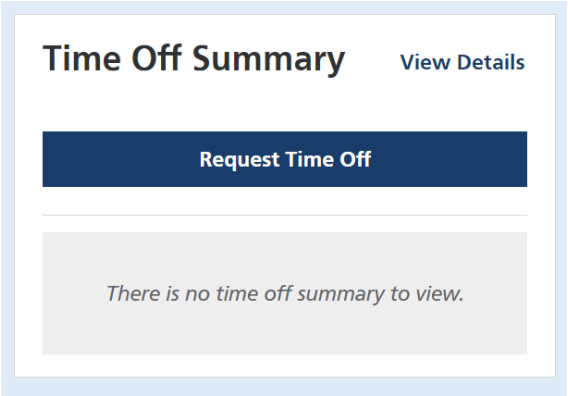
- Click **Create Punch**
  - **Status Type**
    - Can be left as Auto, or you can select In/Out as appropriate.
  - **Activity Type**
    - Can be left as Auto, or you can select Work/Meal as appropriate.
  - **Department**
    - If you have one department, you can leave it as 'Your Scheduled Department' 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**
  - Mobile- Found by clicking into 'Time Card'
  - Desktop- Found under the 'Create Punch'
    - Fill in the necessary information and leave a note for your manager.





- **<u>Requesting Time Off</u>** (Bi-Weekly Employees only available after July 1, 2024)
  - Mobile App
    - If you scroll down on the Home page, you will see the **Time Off** section.
  - 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)



- **Link to Paycor FAQs**