

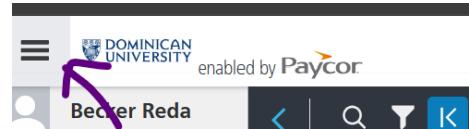
# PERFORM TIME

How to approve timecards

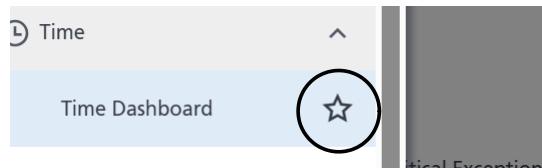
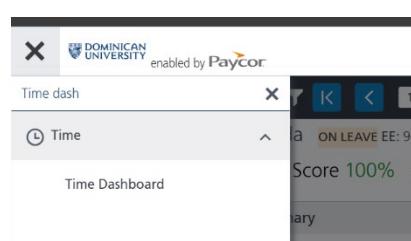
Log onto [www.Paycor.com](http://www.Paycor.com)

Use the tools on the login page to retrieve your username/password

Click on the three bars at the top left to open up the navigation menu.



Enter Time Dashboard and click on the Link.



You can also favorite this or any other menu option by clicking on the star at the right of the menu item.

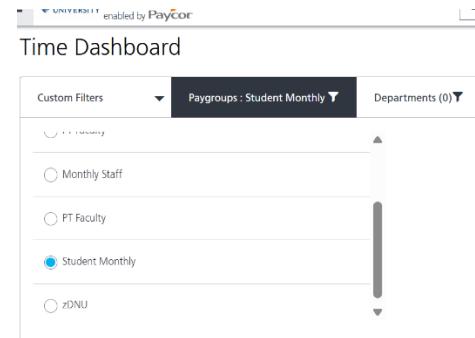
## CREATE A FILTER

Click on Paygroups and select one of the options. Choose from;

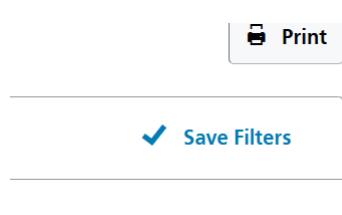
- Student Monthly

OR

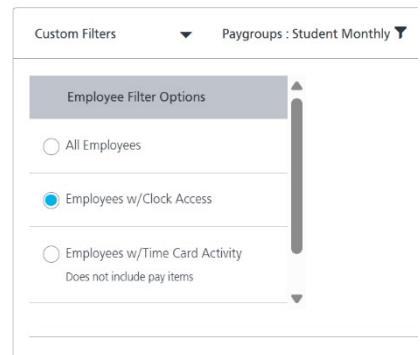
- Biweekly



Click on Employee Types and Select Employees w/Clock Access



Click on Save Filters and give it a name.



Save it as a Default for Dominican.

Click on Apply. This will give you a list of current student employees who clock in/out.

## ADJUSTING TIMECARDS

On the Time Dashboard, click on the employee's name. It will pull up the timecard.

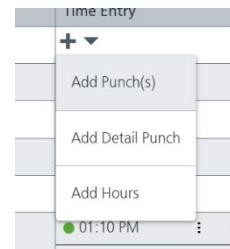
### Adding Missed Punches

To add a time pair or missed punch, find the date you need to adjust

Click on the Plus sign and select Add Punch(s)

Add in the missing time, being careful to enter A for AM and P for PM

Click on Save

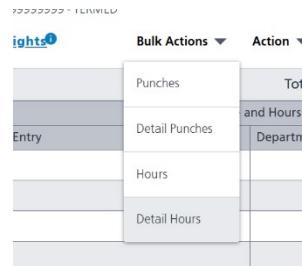


### Bulk Adjustments

To add multiple missed punches, click on Bulk Actions and select

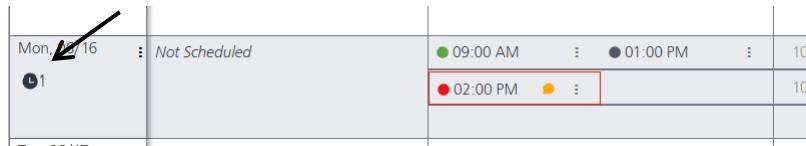
Punches. A table will display that will allow you to enter multiple

missed punches for the pay period. Click on Save

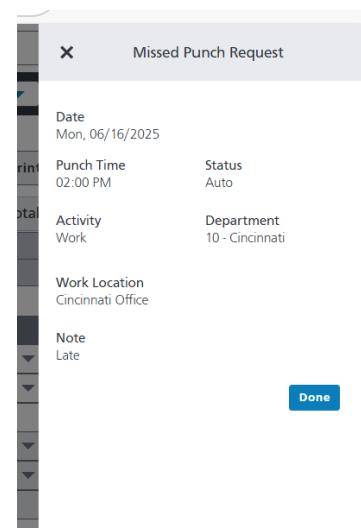


### Correcting a Missed Punch Request

If you receive a missed punch request from your employee, open the timecard and find the date. Click on the clock image:

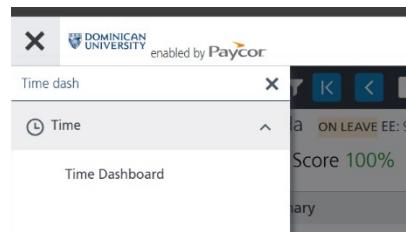


A missed punch window will appear on the left. Click on Done to accept the entry.



## APPROVING TIMECARDS

Enter Time Dashboard and click on the Link.



Review your Exceptions:

95 Total Time Cards      10 w/ Critical Exceptions      0 w/ Non-Critical Exceptions      3 w/ Missed Punch Requests

Critical Exceptions are missed punches

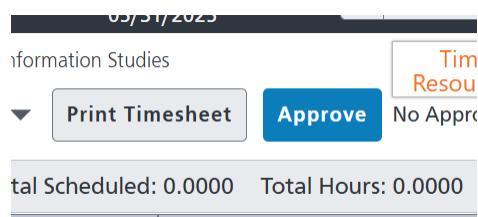
Non-Critical Exceptions are things like late arrivals or early punches, which don't impact us since we do not use scheduling at this time.

Click on the name to open the timecard.

Tue, 05/20      :  
! 1      Critical errors are marked with a red circle.

You are unable to approve a timecard with a critical error. Fix the error(s) by following the steps above to enter missed punches or acknowledge the missed punch requests.

Click on Approve to approve the timecard.



If sharing the approval with other departments the timecard will not lock until all assigned supervisors have reviewed and approved the time.

You can add notes to the timecard by clicking on the three dots to the right of the date.

