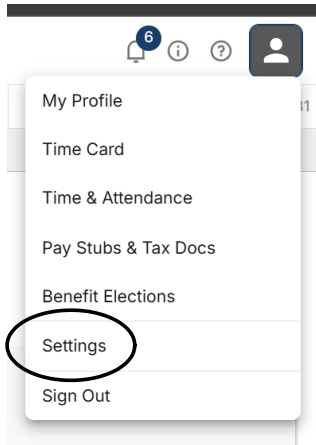


PERFORM TIME

How to modify notifications

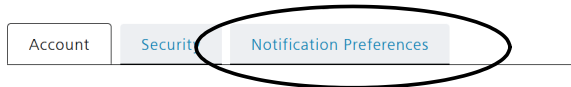
Log onto www.Paycor.com

Click on the silhouette or photo at the top right of the page and select “Settings”



Click on the “Notification Preferences” Tab

My Settings



Scroll down on the page until you reach “Manage Time”

Notifications	Email	Text(SMS)	Mobile App	In-app
Manage Time				
Missed Punch Request Created	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Offline Clock Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Uncheck which method you would NOT want to receive notifications. (Second column for Text).

Click on Save on the bottom of the page.

