

PERFORM TIME

How to clock in and out using the new timecard portal

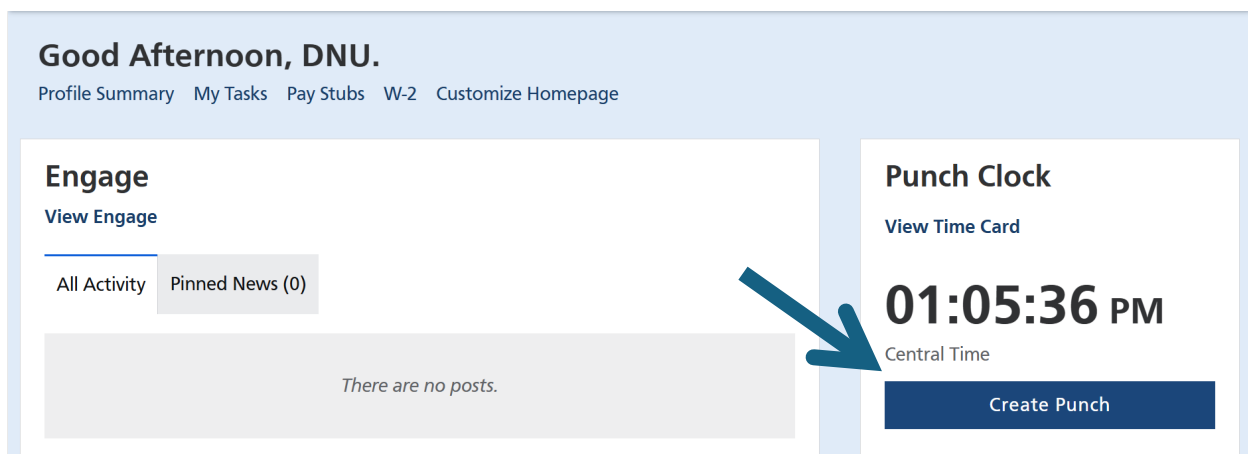
WEB BROWSER

Log onto www.Paycor.com

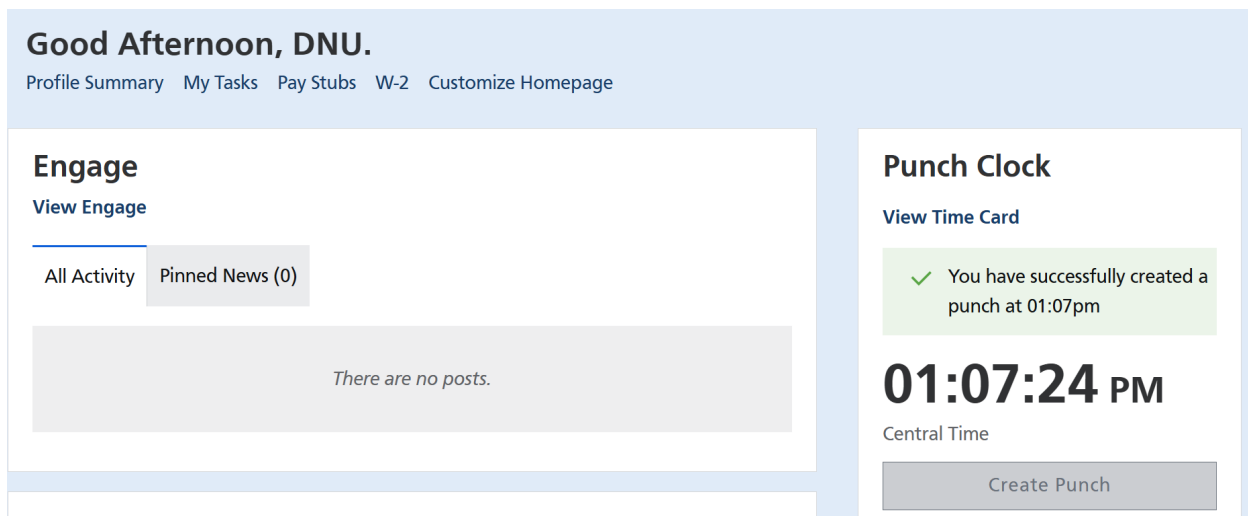
Use the tools on the login page to retrieve your username/password

Punch Clock will appear on the right.

Click on Create Punch to start shift



The screen will reload and you will receive a message that the punch was created successfully.



The punch option will temporarily be unavailable to avoid double-punching.

A log of recent punches will appear below the “Create Punch” button signifying In/Out status of punches.

Recent Punches

- In 01:07 PM Today
- In 02:25 PM 05/16/2025

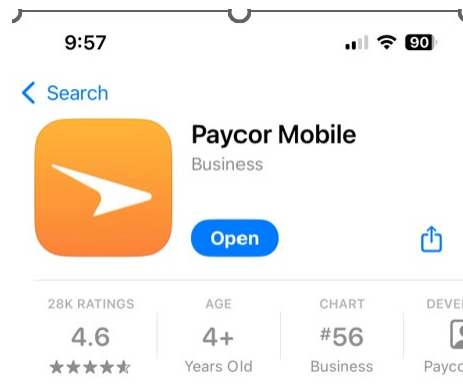
 **Report a Missed Punch**

You can report a missed punch by clicking on the “Report a Missed Punch” option and an email or text will be sent to your supervisor.

To punch out simply repeat the process.

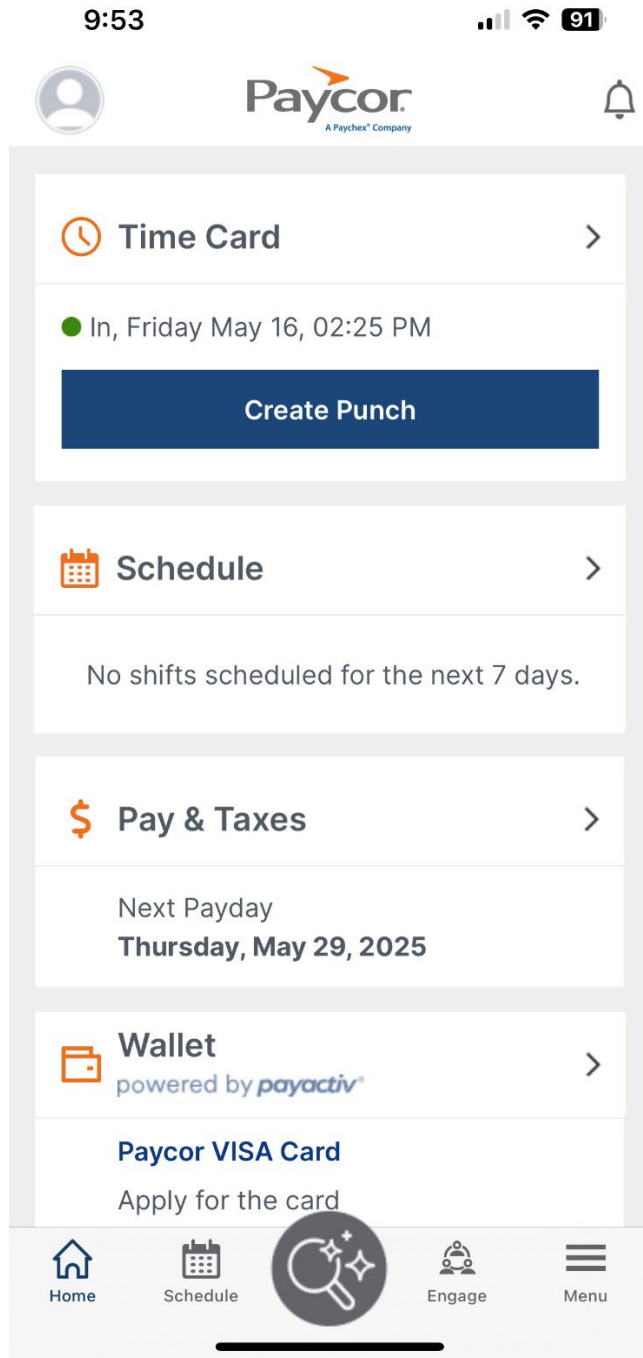
MOBILE APP

You can download the Paycor Mobile app free of charge from your preferred App Store.

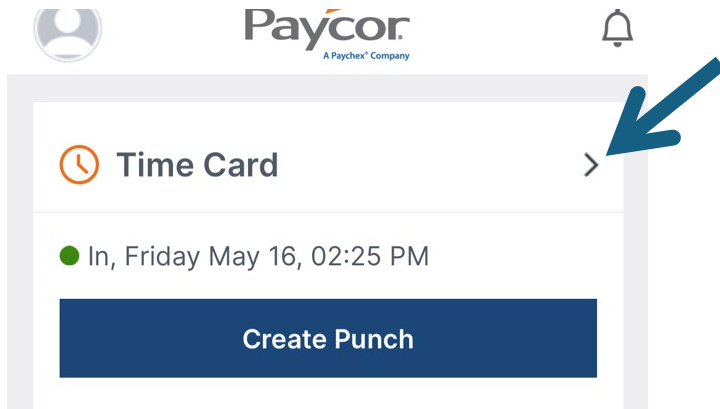


Log in with your usual username/password for logging into Paycor.com

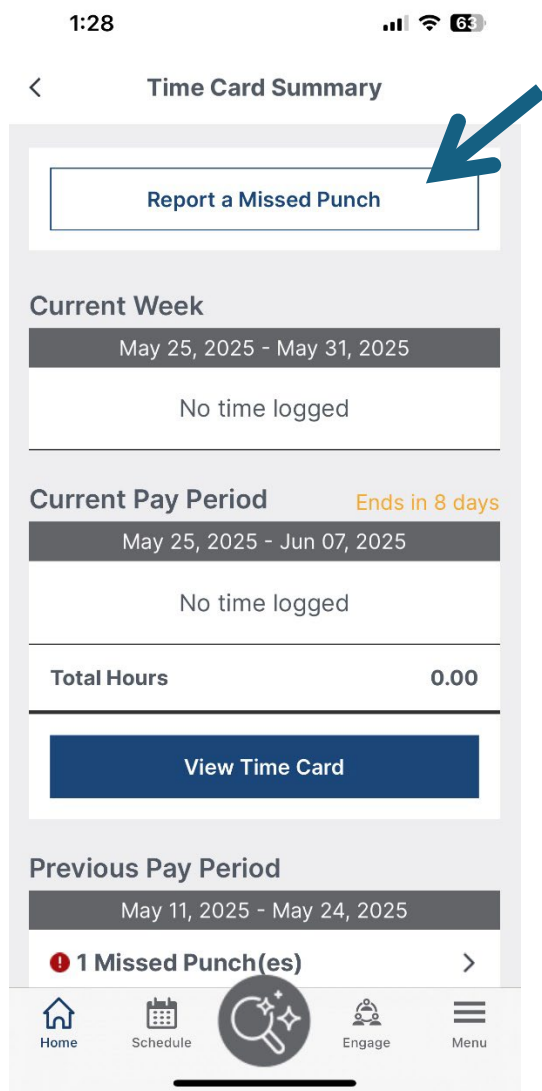
To create a punch, click on the Create Punch button.



To report a missed punch, touch the arrow to the right of the Time Card window (see image)



Click on Report a Missed Punch and an email or text will be sent to your supervisor.



To punch out, simply repeat the process.