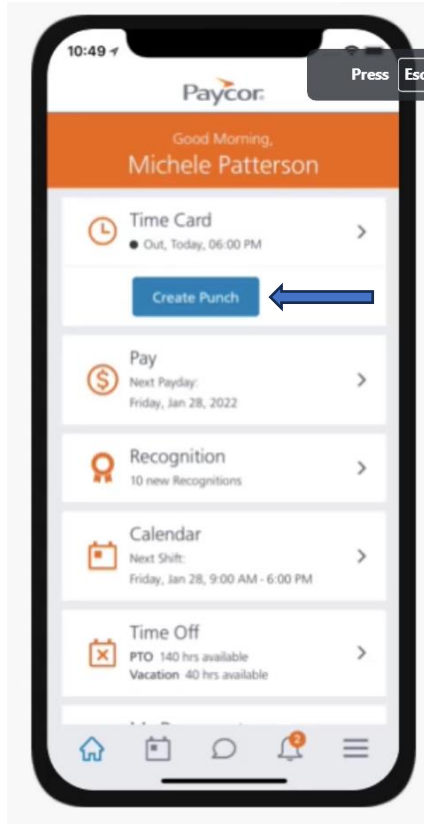# Time & Attendance Instructions
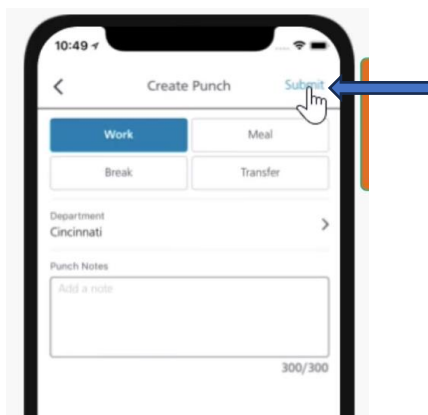
Using the Mobile App (this is the recommended approach):

[Paycor Mobile App: How to Punch (Video Demonstration)](#)

1. Login to Paycor Mobile App
2. From the home screen, select "Create Punch" under Time Card.

3. If this is a typical punch in or out at your assigned program, simply select "Submit" on the next screen.

4. If you need to punch into a program different than your assigned program, select Transfer and the alternative program under Department. Then select "Submit."
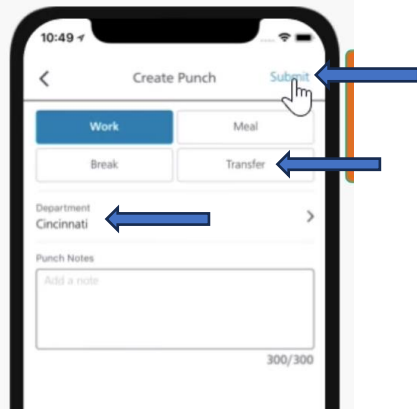
5. This will bring you back to the home screen and will show "Punch Submitted." Time Card will show as pending but as long as Punch Submitted shows, your punch was completed.
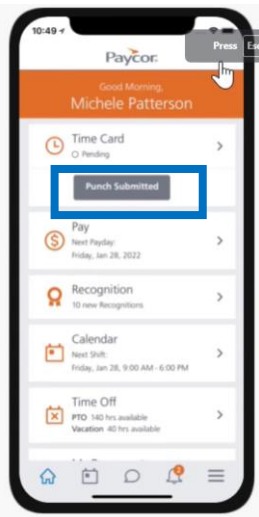
6. Review your timecard by selecting "Time Card" from the home page. Review this regularly to ensure your punches are accurate.
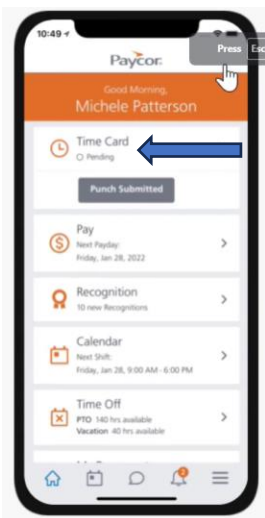
7. If you missed a punch or need to correct a punch you must login to Paycor via the web browser and follow the instructions below. [Paycor Secure Access Employee Login](#)
8. From the home page navigate to the Punch Clock section on the right hand side.
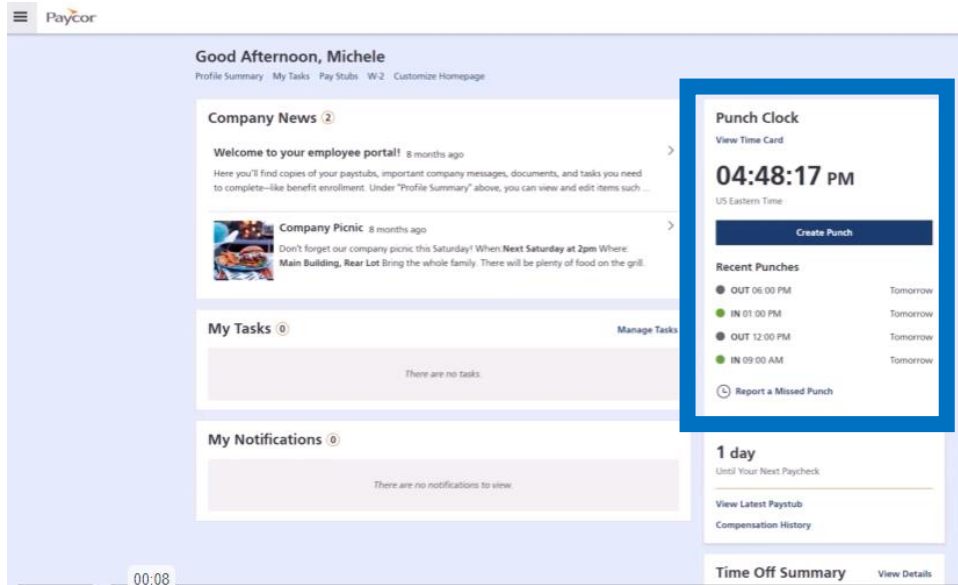

9. Select Report a Missed Punch from the Punch Clock section. This will replace manual punch forms (unless the Paycor system is down).
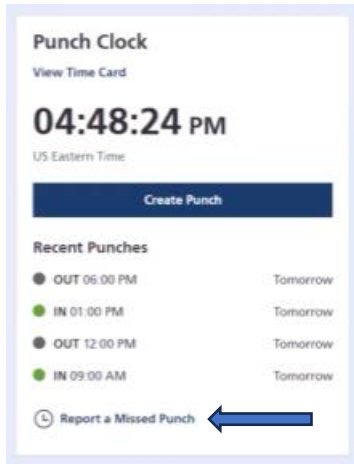
10. Complete the pop up window – comments are required. Then click submit. Your supervisor will receive an alert on their dashboard and will be able to make the correction.

11. <u>NEW FOR PAYCOR</u> – you will need to review and approve your timecard to ensure accuracy. This is done within the web browser as well by selecting "View Time Card."
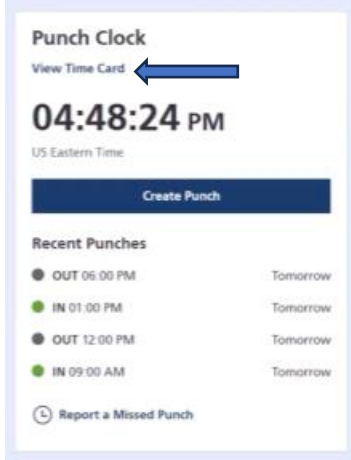
12. If accurate, click "Approve" (at the end of the pay period). You will receive reminder notifications to complete this step. If you notice something is incorrect, you must report a missed punch. (see step 9)

Using the web browser on a desktop or laptop computer:

[Paycor Secure Access Employee Login](#)

1. Login to Paycor using your username and password (or single sign on pending your role)
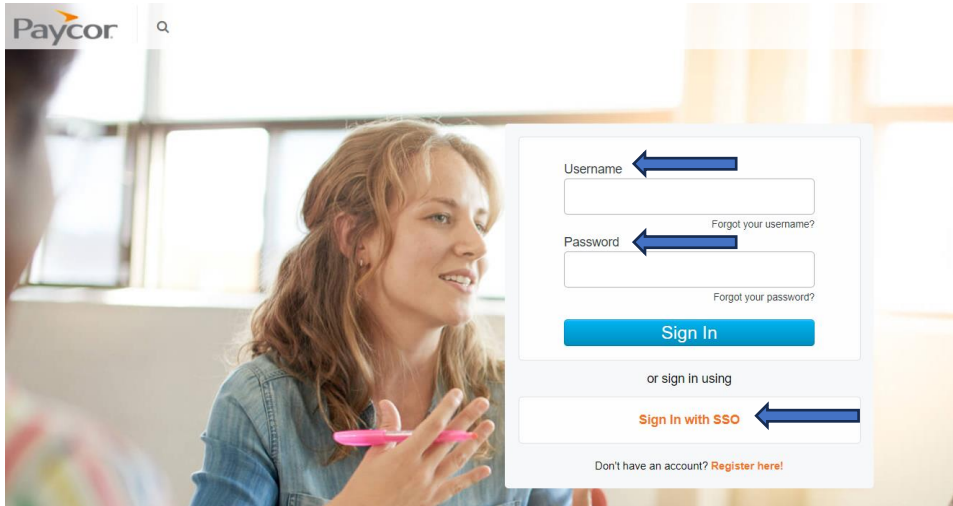
2. From your employee home page, navigate to the Punch Clock section on the right hand side
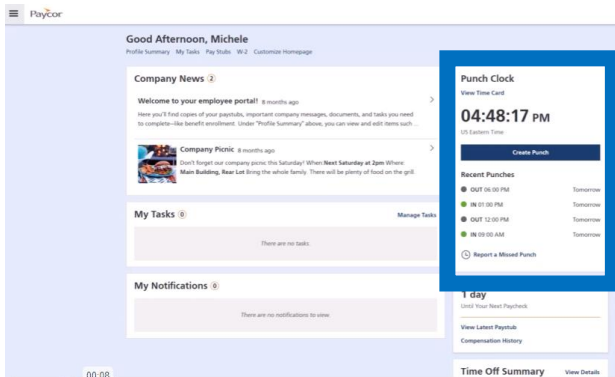
3. Hit "Create Punch" to clock in or out. Recent punches will be listed below.

4. A window will pop up for additional detail as needed. If this is a typical punch in or out at your assigned program, simply select punch.

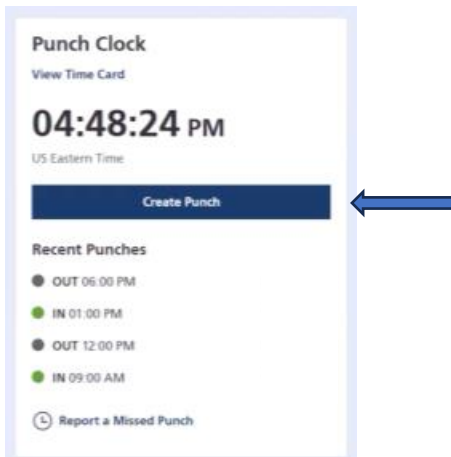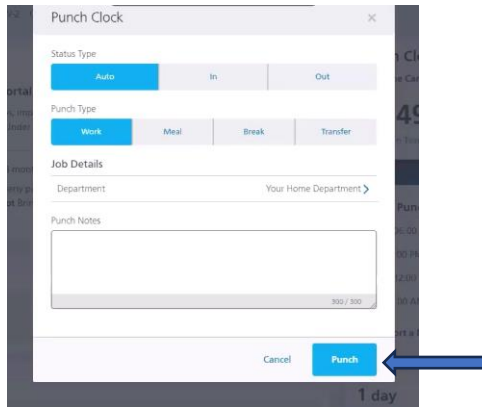5. If you need to punch into a program different than your assigned program, select Transfer and the alternative program under Department. Then select punch.
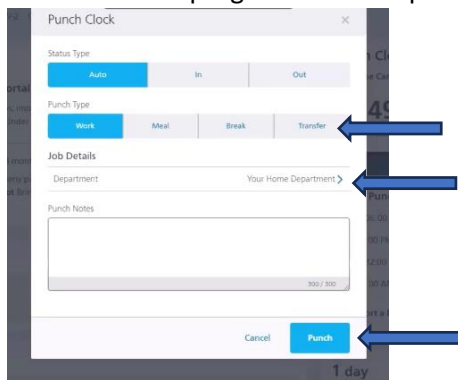
6. If the punch was successful, you will see an alert at the top of the Punch Clock section like this.
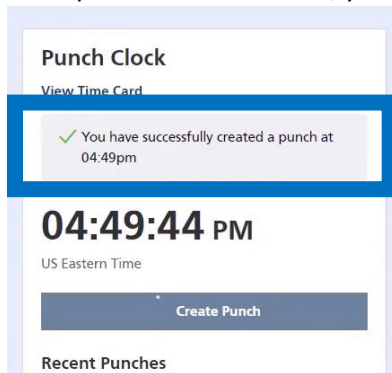
7. If you missed a punch, or need to correct a punch select Report a Missed Punch from the Punch Clock section. This will replace manual punch forms (unless the Paycor system is down).

8. Complete the pop up window – comments are required. Then click submit. Your supervisor will receive an alert on their dashboard and will be able to make the correction.

9. To view your time card click "View Time Card" above the clock. Check this regularly to ensure you have accurate punches for payroll processing.

10. From here you can view all of your punches. If you notice something is incorrect you will want to go back and "Report a Missed Punch" (see step 8). *note: there will be a pop up asking if you want to experience the new time card view click yes, you will only need to do this once.*

11. <u>NEW FOR PAYCOR</u> – you will need to review and approve your timecard to ensure accuracy. If accurate click Approve (at the end of the pay period). You will receive reminder notifications to complete this step.

HELP SECTION

What if the system isn't working? Who do I contact?

- Write down your hours on a manual punch form and notify your supervisor right away.

- Email paycor@isiinc.org and cc your supervisor for additional support.

I forgot how to use the system, where can I refresh my memory?

Training resources below. If you need additional support, please contact your supervisor or paycor@isiinc.org and cc your supervisor.

- [Registering for Paycor](#)

- [Punching and Time Off Request Support](#)

- [Paycor Time Support](#)

- [Paycor Support Center](#)
  - You can search different topics here for additional training guides and videos