

National Able Network Senior Community Service Employment Program (SCSEP)

Timecard Entry & Approval For Participants

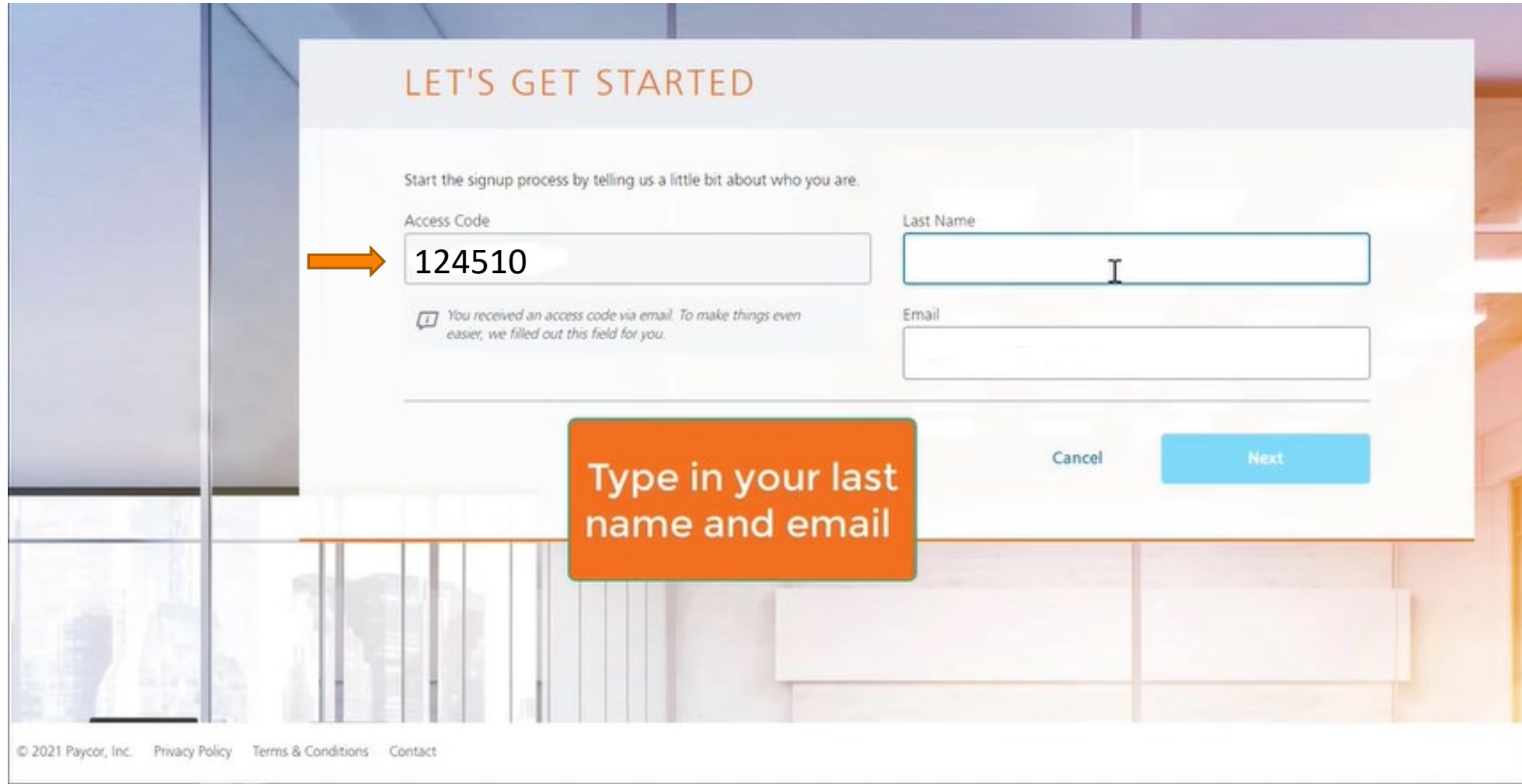


OBJECTIVES

- Register Paycor Account
- Enter hours & approve timecards

FIRST STEP...

<https://secure.paycor.com/accounts/userregistration/register>



The screenshot shows a web form for user registration. At the top, the heading "LET'S GET STARTED" is displayed in orange. Below it, a sub-header reads "Start the signup process by telling us a little bit about who you are." The form contains three input fields: "Access Code" (pre-filled with "124510" and highlighted by an orange arrow), "Last Name" (with a cursor), and "Email" (empty). A blue "Next" button is positioned to the right of the "Email" field, and a grey "Cancel" button is to its left. A large orange callout box with white text says "Type in your last name and email". A small informational message with an 'i' icon states: "You received an access code via email. To make things even easier, we filled out this field for you." The footer includes the copyright notice "© 2021 Paycor, Inc." and links for "Privacy Policy", "Terms & Conditions", and "Contact".

LET'S GET STARTED

Start the signup process by telling us a little bit about who you are.

Access Code

124510

You received an access code via email. To make things even easier, we filled out this field for you.

Last Name

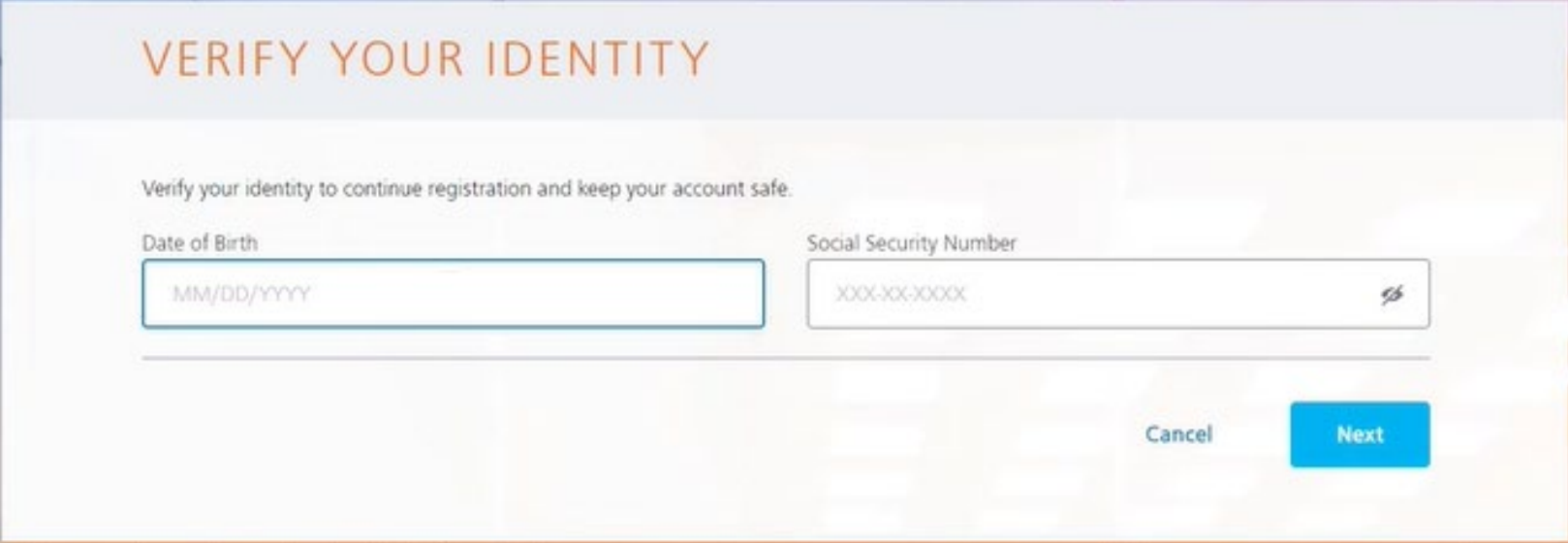
Email

Cancel Next

Type in your last name and email

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DOB & Social Security Number




VERIFY YOUR IDENTITY

Verify your identity to continue registration and keep your account safe.

Date of Birth

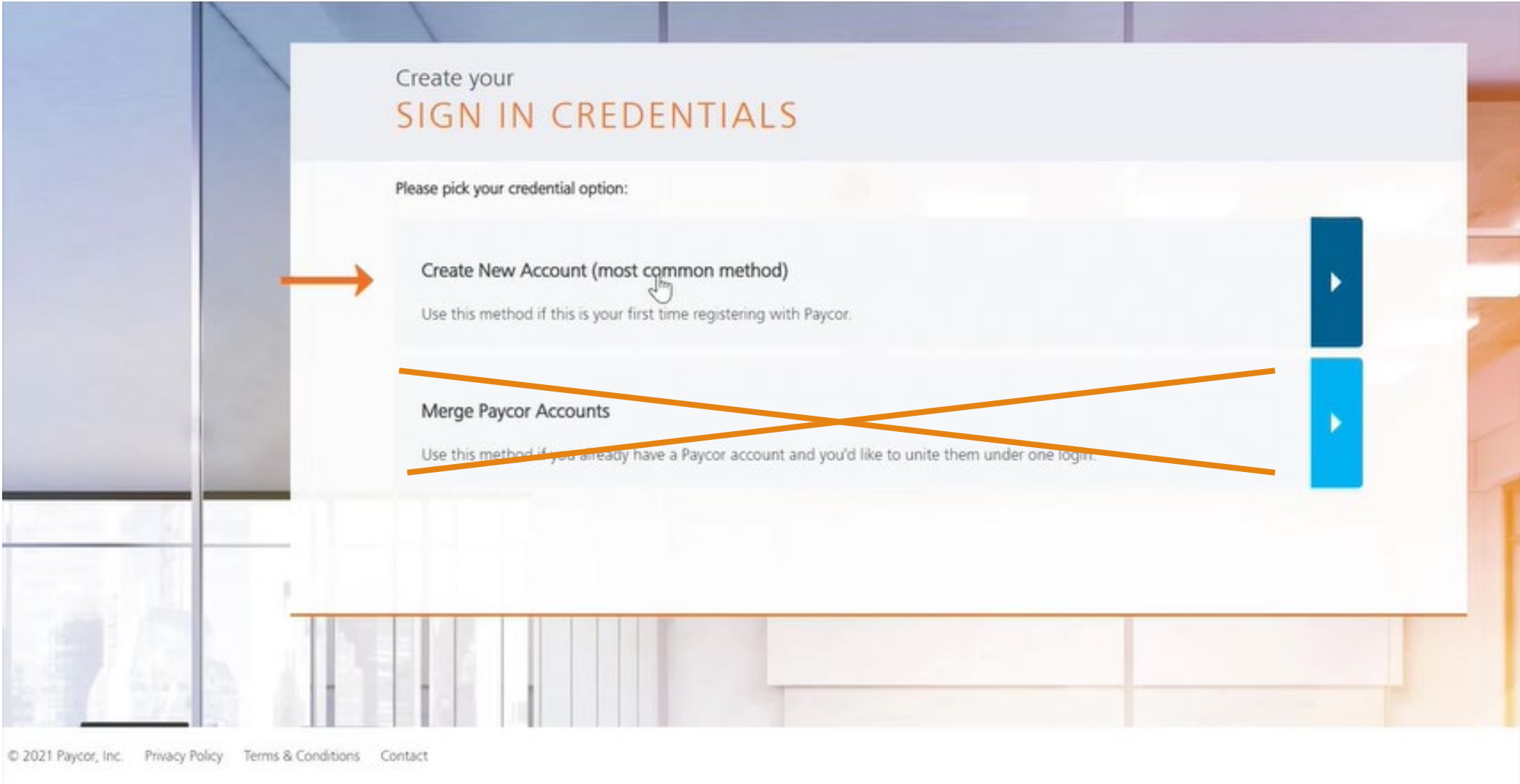
Social Security Number

[Cancel](#) [Next](#)

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CREATE NEW ACCOUNT



The screenshot shows a web form for creating a new account. The title is "Create your SIGN IN CREDENTIALS". Below it, a prompt asks the user to "Please pick your credential option:". There are two options: "Create New Account (most common method)" and "Merge Paycor Accounts". The first option is highlighted with an orange arrow pointing to it from the left. A hand cursor icon is positioned over the text "(most common method)". The second option is crossed out with a large orange 'X'. To the right of each option is a button with a right-pointing arrow; the top button is dark blue and the bottom one is light blue. The background of the page is a blurred image of a modern office building.

Create your
SIGN IN CREDENTIALS

Please pick your credential option:

Create New Account (most common method)
Use this method if this is your first time registering with Paycor.

Merge Paycor Accounts
Use this method if you already have a Paycor account and you'd like to unite them under one login.

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CREATE YOUR SIGN IN CREDENTIALS

Create your
SIGN IN CREDENTIALS

Username

Password

Retype Password

Please read and accept our End User License Agreement to continue.

This End User License Agreement ("EULA") is a binding contract between Paycor, Inc. ("Licensor") and you ("You"), as a user of any portion of paycor.com accessed using Credentials (as defined below) (the "Website") as hosted and updated by Licensor from time to time. This EULA governs your access to and use of the Website. If you do not accept this EULA or you do not meet or comply with these provisions, you may not use or access the Website. If you use or access the Website, your use or access will be deemed to be acceptance of the EULA. Licensor reserves

☒ I agree to allow Paycor to send me electronic communications
☐ I agree to Paycor's End User License Agreement

[Back](#) [Next](#)


**Create UserName and Password.
Review the Agreement
and click next.**



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SECURITY SETUP

Choose your
SECURITY SETUP

Set up your preferred method for protecting and recovering your account.

**Authenticator (recommended method)**
[Enable Authentication](#)

**Phone**
 (513) 680-0530 We'll text you after you click Save & Continue [Disable](#)

**Email**
 aschumacher@paycor.com

Choose how to
verify your
account

[Skip account recovery setup](#) [Save & Continue](#)

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[Contact](#)

READY TO LOG IN

THANK YOU



Success!



You're finished and ready to use Paycor. We're looking forward to working with you.

Sign In Now



We'll redirect you in 7 seconds...

LOG IN TO PAYCOR

[Contact Us](#) [Watch Demo](#) [Sign In](#) [?](#)

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Sign In

or sign in using

Sign In with SSO

Don't have an account? [Register here!](#)

 [Paycor.com](#) [FAQ](#) [System Requirements](#) [Contact](#) [Privacy Policy](#) [Terms & Conditions](#) [© 2021 Paycor, Inc.](#) 2F

HOME> TIMECARD

PERFORM

Home Company Employees Reporting Me Resources

Welcome, Tina My Settings Sign Out

Get Help Give Feedback



Good Morning, Tina
Profile Summary Pay Stubs W-2 Manage Employees Configure Company Customize Homepage

Employees Search

MY TEAM

There are no active direct reports to view.

MY TASKS

Manage Tasks >

There are no tasks to view

MY NOTIFICATIONS

There are no notifications to view.

MY DOCUMENTS

View All >

There are no documents to view

DATA ALERTS ?

17 Missing Employee Info >

PUNCH CLOCK

[View My Time Card >](#)

11:07:56AM

Central Time

CREATE PUNCH

Recent Punches

There are no punches to view.

[Report a Missed Punch](#)

3 DAYS

Until Your Next Payday

[Compensation History](#)

DAILY DETAILS VIEW

PERFORM

Home Company Employees Reporting Me Resources

Welcome, Tina My Settings Sign Out

Get Help Give Feedback

Search for an Employee

Search Using Filters

1.

Time Card

Daily Details

Project Time Sheet

2.

View by: Pay Period Week

04/04/2021 - 04/17/2021

Approve Time

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Pay Period Summary

Show Gross Pay

Hours

Department	Total Hours	Estimated Gross Pay
Total Hours	00.0000	\$****.00

Daily Activity: 04/04/2021 - 04/17/2021

Time Card History

View Punches by Day

Expand All

Sunday, April 04 2021

Monday, April 05 2021

Tuesday, April 06 2021

Wednesday, April 07 2021

Thursday, April 08 2021

Friday, April 09 2021

12:43 PM

PROJECT TIMESHEET

Home

Company

Employees

Reporting

Me

Resources

Get Help

Give Feedback

Search for an Employee

Search Using Filters

◀◀

◀

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▶▶

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Time Card

Take a Tour

Daily Details

Project Time Sheet

View by: Pay Period Week

◀ 03/07/2021 - 03/20/2021 ▶

Approve Time

Enter Hours

Allocation	Total Hours	Sun 3/7	Mon 3/8	Tue 3/9	Wed 3/10	Thu 3/11	Fri 3/12
+ New Allocation							
Total Hours							

✕ Cancel

✓ Save

NEW ALLOCATION

HomeCompanyEmployeesReportingMeResources

Get HelpGive Feedback

Search for an Employee

Search Using Filters

Time CardTake a Tour

View by: Pay PeriodWeek04/04/2021 - 04/17/2021

Approve Time

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Enter Hours

Allocation

210018 - IL 1 PILN

TRN - Training

210018 - IL 1 PILN

CMS - Community Service

New Allocation

Department

2100 - IL 1

Labor Codes

Type

Select Code

DO NOT CHANGE DEPARTMENT

CancelSave

Sat 4/10

Sun 4/11

Mon 4/12

Tue 4/13

Cancel

Save

SELECT LABOR CODE: COMMUNITY SERVICE OR TRAINING

Select labor code using drop down.

PERFORM

Welcome, Tina My Settings Sign Out

Home Company Employees Reporting Me Resources

Search for someone

Time Card Take a Tour

Daily Details Project Time Sheet

Some of the days in this pay period

Enter Hours

Allocation

210018 - IL 1 PILN
TRN - Training

210018 - IL 1 PILN
CMS - Community Service

00.0000

New Allocation

Department
210018 - IL 1 PILN

Labor Codes

Type
CMS - Community Service
TRN - Training

Cancel Save

X Cancel ✓ Save

ADD HOURS BASED ON ALLOCATION

PERFORM

Welcome, TinaMy SettingsSign Out

Get HelpGive Feedback

HomeCompanyEmployeesReportingMeResources

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Time Card

Take a Tour

View by:Pay PeriodWeek04/18/2021 - 05/01/2021

Approve Time

Daily DetailsProject Time Sheet

Enter Hours

Allocation	Total Hours	Sun 4/18	Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Sat 4/24	Sun 4/25	Mon 4/26	Tue 4/27
210018 - IL 1 PILN TRN - Training	00.0000		2.5								
210018 - IL 1 PILN CMS - Community Service	00.0000		3								
+ New Allocation											

CancelSave

CONTINUE ADDING HOURS AND CLICK SAVE

PERFORM

Home Company Employees Reporting Me Resources

Welcome, Tina My Settings Sign Out

Get Help Give Feedback

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Time Card

Take a Tour

View by: Pay Period Week 04/18/2021 - 05/01/2021

Approve Time

Enter Hours

Allocation	Total Hours	Sun 4/18	Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Sat 4/24	Sun 4/25	Mon 4/26	Tue 4/27
210018 - IL 1 PILN CMS - Community Service	18.0000	<input type="text"/>	03.0000	02.0000	02.0000	02.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	03.0000	03.0000
210018 - IL 1 PILN TRN - Training	06.5000	Sun 4/18 <input type="text"/>	Mon 4/19 02.5000	Tue 4/20 <input type="text"/>	Wed 4/21 <input type="text"/>	Thu 4/22 <input type="text"/>	Fri 4/23 <input type="text"/>	Sat 4/24 <input type="text"/>	Sun 4/25 <input type="text"/>	Mon 4/26 02.0000	Tue 4/27 <input type="text"/>
+ New Allocation											

Cancel

Save

SCROLL DOWN TO VIEW TOTAL HOURS

Actual Setup

Work Hour Settings

Employee Security

Time Card

210018 - IL 1 PILN TRN - Training	06.5000	<input type="text"/>	<input type="text" value="02.5000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="02.0000"/>	<input type="text"/>
<div>+ New Allocation</div>											
Total Hours	24.5000		05.5000	02.0000	02.0000	02.0000				05.0000	03.0000

Hours Summary

Department	Reg	Total
210018-IL 1 PILN TRN - Training	06.5000	06.5000
210018-IL 1 PILN CMS - Community Service	18.0000	18.0000
Total Hours	24.5000	24.5000

X Cancel

✓ Save

EDIT OR DELETE HOURS 1 of 3

PERFORM

Welcome, TinaMy SettingsSign Out

HomeCompanyEmployeesReportingMeResources

Get HelpGive Feedback

Search for an Employee

Search Using Filters

Time Card

Take a Tour

View by: Pay PeriodWeek

04/18/2021 - 05/01/2021

Daily Details

Project Time Sheet

Approve Time

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Enter Hours

Allocation	Total Hours	Sun 4/18	Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Sat 4/24	Sun 4/25	Mon 4/26	Tue 4/27
210018 - IL 1 PILN CMS - Community Service	18.5000	<div>Sun 4/18</div>	<div>Mon 4/19</div> <div>03.5000</div>	<div>Tue 4/20</div> <div>02.0000</div>	<div>Wed 4/21</div> <div>02.0000</div>	<div>Thu 4/22</div> <div>02.0000</div>	<div>Fri 4/23</div>	<div>Sat 4/24</div>	<div>Sun 4/25</div>	<div>Mon 4/26</div> <div>03.0000</div>	<div>Tue 4/27</div> <div>03.0000</div>
210018 - IL 1 PILN TRN - Training	06.5000		<div>Mon 4/19</div> <div>02.5000</div>							<div>Mon 4/26</div> <div>02.0000</div>	

Cancel

Save

EDIT OR DELETE HOURS 2 of 3

PERFORM

Welcome, TinaMy SettingsSign Out

HomeCompanyEmployeesReportingMeResources

Get HelpGive Feedback

Search for an Employee

Search Using Filters

⏮️⏪️⏩️⏭️

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Time Card

Take a Tour

View by: Pay PeriodWeek

04/18/2021 - 05/01/2021

Approve Time

Enter Hours

Allocation	Total Hours	Sun 4/18	Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Sat 4/24	Sun 4/25	Mon 4/26	Tue 4/27
210018 - IL 1 PILN CMS - Community Service	15.0000	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="02.0000"/>	<input type="text" value="02.0000"/>	<input type="text" value="02.0000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="03.0000"/>	<input type="text" value="03.0000"/>
210018 - IL 1 PILN TRN - Training	06.5000	<input type="text"/>	<input type="text" value="02.5000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="02.0000"/>	<input type="text"/>

Cancel

Save

Delete →

EDIT OR DELETE HOURS 3 of 3

PERFORM

Home Company Employees Reporting Me Resources

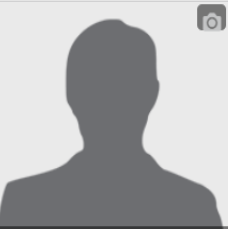
Welcome, Tina My Settings Sign Out

Get Help Give Feedback



Search for an Employee

Search Using Filters



Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Time Card Take a Tour

View by: Pay Period Week

04/18/2021 - 05/01/2021

Daily Details Project Time Sheet

Approve Time

Enter Hours

Allocation	Total Hours	Sun 4/18	Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Sat 4/24	Sun 4/25	Mon 4/26	Tue 4/27
210018 - IL 1 PILN HOLP - Holiday Participant	04.0000										
210018 - IL 1 PILN CMS - Community Service	15.0000			02.0000	02.0000	02.0000				03.0000	03.0000

X Cancel

✓ Save

APPROVE TIME CARD BY FRIDAY!

PERFORM

Home Company Employees Reporting Me Resources

Welcome, Tina My Settings Sign Out

Get Help Give Feedback

Search for an Employee

Search Using Filters

Time Card

Take a Tour

View by: Pay Period Week 04/18/2021 - 05/01/2021

Approve Time

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Enter Hours

Allocation	Total Hours	Thu 4/22	Fri 4/23	Sat 4/24	Sun 4/25	Mon 4/26	Tue 4/27	Wed 4/28	Thu 4/29	Fri 4/30	Sat 5/1
210018 - IL 1 PILN HOLP - Holiday Participant	04.0000									04.0000	
210018 - IL 1 PILN CMS - Community Service	15.0000	02.0000				03.0000	03.0000		03.0000		

Cancel

Save

DO NOT MAKE CHANGES AFTER APPROVED!

PERFORM

Welcome, TinaMy SettingsSign Out

HomeCompanyEmployeesReportingMeResources

Get HelpGive Feedback

Search for an EmployeeSearch Using Filters

Time CardTake a Tour

Daily DetailsProject Time Sheet

View by: Pay PeriodWeek04/04/2021 - 04/17/20211 Approval

Enter Hours

Allocation	Total Hours	Sun 4/4	Mon 4/5	Tue 4/6	Wed 4/7	Thu 4/8	Fri 4/9	Sat 4/10	Sun 4/11	Mon 4/12	Tue 4/13
210018 - IL 1 PILN CMS - Community Service	18.0000			03.0000	03.0000					03.0000	03.0000
210018 - IL 1 PILN TRN - Training	08.0000						02.0000			02.0000	02.0000

CancelSave

DO NOT MAKE CHANGES AFTER YOU HAVE APPROVED YOUR TIME CARD.

If you need to make changes after you have approved your time card, speak with your Supervisor/ Career Coach

Daily Audit View

This concludes the training.

If you have any questions, please reach out to your Career Coach.

THANK YOU!