

National Able Network Senior Community Service Employment Program (SCSEP)

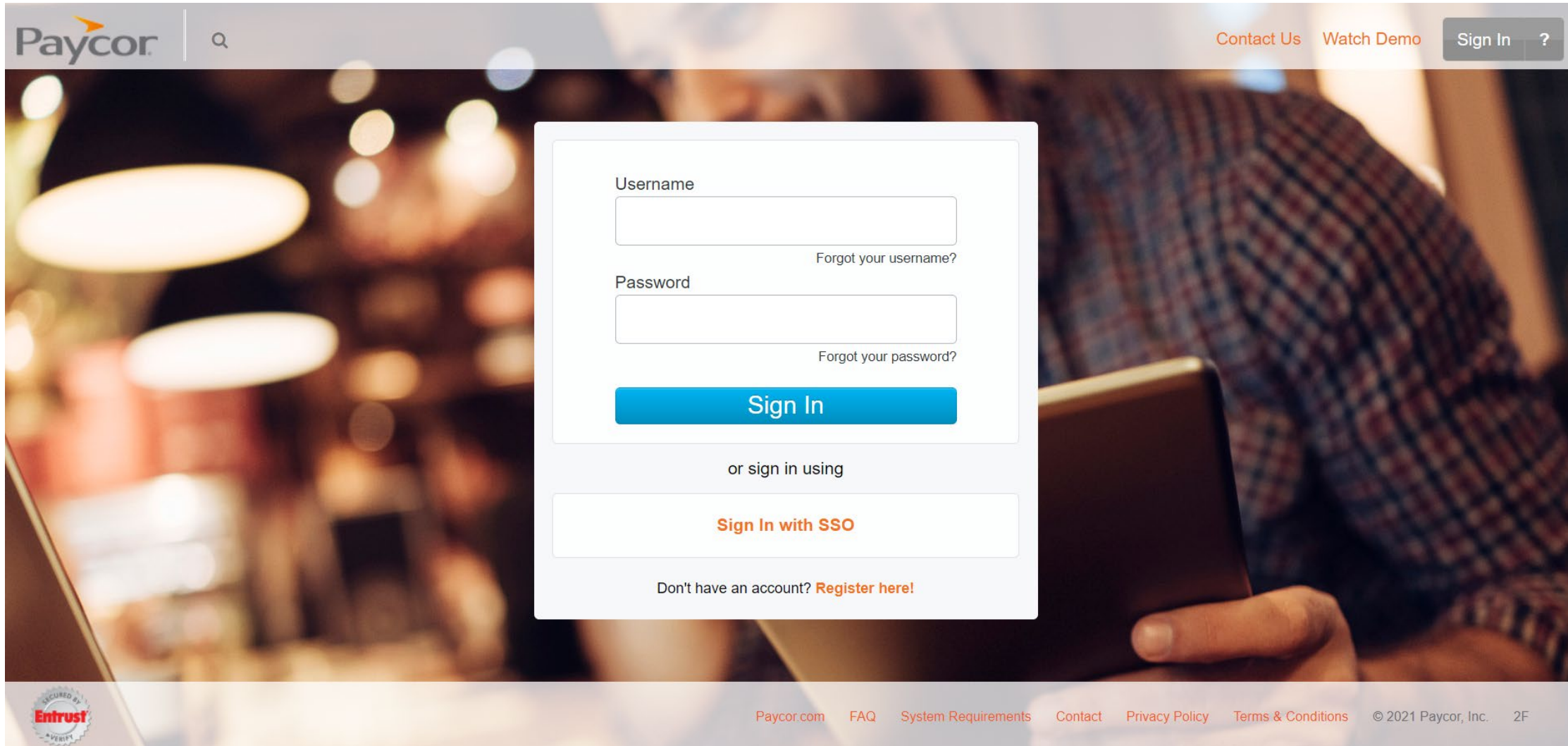
Timecard Entry & Approval For Host Agency Supervisors



OBJECTIVES

- Enter In Kind hours
- Enter hours & approve timecards for participants

LOG IN TO PAYCOR @ paycor.com

The image shows the Paycor login page. The background is a blurred photo of a person in a plaid shirt holding a tablet. The page has a grey header with the Paycor logo, a search icon, and links for 'Contact Us', 'Watch Demo', and 'Sign In'. A central white box contains the login form with fields for 'Username' and 'Password', a blue 'Sign In' button, and a 'Sign In with SSO' button. At the bottom, there is a footer with a security seal, navigation links, and copyright information.

Paycor

Search

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!](#)

SECURED BY
Entrust
PROTECT

Paycor.com FAQ System Requirements Contact Privacy Policy Terms & Conditions © 2021 Paycor, Inc. 2F

HOME> MANAGE EMPLOYEES

PERFORM

[Home](#) [Company](#) [Employees](#) [Reporting](#) [Me](#) [Resources](#)

Good Afternoon, Tina

[Profile Summary](#) [Pay Stubs](#) [W2](#) [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 >

04:22:26PM

Central Time

CREATE PUNCH

Recent Punches

There are no punches to view.

Report a Missed Punch

3 DAYS

Until Your Next Payday

Compensation History

NEW MANAGE PEOPLE VIEW

PERFORM

Home Company Employees Reporting Me Resources

Welcome, TinaMy SettingsSign Out

Get HelpGive Feedback

Faster filtering and easy-to-see employee positions are here! Try our new Manage People view to see for yourself.

Count: 479

Search for an Employee

Remove Filters

Custom Filtered Lists

Select a Filtered List

Show/Hide Columns

Delete Employee

Employee Name ▲	Employee # ▲	Job Title ▼	Status (8) ▼	Manager ▼	Department ▼	Work Location ▼	Payroll ▼	Paygroup ▼
-----------------	--------------	-------------	--------------	-----------	--------------	-----------------	-----------	------------

SEARCH FOR PARTICIPANT



Welcome to the new Manage People view! [What do you think?](#) [Go back to the old view](#)

Manage People i

Q ?

Filters

479 people found

☒ Show profile photos

Status (8) ∨

Department ∨

Manager ∨

Job Title ∨

Work Location ∨

		IL Main Location	Dept: 210030 - IL 1 PILS IL Seniors	Manager:
		IL Main Location	Dept: 210018 - IL 1 PILN IL Seniors	Manager:
		IL Main Location	Dept: 210030 - IL 1 PILS IL Seniors	Manager:
		IL Main Location	Dept: 210017 - IL 1 PILNAP IL Seniors	Manager:
			Dept: 210017 - IL 1 PILNAP	Manager:

SELECT TIME CARD

PERFORM

Home Company Employees Reporting Me Resources

Welcome, Tina My Settings Sign Out

Get Help Give Feedback

Search for an Employee

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Tina Trainee

Employed Since 03/10/2016 (5 Years, 1 Month)

Personal & Contact Information

View All

Email

Legal Address

101 Main Street

Anywhere, IL 60006

Phone

Birth Date

10/10/1950

(70 years old)

SSN

***-**-6789

Show

Emergency Contacts

No emergency contacts to display

Positions

All Statuses

All Clients

IL Main Location (124510)

ON LEAVE

Employed since 03/10/2016, (5 years, 1 month)

Employment ID

1126

Employment Type

Seasonal

Status Type

Full Time

Paygroup

IL Seniors

Work Location

IL Main Location

Benefit Classification

Exclude

View Time Card

View Comp History

Change Status

https://secure.paycor.com/Perform/Employee/124510/70385120160184#TimeCard

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

⏮

⏪

⏩

⏭

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Time Card

Daily Details

Project Time Sheet

View by: Pay Period Week

04/04/2021 - 04/17/2021

⚙️

🔄

Approve Time

Pay Period Summary

Show Gross Pay

Hours

Department

Total Hours

Estimated Gross Pay

Total Hours

00.0000

\$

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

ADD IN KIND HOURS IN DAILY DETAILS VIEW

Tina T. Trainee

#1126

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Search for someone

1

Time Card

Daily Details

Project Time Sheet

View by:

Pay Period

Week

04/04/2021 - 04/17/2021

Approve Time

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

Collapse All

Sunday, April 04 2021

Timesheet

+ Add

Daily Notes

Daily Audit View

Monday, April 05 2021

Timesheet

+ Add

+ Punch

+ Hours

+ Pay Item

Daily Notes

Daily Audit View

Tuesday, April 06 2021

ADD HOURS, SELECT IN KIND & CLICK SAVE

The screenshot shows a time card interface with a sidebar on the left containing menu items: Company, Compensation, Time & Attendance, Accrual Activity, Accrual Setup, Work Hour Settings, Employee Security, and Time Card. The main area displays a timesheet for the period 04/04/2021 - 04/17/2021, with columns for Department, Total Hours, and Estimated Gross Pay. A modal window titled 'Add Hours' is open, showing the date 04/05/2021. The modal contains the following fields:

- Hours Amount ***: A text input field containing '3.0'.
- Department ***: A dropdown menu showing '210018 - IL 1 PLN'.
- Earning ***: A dropdown menu with 'IN KIND' selected.
- Save**: A blue button with a checkmark icon.

Red circles are drawn around the 'Hours Amount' field, the 'Department' dropdown, the 'Earning' dropdown, and the 'Save' button. A red 'X' is drawn over the 'Department' dropdown.

Do not
change
department

ADD IN KIND HOURS FOR OTHER DAYS

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Department	IN KIND	Total Hours	Estimated Gross Pay
210018 - IL 1 PILN	03.0000	03.0000	\$****.xx
Total Hours	03.0000	03.0000	\$****.xx
Total cost			
Total Hours Cost			\$****.xx
Total Estimated GrossPay			\$****.xx

Daily Activity: 05/02/2021 - 05/15/2021

Time Card History

View Punches by Day

Collapse All

Sunday, May 02 2021

Timesheet

+ Add

Daily Notes

Daily Audit View

Monday, May 03 2021

03.0000 Total Hours (03.0000 IN KIND)

Timesheet

+ Add

Other Hours

Hours: 210018 - IL 1 PILN

IN KIND: 03.0000

Total Hours: 03.0000

Daily Notes

Daily Audit View

Tuesday, May 04 2021

Timesheet

+ Add

+ Punch

+ Hours

+ Pay Item

Daily Notes

Daily Audit View

Wednesday, May 05 2021

EDIT OR DELETE HOURS: DAILY DETAILS VIEW

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Hours

Department	IN KIND	Total Hours	Estimated Gross Pay
210018 - IL 1 PILN	03.0000	03.0000	\$****.00
Total Hours	03.0000	03.0000	\$****.00
Total cost			
Total Hours Cost		\$****.00	
Total Estimated GrossPay		\$****.00	

Daily Activity: 05/02/2021 - 05/15/2021

Time Card History

View Punches by Day

Collapse All

Sunday, May 02 2021

Timesheet

+ Add

Daily Notes

Daily Audit View

Monday, May 03 2021

03.0000 Total Hours (03.0000 IN KIND)

Timesheet

+ Add

Other Hours

Hours: 210018 - IL 1 PILN

IN KIND: 03.0000

Edit Hour

Delete Hour

Daily Notes

Daily Audit View

Tuesday, May 04 2021

Timesheet

+ Add

Daily Notes

Daily Audit View

EDIT HOURS, SELECT IN KIND & CLICK SAVE

Accrual Activity
Accrual Setup
Work Hour Settings
Employee Security
Time Card

Total Hours Cost \$****.00
Total Estimated GrossPay \$****.00
Daily Activity: 04/18/2021 - 05/01/2021

Time Card History View Punches by Day Collapse All

Sunday, April 18 2021
Timesheet

Monday, April 19 2021
Timesheet
Other Hours
Hours: 210018 - IL 1 PILN

Tuesday, April 20 2021
Timesheet
Other Hours
Hours: 210018 - IL 1 PILN

Wednesday, April 21 2021
Timesheet

Edit Hours

Edit Hours on 04/20/2021

Hours Amount * 3.5

Department * 210018 - IL 1 PILN

Earning * IN KIND

Labor Codes
Type
Select Code

Add Notes

History

Delete Cancel Save

Enter hours & approve timecards for
participants

ADD PARTICIPANT HOURS IN PROJECT TIME SHEET

PERFORM

Home Company Employees Reporting Me Resources

Welcome, Tina My Settings Sign Out

Get Help Give Feedback

Search for someone

Tina T. Trainee

#1125

Employee

Company

Compensation

Time & Attendance

Accrual Activity

Accrual Setup

Work Hour Settings

Employee Security

Time Card

Time Card

Daily DetailsProject Time Sheet

Pay Period Summary

Show Gross Pay

Hours

Department	Total Hours	Estimated Gross Pay
Total Hours	00.0000	\$0000.00

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

Time Card HistoryView Punches by DayExpand 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

View by: Pay PeriodWeek

04/04/2021 - 04/17/2021

Approve Time

PROJECT TIMESHEET

Home Company Employees Reporting Me Resources

Get Help Give Feedback

Search for an Employee Search Using Filters

Time Card Take a Tour

View by: Pay Period Week 03/07/2021 - 03/20/2021 Approve Time

Daily Details Project Time Sheet

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							

Accrual Activity
Accrual Setup
Work Hour Settings
Employee Security
Time Card

Cancel Save

Note: You will need to **ADD A New Allocation** for each Labor Code (i.e. TRN, CMS, HOL, etc.)

NEW ALLOCATION

Home

Company

Employees

Reporting

Me

Resources

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

Daily Details

Project Time Sheet

Enter Hours

Allocation

210018 - IL 1 PILN
TRN - Training

210018 - IL 1 PILN
CMS - Community Service

View by: Pay Period Week

04/04/2021 - 04/17/2021

Approve Time

Sat 4/10

Sun 4/11

Mon 4/12

Tue 4/13

New Allocation

Department

2100 - IL 1

Labor Codes

Type

Select Code

Cancel Save

DO NOT
CHANGE
DEPARTMENT

✕ Cancel

✓ Save

SELECT LABOR CODE TO ADD THE ALLOCATIONS

The screenshot shows the 'New Allocation' dialog box. The 'Department' dropdown is set to '210018 - IL 1 PILN'. The 'Labor Codes' dropdown is open, showing a list of options: 'CMS - Community Service', 'CPL - Covid Paid Leave', 'Holiday PT - Holiday Part Time', and 'HOLP - Holiday Participant'. The 'Save' button is highlighted with a red circle.

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

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 & CLICK SAVE

PERFORM

HomeCompanyEmployeesReportingMeResources

Welcome, TinaMy SettingsSign Out

Get HelpGive 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

Daily Details

Project Time Sheet

Approve Time

View by:Pay PeriodWeek

04/18/2021 - 05/01/2021

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		03.0000	02.0000	02.0000	02.0000				03.0000	03.0000
210018 - IL 1 PILN TRN - Training	06.5000	Sun 4/18	Mon 4/19 02.5000	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Sat 4/24	Sun 4/25	Mon 4/26 02.0000	Tue 4/27
<div>+ New Allocation</div>											

X 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: PROJECT TIME SHEET

VIEW 1 of 3

PERFORM

Welcome, Tina My Settings Sign Out

[Home](#) [Company](#) [Employees](#) [Reporting](#) [Me](#) [Resources](#)

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

#1125

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	Sun 4/18 <input type="text"/>	Mon 4/19 <input type="text" value="03.5000"/>	Tue 4/20 <input type="text" value="02.0000"/>	Wed 4/21 <input type="text" value="02.0000"/>	Thu 4/22 <input type="text" value="02.0000"/>	Fri 4/23 <input type="text"/>	Sat 4/24 <input type="text"/>	Sun 4/25 <input type="text"/>	Mon 4/26 <input type="text" value="03.0000"/>	Tue 4/27 <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

EDIT OR DELETE HOURS 2 of 3

PERFORM

Welcome, TinaMy SettingsSign Out

HomeCompanyEmployeesReportingMeResources

Get HelpGive Feedback

Search for an Employee

Search Using Filters

Navigation icons

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"/>	<div>0.00</div>	<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"/>

Delete

→

Cancel

Save

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

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	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

Cancel


Save

SAVING TIMECARDS

PERFORM Welcome, Tina [My Settings](#) [Sign Out](#) 

[Home](#) [Company](#) [Employees](#) [Reporting](#) [Me](#) [Resources](#) [Get Help](#) [Give Feedback](#)

☒ 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	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	04.0000	<input type="text"/>
210018 - IL 1 PILN CMS - Community Service	15.0000	02.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	03.0000	03.0000	<input type="text"/>	03.0000	<input type="text"/>	<input type="text"/>

**Participant
will need to
approve
timecard
BEFORE
SUPERVISOR
APPROVES
TIME CARD**

PARTICIPANT APPROVES TIME CARD

PERFORM

Home Company Employees Reporting Me Resources

Welcome, Tina My Settings Sign Out

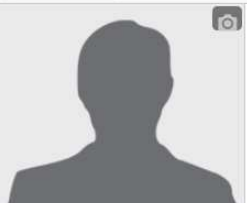
Get Help Give Feedback



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

Daily Details

Project Time Sheet

View by:

Pay Period

Week

04/04/2021 - 04/17/2021



1 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

Cancel

Save

Participant
will need to
approve
timecard
BEFORE
SUPERVISOR
APPROVES
TIME CARD

SUPERVISOR APPROVES TIME CARD BY FRIDAY!

PERFORM

HomeCompanyEmployeesReportingMeResources

Welcome, TinaMy SettingsSign Out

Get HelpGive Feedback

Search for an Employee

Search Using Filters

Time Card

Take a tour

View by: Pay PeriodWeek

04/04/2021 - 04/17/2021

1 Approval

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 4/4	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

Cancel

Save

Participant will need to approve timecard BEFORE SUPERVISOR APPROVES TIME CARD

This concludes the training.

If you have any questions, please reach out to the participant's Career Coach.

THANK YOU!