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
DOB & Social Security Number

**VERIFY YOUR IDENTITY**

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

Date of Birth: MM/DD/YYYY

Social Security Number: XXX-XXXXXX

Cancel  Next
CREATE NEW ACCOUNT

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.
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

Create UserName and Password. Review the Agreement and click next.
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**
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...
## Project Timesheet

### Daily Details: Project Time Sheet

**Enter Hours**

<table>
<thead>
<tr>
<th>Allocation</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sun 3/7</td>
</tr>
<tr>
<td></td>
<td>Mon 3/8</td>
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<td></td>
<td>Tue 3/9</td>
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<td>Wed 3/10</td>
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<td>Thu 3/11</td>
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<td>Fri 3/12</td>
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</tbody>
</table>

- **New Allocation**

**Total Hours**

- [ ]

### Time Card

- **Take a Tour**

**View by:** Pay Period, Week

**Date Range:** 03/07/2021 - 03/20/2021

- [ ] Approve Time
- [x] Cancel
- [ ] Save
**NEW ALLOCATION**

**DO NOT CHANGE DEPARTMENT**
SELECT LABOR CODE: COMMUNITY SERVICE OR TRAINING

Select labor code using drop down.
ADD HOURS BASED ON ALLOCATION

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<tbody>
<tr>
<td>210028 - IL 1 PINN Training</td>
<td>0.0000</td>
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<td>210028 - IL 1 PINN CMS - Community Service</td>
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</table>

1. Enter 2.5 hours for Training on Mon 4/19.
2. Enter 3 hours for Community Service on Mon 4/26.
CONTINUE ADDING HOURS AND CLICK SAVE
<table>
<thead>
<tr>
<th>Department</th>
<th>Reg</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>210018-L 1 PLN TRN - Training</td>
<td>06.500</td>
<td>06.500</td>
</tr>
<tr>
<td>210018-L 1 PLN CMS - Community Service</td>
<td>18.000</td>
<td>18.000</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td>24.500</td>
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</tbody>
</table>

**Total Hours:** 24.500

**New Allocation**

- **Total Hours:** 24.500

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*SCROLL DOWN TO VIEW TOTAL HOURS*
EDIT OR DELETE HOURS 1 of 3

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[Image of the Time Card interface]
EDIT OR DELETE HOURS 2 of 3

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<td>CMS - Community Service</td>
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**Save**
APPROVE TIME CARD BY FRIDAY!
If you need to make changes after you have approved your time card, speak with your Supervisor/Career Coach.
DAILY DETAILS VIEW: TOTAL HOURS

- Tina T. Trainee

- Pay Period Summary
  - Department: 215018 - IL 1 PLN
  - Total Hours: 36.0000
  - Total Hours Cost: $600.00
  - Total Estimated Gross Pay: $1800.00

- Daily Activity: 04/04/2021 - 04/17/2021
This concludes the training.

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

THANK YOU!