

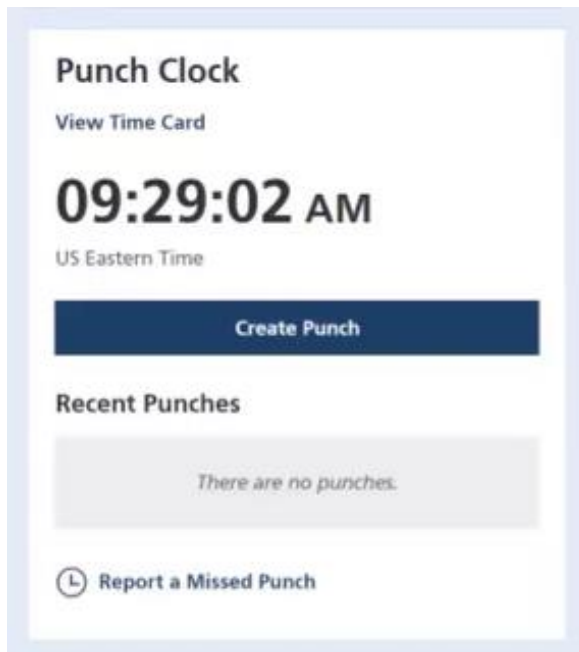
Punching in and out of a new rate or location with Paycor (salaried employees)

There are two options for punching in/out

- Employee Service Center: <https://hcm.paycor.com/authentication/signin>
 - This is the main Paycor website, where you previously established your username and password.
- Timeclock Kiosk: <https://time.paycor.com/Kiosk/153139>

How to punch in/out using the Employee Service Center (ESC)

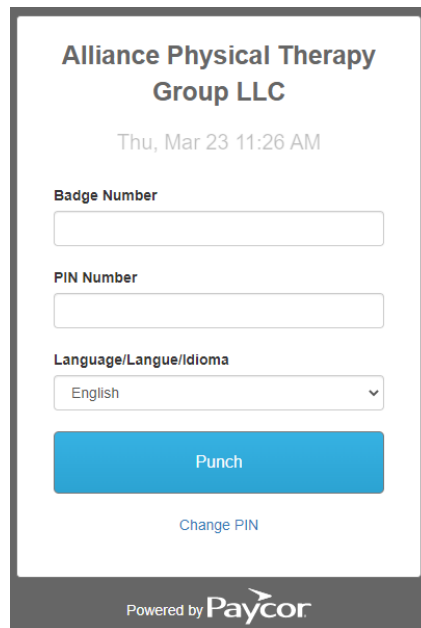
- Log in to your Paycor account with the username and password that you have chosen
- On the right-hand side of the screen, you will see a Punch Clock widget



- Click on Create Punch to instantly punch in or out
 - Employees who punch between different locations will be able to select their work location after creating the punch.

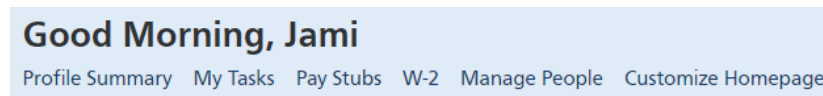
How punch in/out using the Kiosk or Portal Link:

- Click the Kiosk link or shortcut on your desktop

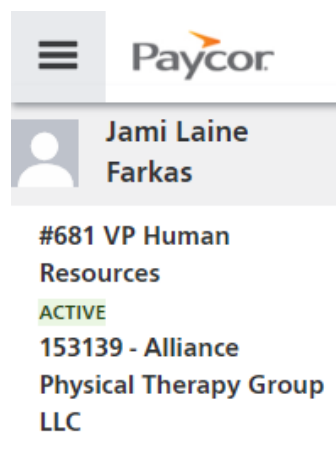


The image shows a kiosk login screen for Alliance Physical Therapy Group LLC. At the top, the company name is displayed in bold. Below it, the date and time are shown: Thu, Mar 23 11:26 AM. There are three input fields: 'Badge Number', 'PIN Number', and 'Language/Langue/Idioma' (a dropdown menu currently set to 'English'). A large blue 'Punch' button is centered below the inputs, with a smaller 'Change PIN' link underneath. At the bottom, it says 'Powered by Paycor'.

- Enter your badge number
 - Your badge number is the same as your Paycor employee number. It can be found in your employee profile in the ESC
 - Log in to the Paycor system and click on “Profile Summary” on the menu at the top of the screen



- Your badge number is shown in the upper left-hand corner of the profile page. In this example, my badge number is 681.



- Enter the PIN of 1234
- Click on the Punch button

Selecting a New Work Location or Rate

After you click on the Punch button, a new screen will pop up

Status Type				Job Details	
<div>Auto In Out</div>				<div>Job Code Select Code ></div>	
Activity Type				<div>Type Select Code ></div>	
<div>Work Break Meal Transfer</div>					
Department					
<div>Your Home Department ></div>					
Punch Note					
<div></div>					

- On the left-hand side of the screen, click on Job Code to view the locations/jobs that you can move between

Job Code		Cancel
<div>Search</div>		
<div>5737 - Textron - W W Manufacturing</div>		
<div>5743 - Textron - Independence</div>		

- Click on the location you wish to select
- Click on the Type field and select Coverage on the pop-up screen

Type		Cancel
<div>Search</div>		
<div>Coverage - Coverage</div>		

- Click Submit to complete your punch