

Employee Mobile

Paycor introduces Employee Mobile, designed specifically for employees of our clients who are currently using Online Check Stubs. This easy-to-use app allows employees to view their pay information securely from their mobile devices. Simply sign in using your current Paycor.com user name and password or register for an ID at Paycor.com by clicking the sign-in button.

Download the application for iPhone or Android

Follow these steps:

- 1 In the App Store or the Google Play Store, search for **Paycor Employee Mobile**.
- 2 Download and install the app.
- 3 Once the app is installed, access it by entering your Paycor.com username and password. These credentials are the same as you would use to access on the standard website.

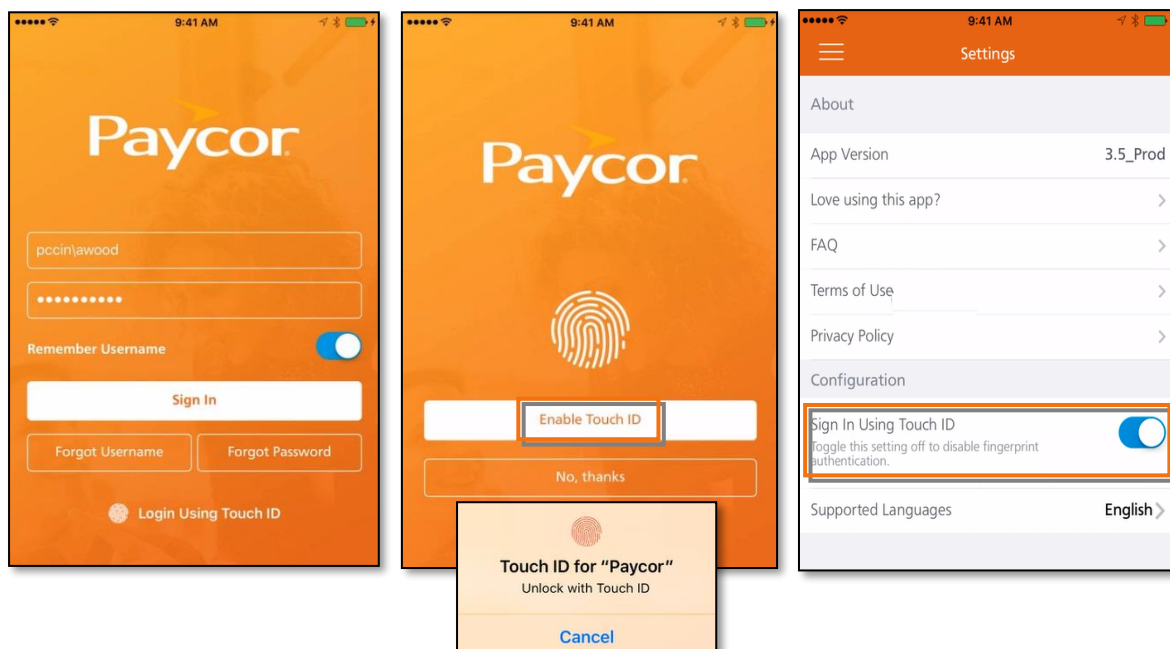
Note: Register for a Paycor.com username and password at Paycor.com by clicking the Sign In button. Then clicking on **Register for a Username and Password**.

You must obtain your Access code for registration from your company's payroll administrator.

If your device supports Fingerprint Authentication, you may use your fingerprint to sign into the app and will see a message at the bottom of your sign in screen noting the supportability.

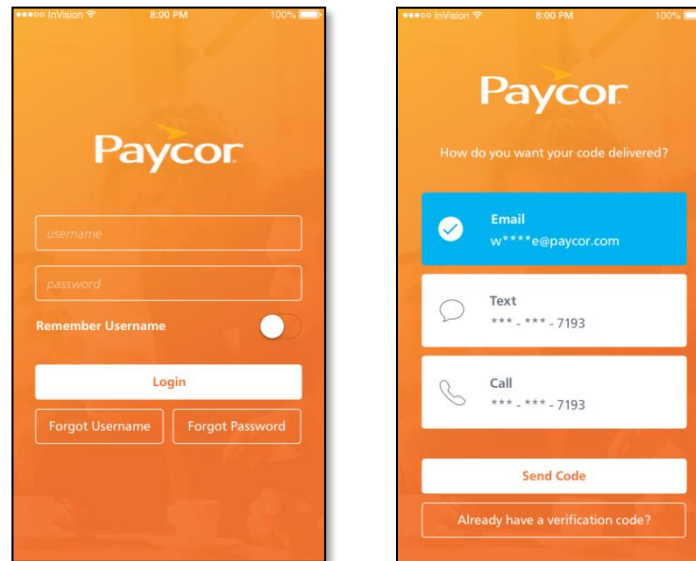
Upon opening the app, tap Sign In, then tap to enable in the one-time prompt. Place your finger on your device to sign in. To enable at a later time if you skipped the prompt, or to disable, tap Settings from your menu.

From your settings tab, you may also choose to select the app to display in Spanish by tapping on Supported Languages.



Security

- The app has a 10 minute session timeout; it will remain active even if running in the background.
- For security reasons, when in “multi-task” mode and switching between apps, a generic Paycor screen will display instead of the most recent page within the app, such as your paystub.
- If you forget or need to reset your password, on the Sign In screen, click 'Forgot Password.' This will launch a web browser with the same steps as resetting on the standard website.
- When logging into the app for the first time, you will be required to enter a multi-factor verification code, which will be set up the same way as the code is sent from the website.



Landing Page and Navigation

Your landing page will show summary information for the features you have access to. Depending on the access or availability to these features, you may see different menu items as well. If you are a terminated employee or your employer has Paycor's PPS service, you will only see your Compensation (Figure 1).

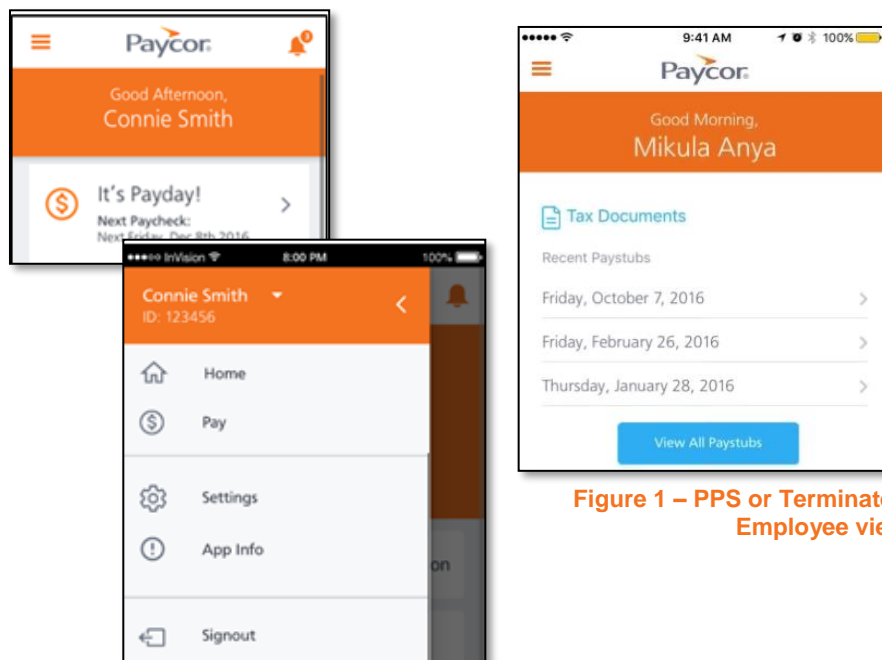
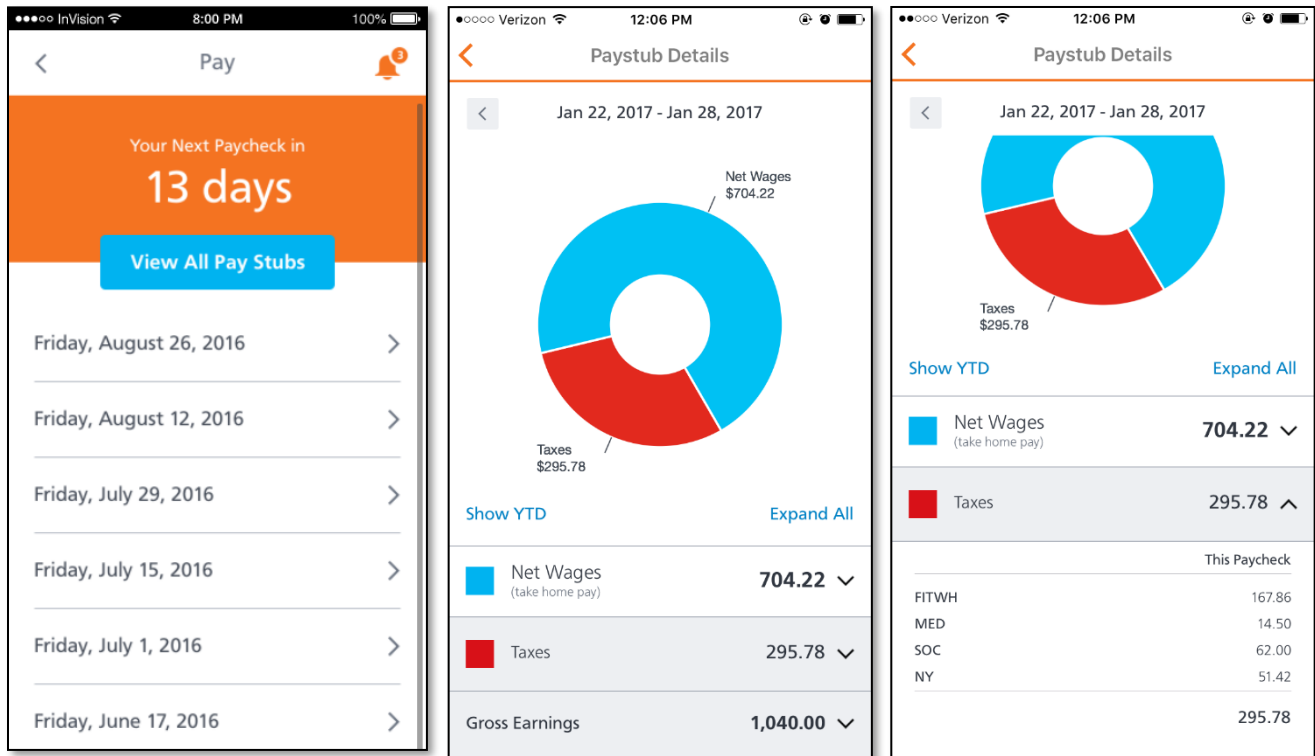


Figure 1 – PPS or Terminated Employee view

Compensation

The Pay tab gives you the ability to search by date, and view paystubs and YTDs with earnings, deductions, and taxes.



Easily view total and individual earnings, deductions, and taxes, as well as access a PDF version of your paystub or tax document to print or share.

