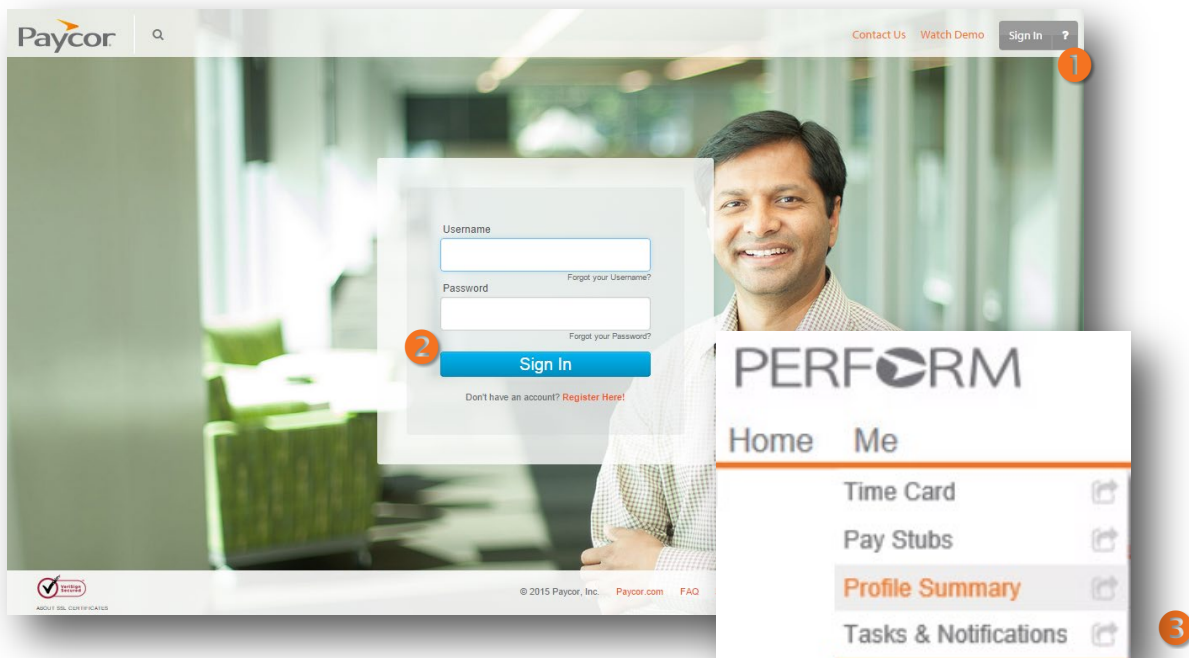


Profile Summary

Follow the steps below to sign in to your employee information in Perform:

- 1 From www.paycor.com click **Sign In**.
- 2 Enter your **User Name** and **Password** and then click the **Sign In** button.
- 3 Hover over **Me**. Then click on **Profile Summary**.
See the next page for an explanation of the information you may view in Perform.



Note: The Me dropdown will only show **Pay Stubs** if your company has signed up for Paycor's Online Pay Stub feature.

Regardless, you will still be able to view your pay information in the **Compensation** portion of your **Profile Summary** page.

Profile Summary

The **Profile Summary** area in Perform has several features and functions, and is the default landing page for all users.

After reviewing, if there is a change in your employee information, update by navigating to the appropriate area under your profile.

The screenshot shows the Perform web application interface. At the top, there's a navigation bar with 'PERFORM' logo, 'Home', 'Company', 'Employees', 'Me', and 'Resources'. On the right, it says 'Welcome, Emp', 'My Settings', and 'Sign Out'. Below the navigation bar, there's a sidebar on the left with a dropdown menu for 'Michelle Adler' (Employee #1). The main content area shows 'Michelle Adler' with 'No job assigned'. Below this, there are two sections: 'EMPLOYMENT DETAILS' and 'CONTACT & PERSONAL'. The 'EMPLOYMENT DETAILS' section shows 'Employed Since' as '04/02/2015 - Current (3 years, 6 months)', 'Department' as 'Soft', 'Current Pay Rate' as '\$20,000 / yr Quarterly', and 'Annual Hours' as '2080 40/hrs wk'. The 'CONTACT & PERSONAL' section shows 'Work Email', 'Mobile Phone', 'Work Phone', 'Legal Address' as 'Berwood DR Columbus, OH 43253', 'Birth Date' as '12/12/1980 (37 years old)', and 'SSN' as '***-**-6723' with a 'Show' link.

Depending on your company's settings, employees may be able to edit their information on some of the pages. Once edited, notifications can also be assigned to alert/remind the user or initiator of any changes. Currently there are 4 pages which can be edited by employees if made "Active" by their company:

- Personal Information
- Contact Information
- Taxes (only Federal and State taxes are editable)
- Direct Deposits

1 Employee

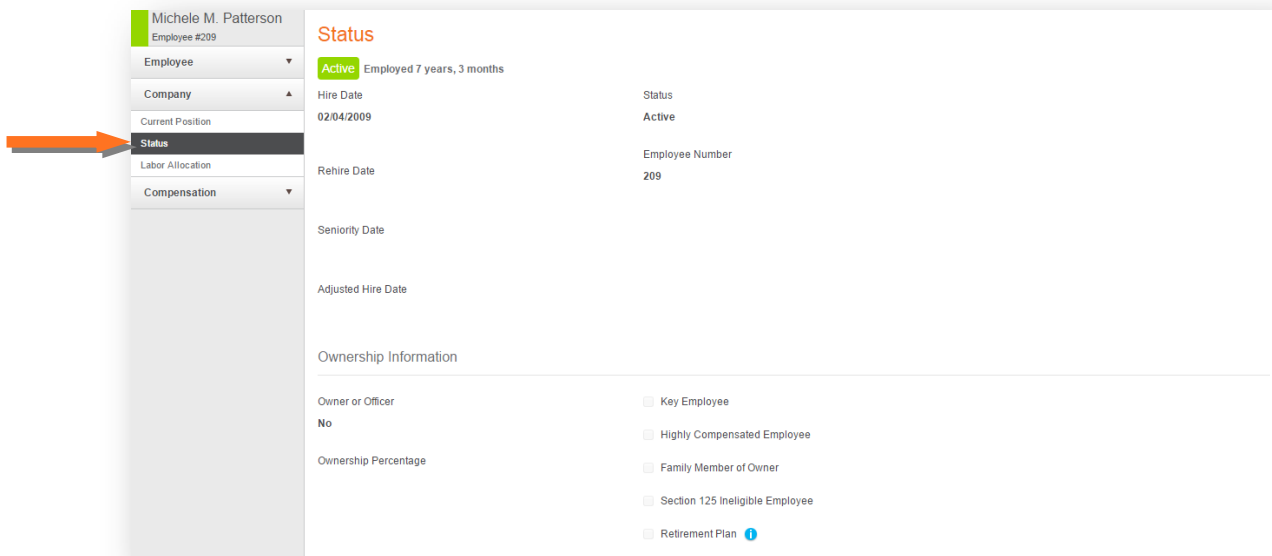
- Employee Details: Shows information specific to the employees.
- Contact Information: Shows personal and work contact numbers, mailing addresses, and email addresses.
- I-9 Verification: Shows fields used for verifying the identity and employment authorization of individuals hired for employment in the United States.

Employee > Personal Information

2 Position

- Current Position: Shows your company specific information.
- Status: Shows your employment status and type at your company as well as various employment dates.
- Labor Allocation: Show how your pay is allocated across departments.

Company > Current Position



The screenshot displays the 'My Information' page for Michele M. Patterson (Employee #209). The left sidebar contains a menu with 'Status' highlighted, indicated by an orange arrow. The main content area is titled 'Status' and shows the employee's current status as 'Active' with a duration of 'Employed 7 years, 3 months'. Other fields include 'Hire Date' (02/04/2009), 'Rehire Date', 'Seniority Date', and 'Adjusted Hire Date'. The 'Employee Number' is 209. The 'Ownership Information' section includes checkboxes for 'Owner or Officer' (No), 'Key Employee', 'Highly Compensated Employee', 'Family Member of Owner', 'Section 125 Ineligible Employee', and 'Retirement Plan' (with a blue information icon).

Company > Status

Note: Your screens may look slightly different depending on which Paycor products you are currently utilizing.

The Goals and Performance Reviews pages are only available to Paycor clients that utilize the "Perform HR" service.

3 Compensation

- **Taxes:** Shows Federal and State taxes currently assigned to the employee.
- **Direct Deposits:** Shows the direct deposit account that you have set up for your paychecks. You may have access to edit or add your own direct deposit for your employer to verify. Contact your employer to learn more.
- **Compensation History:** Shows your pay history for various date ranges or specific pay stubs. You may also print your pay stub and W2 information from these screens. Your direct deposit information may display with the account name you provided, such as the bank name or your personal savings.

Direct Deposits (1 Active)

Recent Paycheck/ Take Home \$620.78

ENTIRE PAY Checking ending in ***4941 \$620.78

Apr 08, 2017 - Apr 21, 2017

+ Add Account

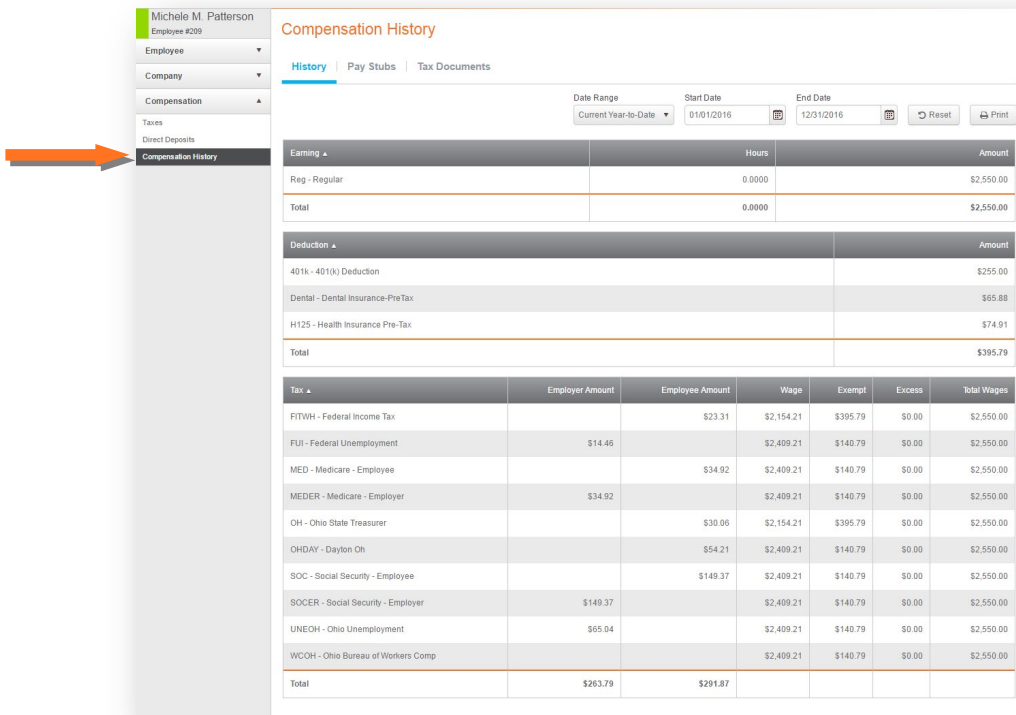
FIFTH THIRD BANK
Checking ending in ***4941 [SHOW](#)

PRIMARY NET
(Entire Paycheck)

Compensation > Direct Deposits

Note: Any time a Direct Deposit's Account or Routing Number is changed or added, an email notification will be generated to the employee of the account change.

If any unauthorized change occurs, please notify Paycor security immediately at contactpaycorsecurity@paycor.com.



Compensation History

History | Pay Stubs | Tax Documents

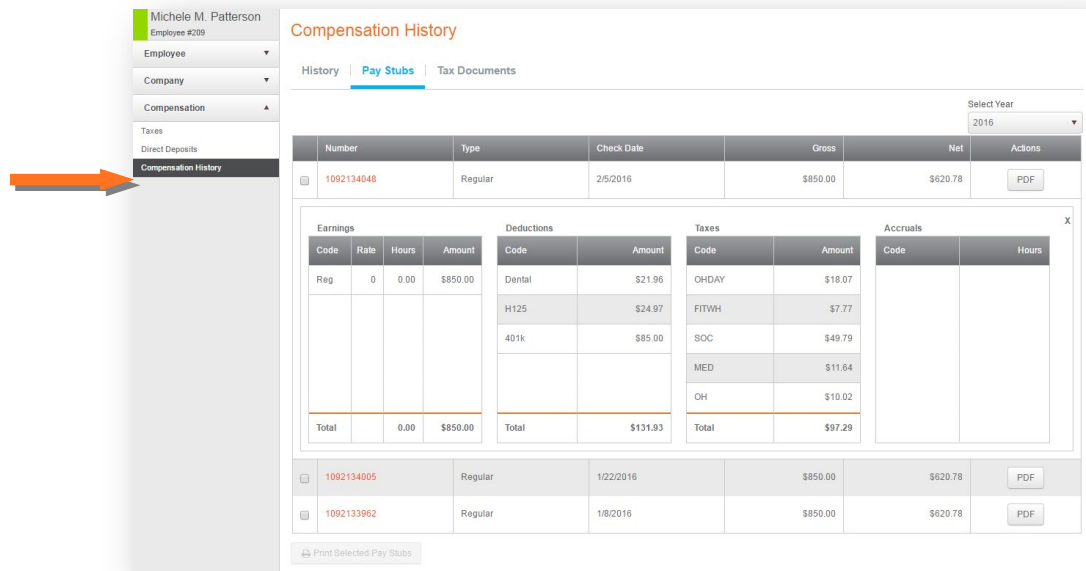
Date Range: Current Year-to-Date | Start Date: 01/01/2016 | End Date: 12/31/2016 | Reset | Print

Earning	Hours	Amount
Reg - Regular	0.0000	\$2,550.00
Total	0.0000	\$2,550.00

Deduction	Amount
401k - 401(k) Deduction	\$255.00
Dental - Dental Insurance-PreTax	\$65.88
H125 - Health Insurance Pre-Tax	\$74.91
Total	\$395.79

Tax	Employer Amount	Employee Amount	Wage	Exempt	Excess	Total Wages
FITWH - Federal Income Tax		\$23.31	\$2,154.21	\$395.79	\$0.00	\$2,550.00
FUI - Federal Unemployment	\$14.46		\$2,409.21	\$140.79	\$0.00	\$2,550.00
MED - Medicare - Employee		\$34.92	\$2,409.21	\$140.79	\$0.00	\$2,550.00
MEDER - Medicare - Employer	\$34.92		\$2,409.21	\$140.79	\$0.00	\$2,550.00
OH - Ohio State Treasurer		\$30.06	\$2,154.21	\$395.79	\$0.00	\$2,550.00
OHDAY - Dayton Oh		\$54.21	\$2,409.21	\$140.79	\$0.00	\$2,550.00
SOC - Social Security - Employee		\$149.37	\$2,409.21	\$140.79	\$0.00	\$2,550.00
SOCER - Social Security - Employer	\$149.37		\$2,409.21	\$140.79	\$0.00	\$2,550.00
UNEOH - Ohio Unemployment	\$65.04		\$2,409.21	\$140.79	\$0.00	\$2,550.00
WCOH - Ohio Bureau of Workers Comp			\$2,409.21	\$140.79	\$0.00	\$2,550.00
Total	\$263.79	\$291.87				

Compensation > Compensation History > History: custom range for 2016.



Compensation History

History | **Pay Stubs** | Tax Documents

Select Year: 2016

Number	Type	Check Date	Gross	Net	Actions
1092134048	Regular	2/5/2016	\$850.00	\$620.78	PDF
1092134005	Regular	1/22/2016	\$850.00	\$620.78	PDF
1092133962	Regular	1/8/2016	\$850.00	\$620.78	PDF

Print Selected Pay Stubs

Code	Rate	Hours	Amount
Reg	0	0.00	\$850.00
Total		0.00	\$850.00

Code	Amount
Dental	\$21.96
H125	\$24.97
401k	\$85.00
Total	\$131.93

Code	Amount
OHDAY	\$18.07
FITWH	\$7.77
SOC	\$49.79
MED	\$11.64
OH	\$10.02
Total	\$97.29

Code	Hours

Compensation > Compensation History > Pay Stubs

Note: When clicking to print your pay stub, W2, or 1099: your web browser may prompt you to enter your full social security number in order to verify your identity. It may also ask whether you would like to open or save the PDF file.

- 4 My Settings:** Provides access to your Account page, Security Settings page, and your Notification Preferences. Here, you can update your email address, change your password, create a single logon for all Paycor applications you use, change your security questions, and choose how you want to be notified (email, text, mobile app, etc.).

My Settings

Account | Security | Notification Preferences

Basic Information

First Name *
Michele

Last Name *
Patterson

Work Email *
mpatterson141772@paycor.com

MY ACTIONS

- Change Your Password
- Change Your Security Questions
- Change other usernames for a Single Sign-On Experience

Phone Numbers

⚠ You have no phone numbers affiliated with this account. Please consider adding one.

+ Add Phone Number

My Settings

Account | **Security**

Sign In

Multi-Factor Authentication (MFA)

Enabling Multi-Factor Authentication maximizes your account security by requiring a verification code sent to your phone or email each time you sign in.

☒ MFA Enabled

Automatic Sign Out

Automatically sign me out when I've been inactive for: 4 Hour(s) 0 Minute(s)

Paycor recommends a 20 minute automatic sign out; this setting does not apply to Paycor Payroll. This setting will take effect the next time you sign in.

Actions

- Change Your Password
- Change Your Security Questions
- Change other usernames for a Single Sign-On Experience

Cancel Save

Account

Security

Notification Preferences

Please select how you would like to receive each individual notification.

Notifications	Email	Text(SMS)	Mobile App	In-app
Direct Deposit Change Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request for Feedback	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task List Updates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Off Request Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Off Request Canceled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Off Request Denied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel

Save

Note: **Automatic Sign Out:** Paycor has preconfigured each user’s setting to be 20 minutes, but it may be changed to be anywhere between the range of five minutes and four hours.