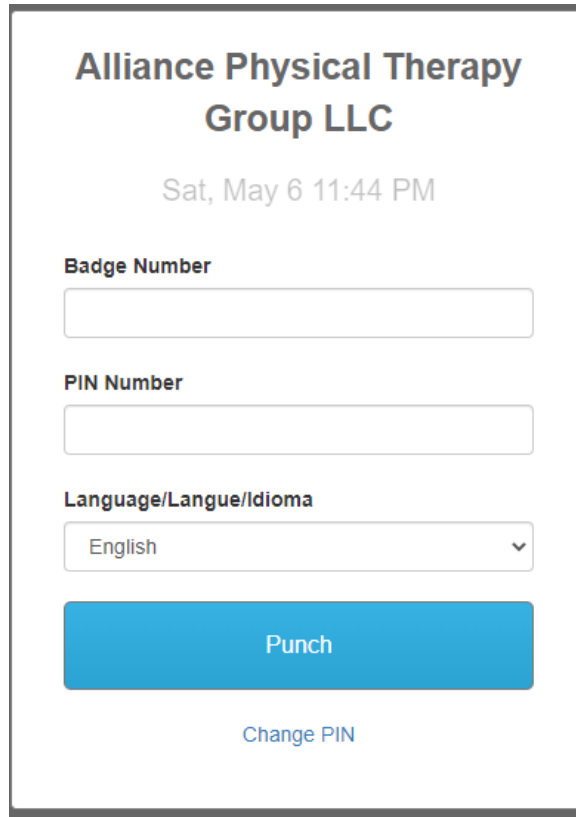


## Entering Coverage Pay (Time and Hours)

Coverage pay is recorded by punching in and out to capture the coverage hours.

1. Using either the Kiosk link (<https://time.paycor.com/Kiosk/153139>) or the time clock widget on your Paycor homepage, enter a punch.
  - a. Your badge number is your employee ID
  - b. The PIN is 1234
  - c. Click the blue Punch button



The screenshot shows a web-based time clock interface for Alliance Physical Therapy Group LLC. At the top, the company name is displayed in bold. Below it, the current date and time are shown. The interface includes three input fields: 'Badge Number', 'PIN Number', and a dropdown menu for 'Language/Langue/Idioma' set to 'English'. A large blue 'Punch' button is prominently displayed, and a smaller link for 'Change PIN' is located below it.

**Alliance Physical Therapy  
Group LLC**

Sat, May 6 11:44 PM

**Badge Number**

**PIN Number**

**Language/Langue/Idioma**

English ▼

**Punch**

[Change PIN](#)

2. Create your coverage punch
  - a. Status Type, Activity Type, and Department do not need to be edited.
  - b. Click on Job Code to view options in a pop-up window, then select the worksite where you will be providing coverage.

Status Type

Auto	In	Out
------	----	-----

Activity Type

Work	Break	Meal	Transfer
------	-------	------	----------

Department

Your Home Department
----------------------

Punch Note

Job Details

Job Code	Select Code	>
Type	Select Code	>

Job Code

Cancel

Search

5715 - Boeing - Auburn

5716 - Boeing - Everett

5717 - Boeing - Frederickson

5718 - Boeing - Renton

5724 - Boeing - Ridley Park

5725 - Boeing - St Louis

5726 - Boeing - Mesa

5728 - Boeing - Central

5729 - Boeing - South Carolina

5731 - Boeing - Portland

5732 - Boeing - Salt Lake City

c. Click on Type to view options in a pop up window, the select Coverage.

Status Type

Auto	In	Out
------	----	-----

Activity Type

Work	Break	Meal	Transfer
------	-------	------	----------

Department

Your Home Department
----------------------

Punch Note

Job Details

Job Code	Select Code	>
Type	Select Code	>

TypeCancel

Search

Q

Coverage - Coverage

NA - NA

- d. On the main punch screen, click the blue Submit button.

Status Type		Job Details	
Auto	In	Out	
Activity Type		Job Code	Boeing - Ridley Park >
Work	Break	Meal	Transfer
Department		Type	Coverage >
Your Home Department >			
Punch Note			
<div></div>			
		Cancel	Submit

3. When you are done with coverage hours for the day, use the Kiosk or the time clock widget on your Paycor homepage to create a punch.
  - a. When punching out, you do not need to enter Job Code or Type. Simply click on the Submit button.