

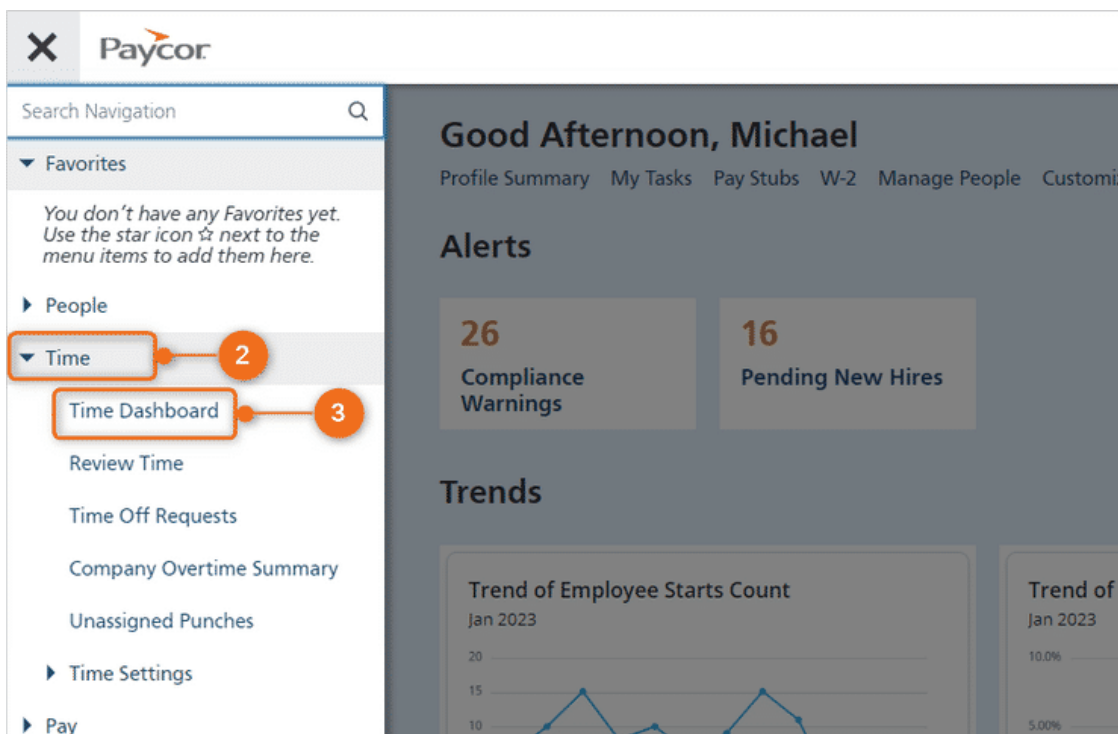
## Employee Time Cards (for Managers)

### Accessing Time Cards


Access employee time cards by going into the Paycor Navigation Menu (3 lines on the top left corner)



Then, go to Time > Time Dashboard



Once you are in the Time Dashboard, click the employee's name to view their time card.



## Time Dashboard

Custom Filters ▼ Paygroups : Bi-Weekly ▼ Departments (0) ▼ Managers (0) ▼ Employee Types (1) ▼


☐ TODAY ☐ WEEKLY ☒ PAY PERIOD

Pay Period: 02/04/2023 - 02/17/2023  
Last Updated: 1:18 PM 03/03/2023

3 Total Time Cards 0 w/ Critical Exceptions 0 w/ Non-Critical Exceptions 0 w/ Missed Punch Requests

Employee Name ▼	#	Reg	OT	Total	Outstand
Silva-Cole, Simon	71	80.0000		80.0000	
Banks, Michael	82	80.0000	10.0000	90.0000	
Harvey, Phil	101	80.0000		80.0000	

The employee's time card will now display.

 Search Employees

< | Q | K | 54 of 55 | > | > | 0/55 Time Cards Approved | Pay Period: 03/04/2023 - 03/17/2023 | < | Current | > |

Simon Silva-Cole (Reports to: Valera Bennett) Welcome to the new time card! Bulk Add Punches Action Print Timesheet Approve No Approvals

Period Summary Total Scheduled: 0.00 Total Hours: 80.00

Dates	Schedule	Time Entry	Department	Client	Project	Job	Reg	OT	Daily Totals	Pay
Sat, 03/04	Not Scheduled	+ ▼								+
Sun, 03/05	Not Scheduled	+ ▼								+
Mon, 03/06	Not Scheduled	4.00 Hours Added	4070 - Research	Select	Select	Select	4.00			+
		4.00 Hours Added	4010 - Sales	Select	Select	Select	4.00			
		4.00 Hours Added	7010 - Sales	Select	Select	Select	4.00			
		4.00 Hours Added	80 - Hershey	Select	Select	Select	4.00			
		+ ▼							16.00	
Tue, 03/07	Not Scheduled	4.00 Hours Added	4070 - Research	Select	Select	Select	4.00			+
		4.00 Hours Added	4010 - Sales	Select	Select	Select	4.00			
		4.00 Hours Added	7010 - Sales	Select	Select	Select	4.00			
		4.00 Hours Added	80 - Hershey	Select	Select	Select	4.00			
		+ ▼							16.00	
Wed, 03/08	Not Scheduled	4.00 Hours Added	4070 - Research	Select	Select	Select	4.00			+
		4.00 Hours Added	4010 - Sales	Select	Select	Select	4.00			

Individual time cards can also be accessed by using the My Team widget on the home page.

## Reviewing and Adjusting Time Cards

### *Managing Exceptions*

In the time card itself, the Date column is where you will see exceptions flags. Exceptions requiring acknowledgement/correction show colored icons – **red** for critical and **yellow** for non-critical.

- To acknowledge an exception, click the colored icon. A side menu will pop out on the right side of your screen.

The screenshot displays the Paycor time card interface for Judy Persia. The main table lists dates from Saturday, 12/24 to Tuesday, 01/03. On Tuesday, 12/27, a yellow exception icon (a triangle with an exclamation mark) is visible next to the time entry '06:30 AM - 03:30 PM (8.00)'. A side menu titled 'Exceptions for Tue, 12/27' is open on the right, showing 'Daily Points: 0.00', 'Missed Punch', and 'In Late 90 minutes in late (Actual Punch 08:00 AM)'.

- In the side menu, you will see options for clearing the exception.
- Once the exception is resolved, the colored icon will disappear.
- All critical exceptions should be cleared and resolved prior to payroll processing.

### *Entering Time on to the Time Card*

When adding time, you can do so by adding punches or hours.

- When adding punches, remember to use either 24-hour format or add a 'p' after to denote afternoon times.
  - **Add Transfer Punch:** If your employees transfer departments or jobs, those edits can be added through this menu.
- Hours added would be a total number, such as 8 hours of PTO or 4 hours worked time.

To change punch times, types, or departments/job codes, click the three dots next to the punch, and select View/Edit Punch Details.

Period Summary						
Time and Hours						
Dates	Time Entry	Department	Job Code	Type	Reg	Daily Total
Sun, 03/26	⊕ ▼					
Mon, 03/27 🔴 1 🕒 1	● 09:26 AM : ● 09:27 AM ● :	1778199 - FOC.. ▼	Select ▼	Select ▼	0.02 :	
	🕒 12:56 PM :	1778699 - FOC.. ▼	Select ▼	Select ▼		
	🕒 01:34 PM : ● 05:18 PM :	1778699 - FOC.. ▼	Select ▼	Select ▼	3.73 :	
	🔴 08:38 AM ● :		Select ▼	Select ▼		
	⊕ ▼					3.7
Tue, 03/28	● 08:25 AM : 🕒 12:32 PM :		Select ▼	Select ▼	4.12 :	
	Meal					
	🕒 12:47 PM : ● 04:58 PM :	1778199 - FOC.. ▼	Select ▼	Select ▼	4.18 :	
	⊕ ▼					8.3

To delete a punch, click the three dots next to the punch, and select Delete Punch.

To add a punch or hours, click on the plus sign in the bottom row of entries for the date of the punch. Then choose the action you would like to perform.

	⊕ ▼				
Tue, 03/28	● 08:25 AM : 🕒 12:32 PM :	1778199 - FOC.. ▼	Select ▼	Select	
	Meal				
	🕒 12:47 PM : ● 04:58 PM :	1778199 - FOC.. ▼	Select ▼	Select	
	⊕ ▼				
Wed, 03/29	🕒 12:31 PM :	1778299 - FOC.. ▼	Select ▼	Select	
	● 04:54 PM :	1778299 - FOC.. ▼	Select ▼	Select	
Thu, 03/30	🕒 12:30 PM :	1778199 - FOC.. ▼	Select ▼	Select	
	● 04:50 PM :	1778199 - FOC.. ▼	Select ▼	Select	
	⊕ ▼				

## Approving Time Cards

When your employees' time cards have been reviewed and exceptions have been resolved, you are ready to approve the time card.

- In the upper right-hand corner of the time card, click the **blue** Approve button.

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Welcome to the new time card! ▼Bulk Add PunchesAction ▼Print TimesheetApproveNo Appro

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Total Hours: 27.98

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Pay Items

- You will be asked to certify that the time card is correct. Click the check box to agree that the card is correct, then click on the Submit button to sign off on the time card.

Approve Timesheet for 03/26/2023 - 04/08/2023 ×

☐ I certify that this time card is correct.

Cancel

Submit

- Congratulations! The time card is approved.