

Perform Home – Employee Experience

Your Perform Home page is designed to put your most frequently needed employee details on one simple view. Shown below is an example of what your homepage may look like, followed by descriptions that will help you navigate through each area.

Important: Work with your company's administrator if you do not have access to paycor.com.

The screenshot shows the Perform Home Employee View interface. At the top, a navigation bar includes a welcome message for 'Michele' and links for 'Profile Summary', 'Pay Stubs', 'W-2', and 'Manage Widgets' (callout 1). The main content area is divided into several sections: 'COMPANY COMMUNICATIONS' (callout 2) with an announcement about Open Enrollment; 'MY TASKS' (callout 3) listing performance reviews and benefit elections; 'MY NOTIFICATIONS' (callout 4) showing no notifications; and 'MY DOCUMENTS' (callout 5) listing various company policies and handbooks. On the right side, there is a 'Compensation History' widget (callout 6) showing '1 DAY' until the next paycheck, and an 'ACCURAL SUMMARY' widget (callout 7) showing 80 hours available balance and 0 hours used to date.

- 1 Manage your personal information, view past checkstubs, and configure the look of your home page with these **Shortcut links**.
- 2 Your company may publish articles under **Company Communications** for your viewing in this area.
- 3 **Tasks** are items that you need to complete, and your home page will show your five most recent Tasks.
- 4 **Notifications** are alerts that may require no action on your part. They may include changes to your pay rate, personal info, etc.
- 5 Up to five most recent **Documents** may display for your attention or reference.
- 6 In the **Compensation History** area you may view and print your past paystubs and tax documents.
- 7 You may view your **Accrual Summary**, including details like PTO, Vacation, and Sick time here.
*Use the [Manage Widgets](#) to hide or view certain widgets from view.