Entering Coverage Pay (Time and Hours)
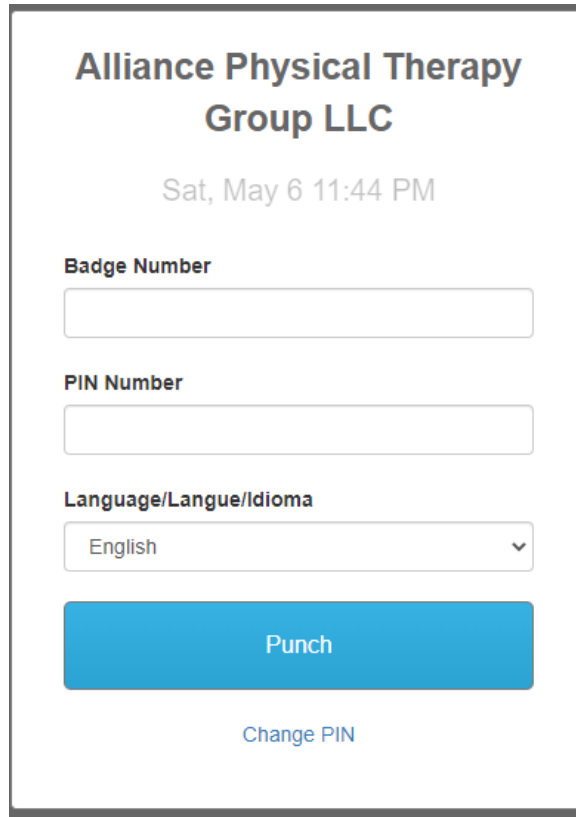
Coverage pay is recorded by punching in and out to capture the coverage hours.

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

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.

Job Details

Status Type	Job Code Select Code >
Auto In Out	Type Select Code >
Activity Type	
Work Break Meal Transfer	
Department	
Your Home Department >	
Punch Note	

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.

Job Details

Status Type	Job Code Select Code >
Auto In Out	Type Select Code >
Activity Type	
Work Break Meal Transfer	
Department	
Your Home Department >	
Punch Note	

Search	🔍

Coverage - Coverage

NA - NA

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

Status Type

Auto	In	Out

Activity Type

Work	Break	Meal	Transfer

Department

Your Home Department >

Punch Note

Job Details

Job Code	**Boeing - Ridley Park**	>
Type	**Coverage**	>

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.