

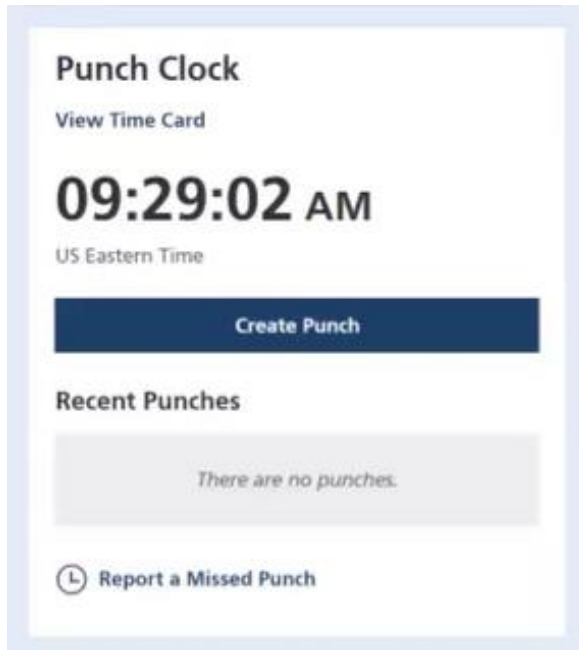
## Punching in and out with Paycor (hourly employees)

There are two options for punching in/out

- Employee Service Center portal <https://time.paycor.com/ESS/153139>
  - This is the same site that you have previously registered for and signed in to
- Timeclock Kiosk: <https://time.paycor.com/Kiosk/153139>

### How to punch in/out using the Employee Service Center (ESC)

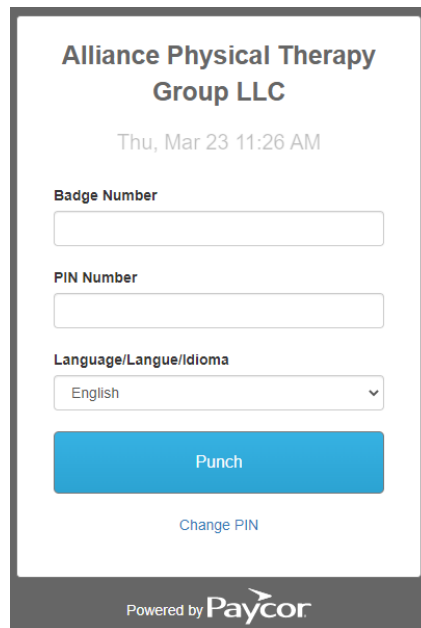
- Log in to your Paycor account with the username and password that you have chosen
- On the right-hand side of the screen, you will see a Punch Clock widget



- Click on Create Punch to instantly punch in or out
  - Employees who punch between different locations will be able to select their work location after creating the punch.

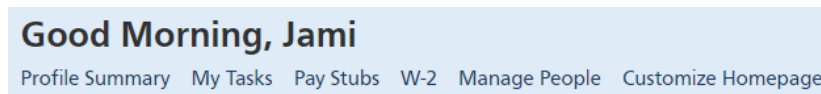
## How punch in/out using the Kiosk

- Click the Kiosk link or shortcut on your desktop

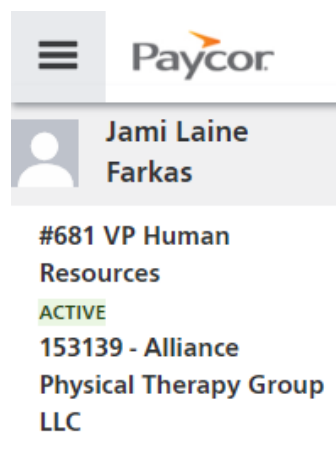


The image shows a kiosk login screen for Alliance Physical Therapy Group LLC. At the top, it says "Alliance Physical Therapy Group LLC" and "Thu, Mar 23 11:26 AM". Below this are three input fields: "Badge Number", "PIN Number", and "Language/Langue/Idioma" (with a dropdown menu showing "English"). A large blue "Punch" button is in the center, and a smaller "Change PIN" link is below it. At the bottom, it says "Powered by Paycor".

- Enter your badge number
  - Your badge number is the same as your Paycor employee number. It can be found in your employee profile in the ESC
    - Log in to the Paycor system and click on "Profile Summary" on the menu at the top of the screen



- Your badge number is shown in the upper left-hand corner of the profile page. In this example, my badge number is 681.



- Enter the PIN of 1234
- Click on the Punch button