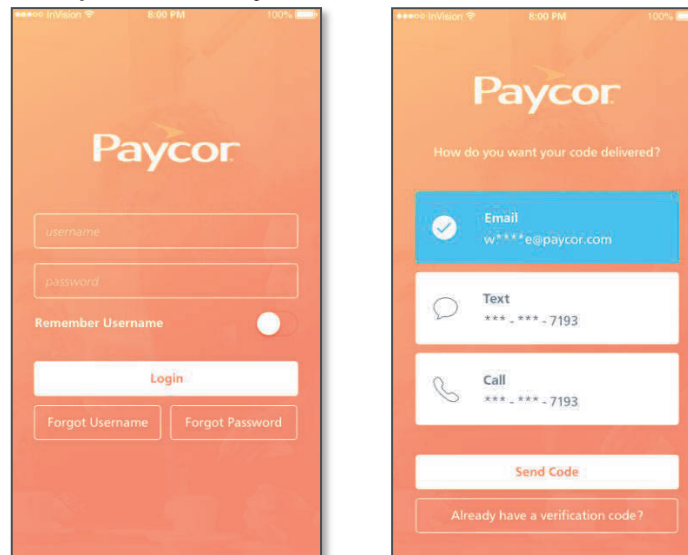


Security

- The app has a 10 minute session timeout; it will remain active even if running in the background.
- For security reasons, when in “multi-task” mode and switching between apps, a generic Paycor screen will display instead of the most recent page within the app, such as your paystub.
- If you forget or need to reset your password, on the Sign In screen, click ‘Forgot Password.’ This will launch a web browser with the same steps as resetting on the standard website.
- When logging into the app for the first time, you will be required to enter a multi-factor verification code, which will be set up the same way as the code is sent from the website.



Landing Page and Navigation

Your landing page will show summary information for the features you have access to. Depending on the access or availability to these features, you may see different menu items as well. If you are a terminated employee or your employer has Paycor's PPS service, you will only see your Compensation (Figure 1).

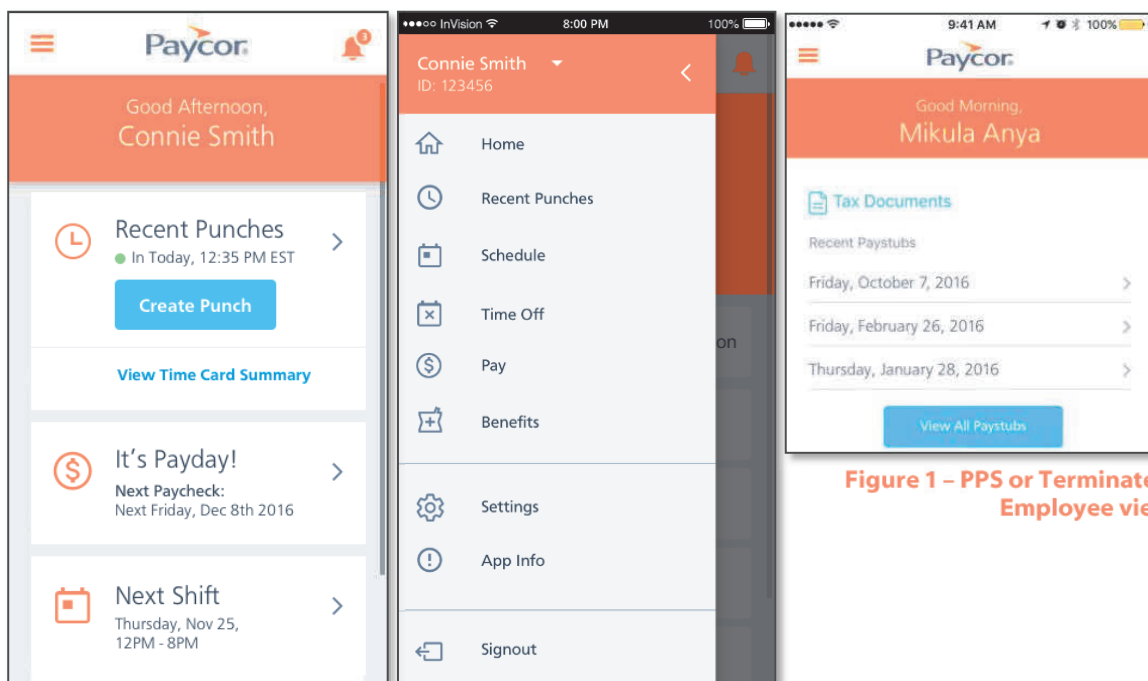


Figure 1 – PPS or Terminated Employee view