

## Employees Punching In – Perform Time

Recording the hours you work is important because it will ensure that you get paid appropriately for the time you work. Requirements for punching in/out do vary by company, so you should check with your supervisor with any question regarding your company’s policy for lunch and breaks.

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### Navigating to the Employee Self-Service Punch Page.

In order to punch in you must navigate to the Employee Self-Service (ESS) Punch Page which will be provided to you by your employer. Your own Badge Number and PIN (personal identification number) must also be given to you.

Once received, open an Internet Browser and navigate to the Web Site Address link in order to start punching in/out.

Your organization may also allow you to punch from your Paycor Perform homepage, and they may choose to enable IP restrictions that control the locations from which you are allowed to punch.

**Note:** Badge Numbers and PINs may be a maximum of 10 numeric characters.

## Adding a Quick Punch.

To create a quick punch:

- 1 In the ESS site, enter in your **Badge Number**.
- 2 Enter in your **PIN** (Personal Identification Number).
- 3 Click **Punch**. If using the Kiosk option (Figure 1), you will click Punch on the same screen as entering your Badge Number and PIN. If using the ESS option (Figure 2), you will click Log In, then see the Punch button on the next screen.
- 4 To punch from your Paycor.com homepage (Figure 3), sign in with your username and password, then click **CREATE PUNCH** in your Punch Clock widget.

If your organization has enabled IP restrictions, and your location is not within their designated locations, you will see the IP address for your location. This is intended to assist in troubleshooting with your supervisor.

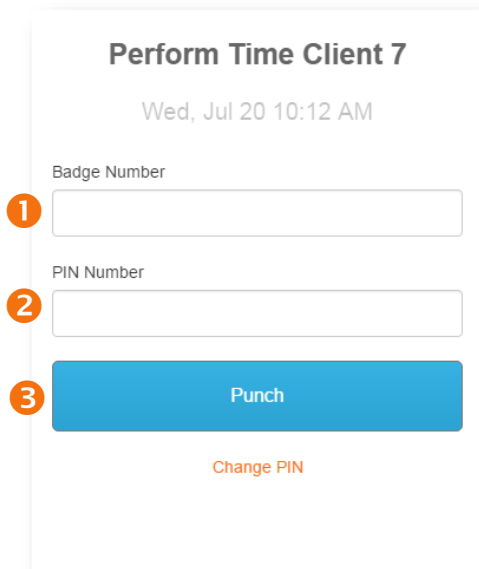


Figure 1: Kiosk

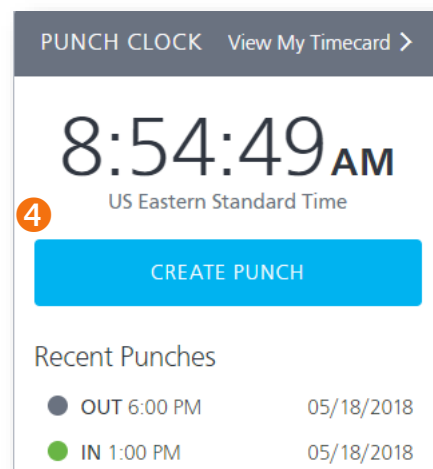


Figure 3: Perform homepage

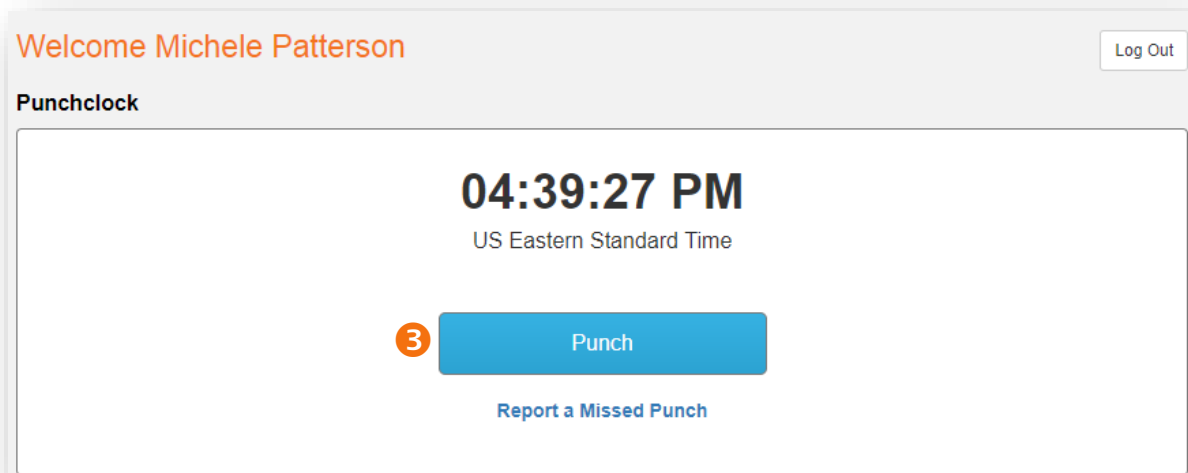


Figure 2: ESS site

## Adding a Detailed Punch.

After placing a punch, you may be directed to add in more information about the punch.

**Note:** You will need to complete the form before the timer at the top of the page reaches zero. Otherwise, you will be redirected back to the ESS punch page and you will have to enter the punch again and complete the form before the timer reaches zero.

To complete a **Detailed Punch**:

- 1 In the ESS site (Figure 1) , after entering your badge and PIN, the Punch Details page will appear. Verify that your Employee name appears.  
If using the homepage (Figure 2), sign in using your username and password, then click Create Punch.
- 2 Select and **Activity Type** and **Status Type**, or **Punch Type**. These may vary depending on your organization's preferences.
 

Activity Type options include:	Status Type options include:
<ul style="list-style-type: none"> <li>• Work</li> <li>• Lunch</li> <li>• Break</li> <li>• Transfer</li> </ul>	<ul style="list-style-type: none"> <li>• Auto</li> <li>• In</li> <li>• Out</li> </ul>
- 3 If you need to have your punch entered with a department other than your base department, choose the **Transfer** activity type, then select the correct department from the drop down menu.  
If your organization also uses Labor Costing, you may need to select from the appropriate Labor Codes in the Job Details section.
- 4 If necessary, enter in a **Note** which will appear on the Time Card for your Supervisor to review. This field has a 300 alpha/numeric character limit.
- 5 Click Submit or Punch.

Punch Details

1 Status Type  
Auto In Out

2 Activity Type  
Work Break Lunch Transfer

3 Department  
2001 - Sales

4 Punch Note

5 Submit

Figure 1: ESS site

Punch Clock

Punch Type  
Work Lunch Break Transfer

3 Job Details  
Department: Your Home Department  
Client: Select Client  
Project: Select Project  
Job: Select Job

4 Punch Notes

5 Punch

Figure 2: homepage

## Change PIN.

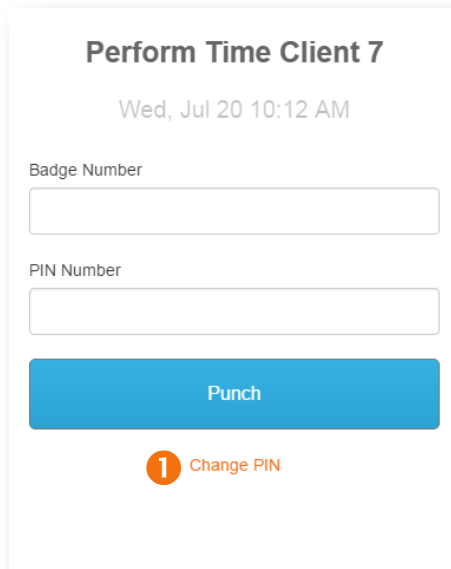
To change your personal identification number:

1 From the Employee Self-Service Punch Page, click **Change PIN**.

2 Enter in the following information:

- Badge Number
- Current PIN
- New PIN
- Verify PIN

3 Click  .



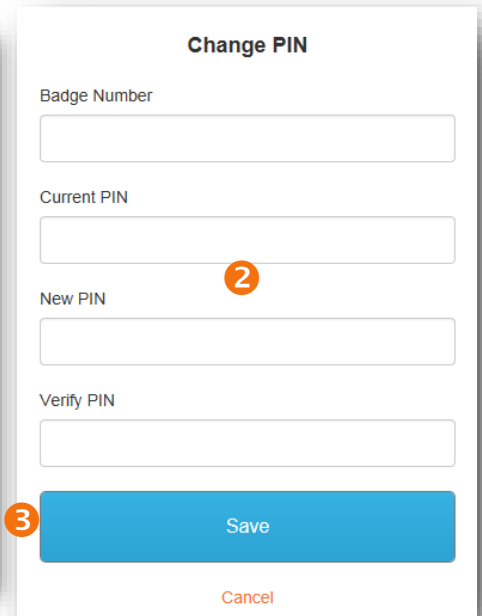
**Perform Time Client 7**  
Wed, Jul 20 10:12 AM

Badge Number

PIN Number

**Punch**

1 **Change PIN**



**Change PIN**

Badge Number

Current PIN

2 **New PIN**

Verify PIN

3 **Save**

Cancel

## Reporting a Missed Punch.

While it is best practice to ensure punches are entered according to when you work, if you happen to forget or are unable to punch in or out, report this to your manager so they can update your timecard on your behalf.

To report a missed punch, choose one of the options below. For any option, enter the same details as you would for a standard punch, then click **Submit**. These details will be visible on your timecard.

- 1 After signing in to your ESS site with your badge and PIN, click **Report a Missed Punch**.
- 2 From the Paycor homepage, accessible by signing in with your username and password to [www.paycor.com](http://www.paycor.com), click in the Punch Clock module to **Report a Missed Punch**.
- 3 If enabled by your administrator, you may also be able to submit a missed punch from the Paycor Mobile app. After signing in, navigate to your Time Card and tap **Report a Missed Punch**.

