
Online Check Stubs Reference Guide

Paycor's Online Check Stubs service provides your employees a secure area to view, print and download their check stubs through the Internet. This means they can access their pay information any time, from anywhere.

As a rule, Paycor cannot discuss payroll services with your employees, including Online Check Stubs. Please encourage your employees to contact your Payroll or Human Resource department if they have any trouble with the service.

This manual covers much of what you need to know to support your employees' usage of Online Check Stubs. However, if you need assistance, you're welcome to contact your payroll specialist directly or Paycor Tech Support at www.paycor.com.

You will be able to maintain your employee user accounts using your Online Reporting user name and password.

Note: Paycor's Online Services are best viewed with a screen resolution of 1024x768 using Microsoft® Internet Explorer 7.0, Mozilla Firefox 3.0 or MAC Safari 3.0. Reports and online check stubs are displayed in .pdf format viewed through Adobe® Reader.

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 - Changing Employee Email Addresses
 - Disabling Employee Access
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Detailed instructions and screen shots for each topic begin on the next page.

Printing the Registration Instructions for Your Employees – Employer Function

Employees register themselves through www.paycor.com; however, you do need to provide them with information to complete the registration process. Each employee will need the following:

- Online Check Stub **Registration Instructions**

To print the Online Check Stub Registration Instructions:

- 1 Sign in to paycor.com and select **Check Stubs Setup** from the Payroll tab on Your Online Services page.
- 2 Select **Print Instructions**.
- 3 Select the proper Paycor client, and then Click **Print Registration Instructions** for the selected employees.
- 4 Distribute the registration instructions to employees.
- 5 Employees will be able to register immediately to view their check stubs online.

The screenshots illustrate the steps to print registration instructions. The first screenshot shows the 'Check Stubs Setup' option highlighted. The second screenshot shows the 'Print Instructions' button. The third screenshot shows the 'Print Registration Instruction' button. The fourth screenshot shows the registration instructions page with the access code 77447.

W-2s? 1099s? Checkstubs? Check. Check. Check(s).

Access your personal pay information and more with Paycor. Complete the steps below to securely register at paycor.com.

Prepare to register.
You'll need the following items to register at www.paycor.com.

1. An email address (Paycor will send an email to this address with steps to complete your registration).
2. A web browser (your standard browsers will work but you can see a full list here: www.paycor.com/system-requirements). You may need to add www.paycor.com to your trusted sites.
3. Adobe Reader (you can download and install for free here: get.adobe.com/reader).

Start your registration.
Go to www.paycor.com to start your registration process.

1. Click Sign In.
2. Click Register for a User Name and Password.

Your access code is **77447**

Tell us who you are.
You'll need to enter a few pieces of personal information so we can verify your identity.

1. Enter your last name, social security number and birthdate.
2. Enter your access code (look to your left).

Changing/Resetting Employee Passwords – Employer Function

- 1 Sign in to paycor.com and select **Check Stubs Setup** from the Payroll tab on Your Online Services page.
- 2 Select **Reset Passwords**.
- 3 Click the employee's **User Id link**.
- 4 Click **Reset Password**.
An email is automatically sent to the employee

Note: If the employee wishes to change both email address and password make sure you change the email address first.

Client Number: 77447 **Client Name: Perform - The Training Client**

Online Check Stub Account Services

Print Registration Instructions [Print Instructions](#)

Change Employee Email Addresses [Change Emails](#)

Reset Employee Passwords [Reset Passwords](#)

Disable Employee Access [Disable Employee](#)

Client Number: 78458 **Client Name: Delahanty - 78458 SSO TOD 2**

Select a Paycor Client: Delahanty - 78458 SSO TOD 2 Add Separated Employees

All times are Eastern Daylight Time
Email addresses below were provided by your employees and for use within Paycor Online Services only

User Id	First Name	Last Name	Email Address	Account Type	Created Date	Last Logged In	Disabled
ADoyle78458	Alice	Doyle	adoyle78458@yahoo.com	Employee	06/10/2011 10:06:27	06/10/2011 10:08:00	No
78458aolsen	Alice	Olsen	aolsen78458@yahoo.com	Employee	06/08/2011 11:31:40	06/08/2011 12:26:20	No
DRobinson	Don	Robinson	drobinson78458@yahoo.com	Employee	06/08/2011 10:58:47	06/09/2011 15:15:53	No
jthomas	Joe	Thomas	jthomas78458@yahoo.com	Employee			

Client Number: 78458 **Client Name: Delahanty - 78458 SSO TOD 2**

[Reset Password](#) All times are Eastern Daylight Time.
An e-mail has been sent to Don Robinson with the new password.

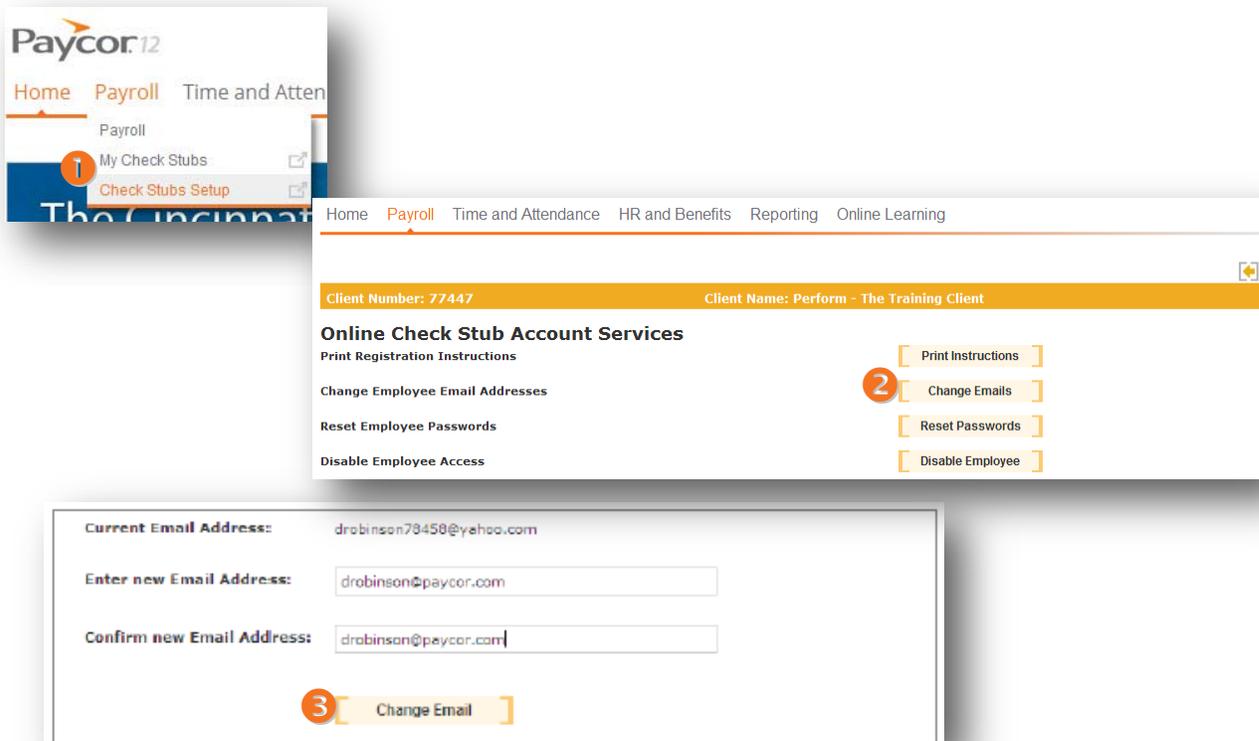
[Change Email](#)

[Disable](#)

Name: Don Robinson
User Id: DRobinson
Email Address: drobinson78458@yahoo.com
Registered Date: Jun 08, 2011
Last Modified Date: Jul 18, 2011, 2:42 PM
Last Logged-in Date: Jun 09, 2011
Password Last Changed Date:
Is Account Locked: No
Is Account Disabled: No

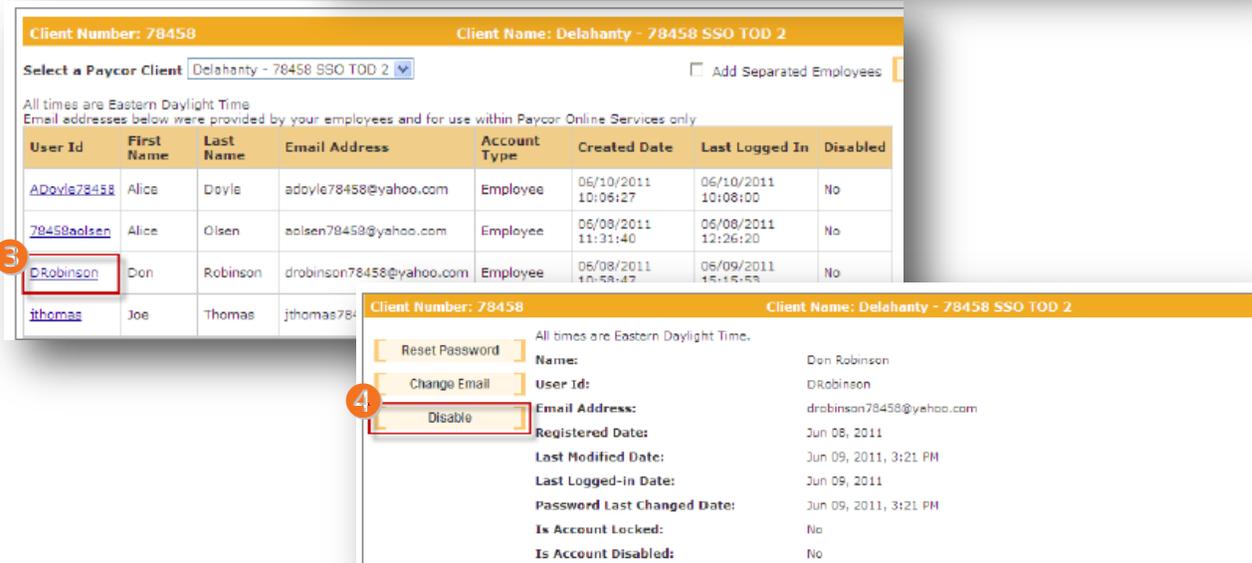
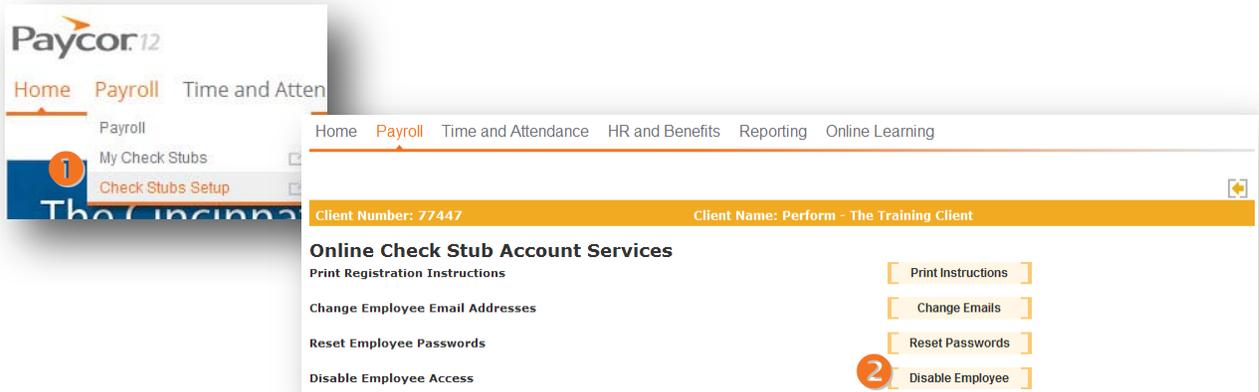
Changing Employee Email Addresses – Employer Function

- 1 Sign in to paycor.com and select **Check Stubs Setup** from the Payroll tab on Your Online Services page.
- 2 Select **Change Emails**.
- 3 Enter the new email address and then enter again to confirm. Click **Change Email**.



Disabling Employee Access – Employer Function

- 1 Sign in to paycor.com and select **Check Stubs Setup** from the Payroll tab on Your Online Services page.
- 2 Select **Disable Employee**.
- 3 Click the employee's **User Id link**.
- 4 Click **Disable** (if the employee has an Enable button it means the employee is already disabled. Click Enable to allow access again).



Frequently Asked Questions

How do I get the Access Code to each of my employees?

So that you can control the rollout of the service to your employees we allow you to generate Online Check Stub Registration Instructions for each employee. These instructions include the Access Code, as well as all other information the employee needs to know during the registration process.

What hardware/software is required for my employees to view their check stubs online?

Each employee needs a computer with internet access, one of the following browsers (Internet Explorer 7.0, Safari/MAC 3.0, Firefox/Mozilla 3.0) and Adobe Acrobat Reader. Some companies designate a computer preloaded with the above software for their employees to use as a computer kiosk if they do not have personal access to a computer from the office or home.

What happens if an employee does not complete the registration process within 48 hours of receiving the confirmation email (as noted in the Online Check Stub Registration Instructions)?

After 48 hours the user name the employee requested becomes invalid and the employee must begin the registration process again.

Who should I contact if my employees or I have trouble using the service?

Paycor's registration process is very easy and not unlike most other popular online registration services. To further assist we provide Online Check Stub Registration Instructions for your employees. There is also an Employee section at the end of this reference guide that could be shared with your employees. We ask that you inform your employees to contact your payroll or HR department if they need assistance (registering, technical or other). If you need assistance you're welcome to contact your payroll specialist directly or Paycor Tech Support at <http://www.paycor.com/contact/mailform.asp>. Remember, for confidentiality reasons, we can only speak to employees in your company who are designated as payroll contacts in our system.

Who has access to the Online Check Stub Set Up feature to enable employee access, change employee passwords, and change employees email addresses?

Any Online Reporting user who also has access to the Online Check Stub report can use the Online Check Stub Set Up feature. Contact your Payroll Specialist for details.

What does an employee have access to after he signs in to Online Check Stubs?

Each employee can see only his check stub information. The employee can also change his password, email address, and security questions (to reset his email address if forgotten). If you have an employee who works for more than one Paycor client number, he will have a separate sign in for each Paycor client number.

What do I need to do if an employee no longer wants to use the service?

You can disable an employee's access through Online Check Stubs Set up. Remember, you still are required to provide check stub information to your employees.

How much history is available to our employees?

2 years, rolling calendar years.

Will my terminated employees still be able to access their online check stubs?

Yes, for 16 months after the employee's termination date.

How do I access copies of the employees' check stubs online?

Online Reporting offers a report called the Online Check Stub. This report includes all employees who received either a direct deposit advice or live check. If you do not see this report in Online Reporting, please contact your Payroll specialist.

What happens if an employee forgets the password?

There is a link on the employee sign in screen Forget Your Password? From here, the employee can enter her User Name and Email address to answer 4 security questions she selected during the registration process. Correctly answering the questions will reset the password and send a new one to the Email address we have on file. You can also reset the employee's password (see page 3 above).

One of my employee's lost their Registration Instructions with the Access Code. What should I do?

Simply print another copy of the Registration Instructions (see page 2 above).

When will the check stubs be available for my employees to view online?

Check stubs are available online at 12:00 AM EST on the morning of your check date.

My employee is trying to register using his most recent check stub but the site is telling him the check date does not exist yet. What does this mean?

If the employee is attempting to register with a check stub for a check date in the future, the check stub is not yet available online for validation. Please suggest to him to use the check stub from the previous pay period or wait until check date to register.

What if I have an employee who is paid under more than one FEIN (Client #s)?

She will need to register for each FEIN (Paycor Client #) and sign in for each.

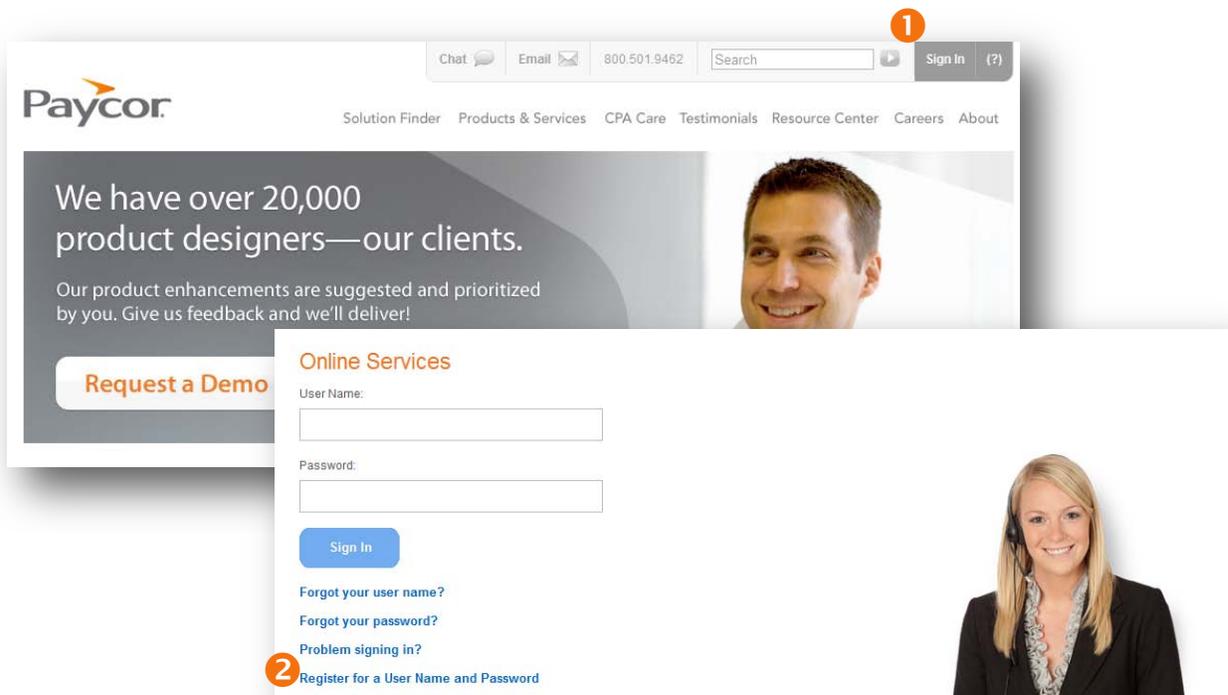
Can my employee use a MAC computer to view their Online Check Stubs?

Yes, you or your employees can use a MAC with a Safari 3.0 internet browser.

Registering as an Employee – Employee Function

You will need the registration instruction page for your employer.

- 1 From www.paycor.com click **Sign In**.
- 2 Skip the User Name and Password fields.
Click the “**Register for a User Name and Password**” link below the Sign In area.
- 3 On the “Tell us who you are.” page: enter your **Last Name, Social Security Number, Birth Date, and Access Code (provided by your employer)**.
Click the **Continue** button.
- 4 On the “Create your account.” page: enter a **User Name, Password, Security Questions and Answers, and Email Address**.
- 5 Confirm your personal information, and then click the **Create Account** button.
- 6 Close your browser.
- 7 Open your mailbox for the email address you used to register above.
Click the link provided in the email.
- 8 Enter your **User Name and Password** to create your account.
(**Important:** you must complete this step within 48 hours of receiving the email)
- 9 Sign in again to view your check stubs.



Screenshots continued on next page.

3 Tell us who you are.

Access your personal pay information once you set up your account.

You'll need to enter a few pieces of personal information:

Last Name
[Text Input]

Social Security Number
[Text Input]

Birth Date
[Text Input]

Access Code (provided by your employer)
[Text Input]

[Cancel] [Continue]

4 Create your account.

Next, you'll need to enter your account-specific details.

If you have a current Paycor.com User ID and password and would like to use it to complete your registration, [combining your accounts here](#).

You'll use this information to access your account.

User Name
[Text Input]

Password
[Text Input]

Confirm Password
[Text Input]

User Name Guidelines

- Use between 7 and 20 characters.
- Don't include special characters like &, %, * or spaces.

Password Guidelines

- Use at least 7 characters.
- Use at least 1 upper case letter, 1 lower case letter and 1 number.
- Don't include special characters like &, %, * or spaces.
- Don't use a password from another site, or something too obvious like your pet's name.

If you forget your user name or password, your security questions help establish your identity. The answers you enter are case and space sensitive.

5 Almost there.

Review the information you've provided below. Next, Paycor will send a confirmation message to the email address you provided so you can complete your registration.

Account Information	Security Questions
Last Name Witts	What was your high school's mascot? a
Access Code 78724	What was the make of your first car? b
User Name awitts	What is your father's middle name? c
Email address R5partners@yahoo.com	What date is most memorable for you? d

I acknowledge that my checkstub and/or payroll information is available to me on online via a web-based system.

[Cancel] [Create Account]

6 Now you can complete your registration.

Paycor will send a confirmation message to the email address you provided.

Within 48 hours, click the secure link in the email and sign in with the user name and password you created.

You will then have ongoing access to www.paycor.com

Paycor.com System Requirements Contact Privacy Policy Terms & Conditions

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7 Complete Your Paycor Registration

8 Complete your registration.

Hello Jacklyn McGrew,
To complete your Paycor registration, please click the link below to receive this email* and enter the User name and password you created.

[Copy and paste the following URL into your browser's address bar: <https://www.paycor.com/Portal/Registration/2fGx5neLSzkzEzoCb5Deqk7o4suf2bnkeTVBGVp91Q>]

You will then have ongoing access to your account at www.paycor.com

9 Congratulations!

You've successfully completed your registration and now have ongoing access to www.paycor.com.

[View Your Online Account]

8 Complete your registration.

Enter your user name and password below, then click "Complete Registration".

User Name
[Text Input]

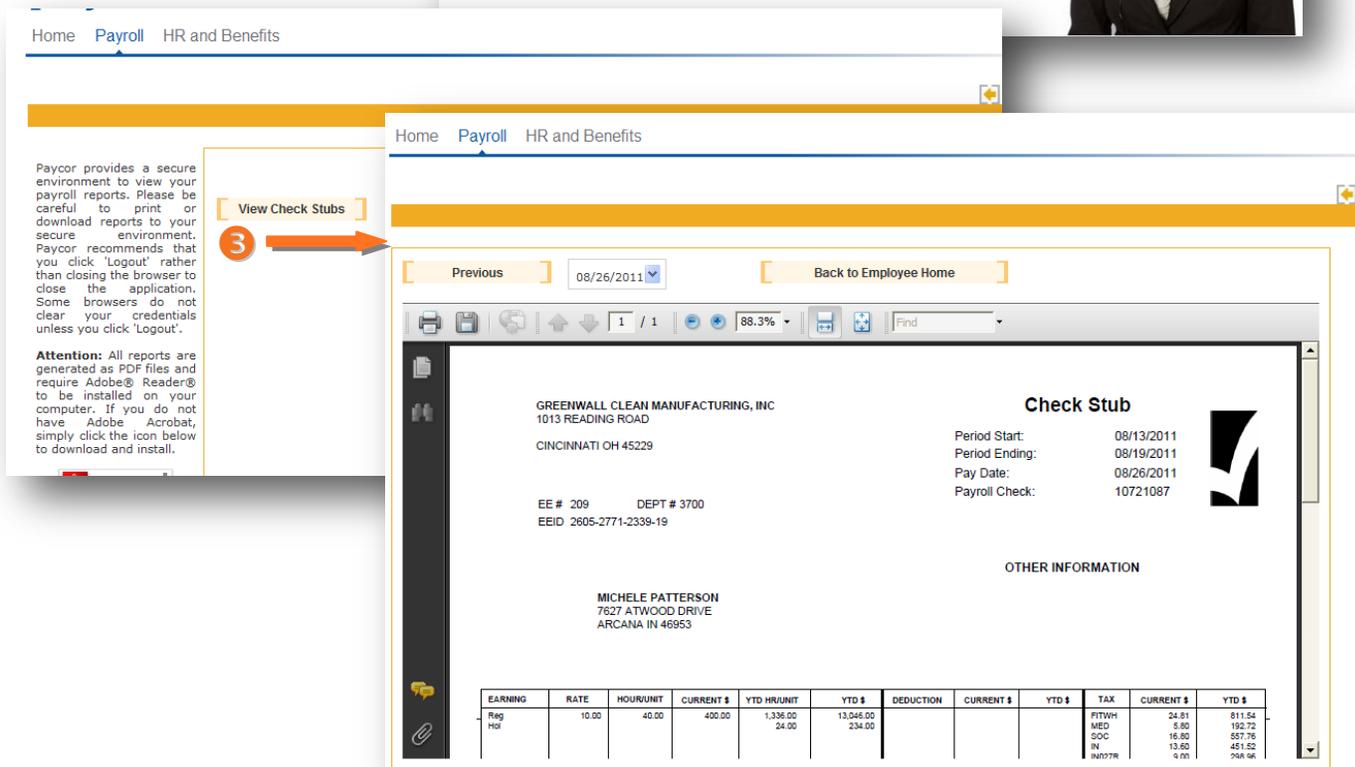
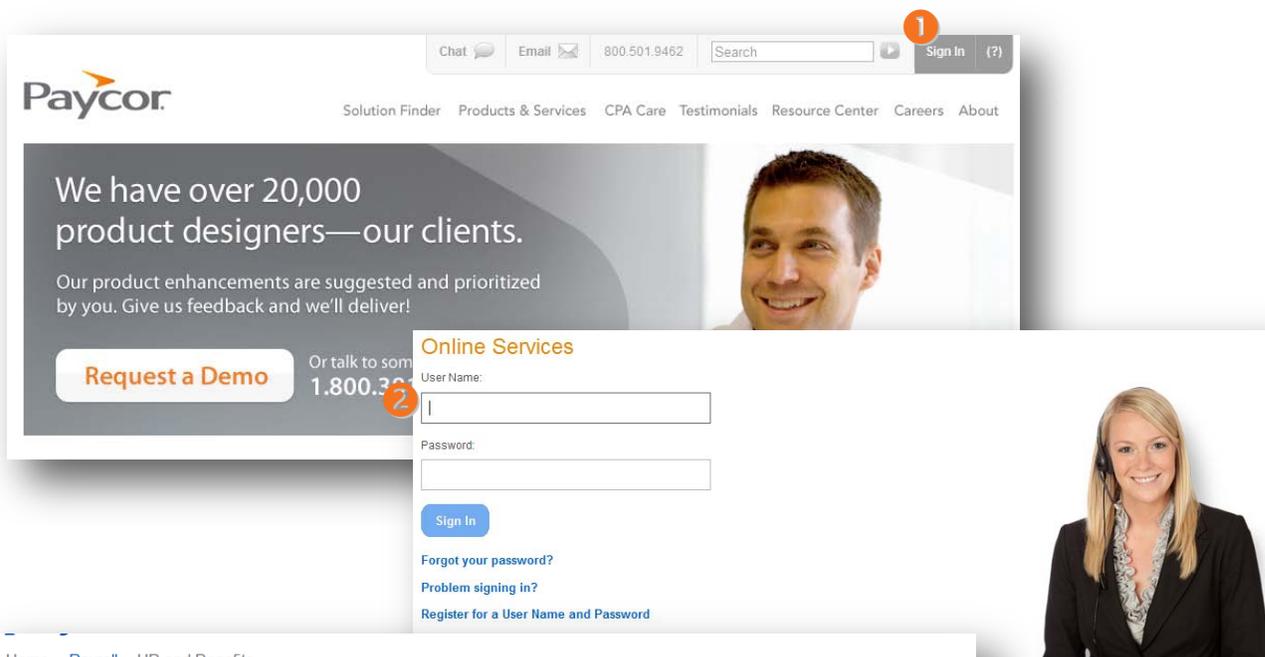
Password
[Text Input]

[Complete Registration]

JACKLYN MCGREW
Logout »

Signing in as an Employee – Employee Function

- 1 From www.paycor.com click **Sign In**.
- 2 Enter your **User Name and Password** and then click the **Sign In** button.
- 3 Click **View Check Stubs**.
View your check stub information.



Registration and Access – Troubleshooting for Employees

I am having trouble viewing my online check stubs. What steps can I take if I am receiving errors or the check stubs are not displaying properly?

- 1 Please check to be sure your PC meets the following requirements:
 - Internet Explorer version 7.0, MAC Safari 3.0, or Mozilla Firefox 3.0
 - Adobe Reader, version 7.0 or higher
- 2 **Pop-up blockers:** Your pop-up blocker utility could prevent you from viewing your check stub by blocking or closing your browser when you click the “employee sign in” button. To avoid this issue, hold down the CTRL button while clicking the “employee sign in” button. This will override the pop-up blocker and allow the sign in screen to appear as normal. Another option is to set your pop-up block program to “always allow pop-ups from this site” and/or add paycor.com to your list of Trusted sites.

I am having trouble completing the registration process. What steps can I take to ensure I register right the first time.

- 1 Please check to be sure your PC meets the following requirements:
 - Internet Explorer version 7.0, MAC Safari 3.0, or Mozilla Firefox 3.0
 - Adobe Reader, version 7.0 or higher
- 2 Be sure you have the following items ready and in hand before you continue:
 - Your Email Address – It is recommended that you do not use a shared email address because sign in information will be sent to this address.
 - Registration Instructions – These will be provided by your employer, and will include the Access Code that is required when signing up for a User Name.
- 3 After submitting the registration online, complete the registration process **within 48 hours** by clicking the link in the email you receive from Paycor and entering your user name and password. If you do not receive this registration email, please check your spam or junk mail folder.

I have tried all of the troubleshooting steps above and I still cannot view or register for Online Check Stubs. What do I do now?

Please contact your Payroll or Human Resources department. They are authorized to reset your access codes or they can get in touch with a Paycor technical support associate.