

Perform Time – Employer Features

Welcome to Perform Time!

Paycor has built Perform Time with your needs in mind. It's improved usability and expanded features set will make your job easier.

Here's just a few of the key points to be excited about:

- **Full Integration:** No duplicate entry as time cards are fully integrated with your Perform application. You will no longer have to run and save a report to your computer and then import into Perform for payroll processing!
- **Better Processes:** We've built Perform Time to be smarter to save you time, for example holiday hours are generated automatically.
- **Time Card Approval:** Perform Time is configurable and can require employees and supervisors to approve time cards prior to having paychecks created in payroll. This can make your job much easier, and catch time card mistakes prior to starting the payrun.
- **Improved Usability:** Perform Time is built using client feedback, meaning it's intuitive and easier to use. Do you have more feedback? Use the Give Feedback link in the top right corner of the application to share your thoughts.
- **Quarterly Updates:** We're adding new features every quarter to improve your experience.

You no longer have to download and save your punch reports! You can submit your Time and Attendance information directly to Payroll.

Before

Download Punches

For advanced users. This function lets you download your punch data into a file format readable by your payroll processing company or accounting software.

File Format Code: paycor (View Notes)

Select A Pay Period:

- 11/23/2014 thru 12/6/2014
- 11/9/2014 thru 11/27/2014
- 10/26/2014 thru 11/13/2014

File Processing:

- Download It
- View Raw File In

Employee Filtering: No filtering

Options: Ignore Data Pro

Labor Mapping: Department, Shift

NOTE: Running the report may take several minutes.

Run Report

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Submit Time

110345 - Perform Design LTD

01/02/2016 - 01/15/2016 Check Date - 01/22/2016

Critical Errors

Employee Name	Error Count	Home Department	Supervisor Name
Bertini, Irina	2	Indianapolis	Bertini, Irina
Edgell, Vicki	2	Sales	Edgell, Vicki
Peterson, Ashlin	2	Indianapolis	Peterson, Ashlin
Anderson, Brian	2	Research	null, null

Hours

Earning	Hours
Reg	790.0000
OT	10.0000
Total	800.0000

Other Pay

Earning	Amount
Total	\$0.00

After

ReadyClock > Download Punches

Configure Company > Time & Attendance > Submit Time

Configure Company > Time & Attendance > Submit Time

Make employee changes in one place! Let this be the end of maintaining duplicate employee information.

Demo Account Online Timekeeping

Date: 11/25/2014
Login: online

Administration

Online Demo2

[Change Your Password](#)

[Employee Setup](#)

[Login Maintenance](#)

Reports

[Service Bureau Employee Import Utility](#)

[Stored Procedures](#)

[Terms of Use](#)

[Time Cards](#)

[Unprocessed Punches](#)

[Update Login Information](#)

[Verify Transmit](#)

[View Payroll Settings](#)

[View File Listing](#)

This is a demo account. None of the names or data in this account are real.

Serving you today: [over #WJapp33](#) (Installed Mar 14)

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Employee Setup

A star denotes required fields. Hold mouse pointer over field names (without clicking) for popup help.

First Name* Samuel Middle Name

Last Name* Shift Designation

Email Address

Title Shift Manager

Location State Street

Home1 S

Home3

Web Clock Enabled

Web Password view88870
Must be at least 8 characters in length

Start Date 21495827

Employee Code 5

Alt Pay Rate 1 0

Alt Pay Rate 3

Card Number 2 12345687

Rounding Schedule 8:30a - 5:00p

Export Block

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Find an Employee

Work Schedule

Client 118345 - Perform Design LTD

Pay Frequency Bi-weekly

Hours Per Pay 23.5000

Annual Hours 2080

Base Shift

Clock Number

ReadyClock > Employee Setup

Manage Employees > Time & Attendance > Work Schedule

The Time Card was built with client feedback. Check it out and let us know what else you'd like to see.

Clock Activity
11/23/2014 - 12/6/2014

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Employee	Miss	Edit
Blank, Barry	0	0
Forcettful, Frank	2	0
Job, Code, Josh	0	0
Location, Leon	0	0
Mileage, Millie	0	0
Prompts, Paul	0	0
PTO, Paige	0	0
Restaurant, Roberto	0	0
Rounded, Ricky	0	2
Shift, Samuel	0	0
Simple, Susie	0	0

Total employees: 11

Print All Time Cards

[Alphabetically](#)

[By Department](#)

[By Location](#)

[Choose another period](#)

[Sort by name](#)

[Sort by Employee Code](#)

[Sort by Department](#)

[Sort by Location](#)

[Sort by Supervisor](#)

[Show/Hide Wages](#)

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Demo Time Card - Rounding/Audit Log

Punch times can be rounded automatically by the system through a company-wide/department-wide/rounded in the system appear as bold green text on the time cards, while punches edited by supervisors can also add punch notes for documentation and approval purposes. In addition, the punches edited by supervisors.

Rounded, Ricky

Date	In	Out	Hours
Sun 11/23	-	-	-
Mon 11/24	-	-	-
Tue 11/25	8:00a	1:32p	5.53
Wed 11/26	8:57a	2:05p	5.13
Thursday, November 27, 2014: Thanksgiving			
Thu 11/27	-	-	-
Fri 11/28	-	-	-
Sat 11/29	-	-	-
Total hours clocked for dates 11/23 to 11/29: 10.66			
Sun 11/30	-	-	-
Mon 12/1	-	-	-
Tue 12/2	9:47a	1:29p	3.70
Wed 12/3	9:30a	3:30p	6.00
Thu 12/4	8:00a	1:21p	5.35
Fri 12/5	-	-	-
Sat 12/6	-	-	-
Total hours clocked for dates 11/30 to 12/6: 15.05			
Totals			
			25.71

I have reviewed my time sheet and confirm that it is both complete and correct to the best of my knowledge.

[Previous Pay Period](#) | [Show Unrounded Times](#) | [Next Pay Period](#) >

PERFORM

Home Payroll HR and Benefits Reporting Online Learning

Find an Employee

Time Card

Your changes have been saved.

Department	Reg	OT	Hol	Total
2000 - Indianapolis	40.0000	09.5500	00.0000	49.5500
Total	40.0000	09.5500	00.0000	49.5500

Saturday, January 16 2016

Sunday, January 17 2016 0 08.0000 Total Hours (08.0000 Reg)

Timesheet Daily Notes

Other Hours 2000 - Indianapolis (Reg): 08.0000

Total Hours: 08.0000

Monday, January 18 2016 0 11.5000 Total Hours (11.5000 Reg)

Timesheet Daily Notes

Other Hours 2000 - Indianapolis (Reg): 06.7500

Other Pay **Hol: \$250.00**

Total Other Pay: \$250.00 Total Hours: 06.7500

Tuesday, January 19 2016 0 06.7500 Total Hours (06.7500 Reg)

Timesheet Daily Notes

Other Hours 2000 - Indianapolis (Reg): 09.0000

Total Hours: 09.0000

Wednesday, January 20 2016 0 09.0000 Total Hours (09.0000 Reg)

Timesheet Daily Notes

Other Hours 2000 - Indianapolis (Reg): 09.0000

Total Hours: 09.0000

Thursday, January 21 2016 0 09.2000 Total Hours (04.7500 Reg, 04.4500 OT)

ReadyClock > Time Card

Manage Employees > Time & Attendance > Time Cards

So what's next?

In order to successfully transition to Paycor's new web-based time and attendance solution called **Perform Time**, you will need to provide your employees with a few pieces of information.

Send all employees the following:

- *New Custom Website Address*
- **Badge Number**
- **PIN**
- **Paycor.com Registration Instructions**


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

Requirements

In order for this to be possible, here's where you need to go.

1 ESS Punch URL

A user with access to the Configure Company module of Perform will need to get the custom website address to send to their employees.

1. In the **Configure Company** module, click Time & Attendance: Punch Settings.
2. Get the custom website by clicking  next to the **ESS Punch URL**.

The screenshot displays the 'Punch Settings' page for client 94118. The left sidebar shows the navigation menu with 'Configure Company' selected. The main content area is divided into sections: 'Punch Settings' (with fields for Break Earnings Code, Daily Start Time, Max Time Before Punch Reset, and Group Punch Pairs Within), 'Kiosk Settings' (with 'Activate IP Restrictions' checked and fields for Address Range), and 'ESS Punches' (with 'ESS Detail Punch Timeout' set to 60 and 'ESS Punch URL' set to bba82c9c-cf19-4d0e-accc-9f57bc05f7d3). A 'Copy' button is located next to the ESS Punch URL field. A navigation dropdown menu is open on the right, showing options like 'Payroll', 'Pay Employees', 'Manage Employees', 'Submit Time', 'Configure Company', 'Communication Center', and 'Manage Access'. An orange arrow points from the 'Copy' button to the 'ESS Punch URL' field.

Figure: Payroll > Configure Company > Time & Attendance > Punch Settings

2 Badge Number and PINs

Employees need a Badge Number and personal identification number (PIN) in order to punch in and out using Perform Time.

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

1. In the **Manage Employees** module, click on an employee's name.
2. Using the left navigation, click **Time & Attendance**, then **Employee Security**.
3. In the left column, you can find the Badge Number and PIN which need to be provided to the employee.

The screenshot displays the 'Employee Security' configuration page for an employee named Tony Jackson. The left-hand navigation menu includes sections for Employee, Company, Compensation, Time & Attendance, Accrual Activity, and Employee Security. The 'Employee Security' section is currently selected. The main content area is divided into several sections: 'Credentials' with a warning to re-enter the PIN; 'Self-Service Settings' with an 'ESS Time Zone' dropdown set to 'Eastern' and a checked 'Observes Daylight Savings Time' option; 'Clock Settings' with a 'Clock Password' field and a 'Clock Privilege' dropdown set to 'Normal User'; 'Fingerprint Profiles' showing 0 profiles; and 'General Settings' with an 'Overtime Week' dropdown set to 'Sun-Sat'. At the bottom right, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Employee Security' menu item, and another red arrow points to the 'Badge Number' input field.

Figure: Payroll > Manage Employees > Time & Attendance > Employee Security

Note: If you are unsure as to what the Badge Number should be for an employee, Paycor recommends that you make it their employee number.

All PINs will default to "1234", and you will not be able to see this value. However, users with an edit employee access role will be able to change this for their employees.

3 Paycor.com Registration Instructions

Employees register themselves through www.paycor.com; however, you do need to provide them with an 'Access Code' to complete the registration process.

Note: Access to Paycor.com will enable an employee to see their personal information, view check stubs, and see their time cards (if this level of access is granted).

1. From under the Payroll menu option, click on **Check Stubs Setup**.
(If you do not see this dropdown, please contact your Paycor representative.)
2. Verify the necessary Client Number is selected.
3. Click the **Registration Instructions** **Download** button.
4. Distribute the instructions to your employees.

The screenshot shows the Paycor Payroll interface. A dropdown menu is open under the 'Payroll' tab, with 'Check Stubs Setup' highlighted. An orange arrow points from this menu item to the 'Registration Instructions' button on the 'Unregistered Users' page. The page shows a table of unregistered users with columns for First Name, Last Name, Suffix, EE #, Status, and Department. The 'Access Code' field displays '79570'. A callout box on the right contains registration instructions, with 'Your access code is 79570' circled in orange.

First Name	Last Name	Suffix	EE #	Status	Department
Andy	Adams		1	Active	Union Center Store
Bob	Burns		2	Active	Union Center Store
Chuck	Conners		3	Active	Cin Store
Dan	Davis		4	Active	Cin Store
Ernie	Evers		5	Active	Cin Store
Fred	Franks		6	Active	Cin Store
Greg	George		7	Active	Cin Store
Tony	Simpson		8	Active	Cin Store

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.

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).

Your access code is 79570

Figure: Payroll > Check Stubs Setup

Note: It is possible to send employees their own customized registration emails within Perform:

1. From the Payroll menu option, click on **Manage Access**.
2. Click **Unregistered**. Update any necessary emails.
3. Find the necessary employee(s) and mark the checkbox next to their name.
4. Click **Send Invites**. A custom access code will then be emailed to the employee(s).