# 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.



ReadyClock > Download Punches

**Configure Company > Time & Attendance > Submit Time**

February 2016

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



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.



ReadyClock > Time Card

**Manage Employees > Time & Attendance > Time Cards**

February 2016

## 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.

❶ **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.**

[📤 Copy]

Payroll

| Pay Employees | ⬈ |
| Manage Employees | ⬈ |
| Submit Time | ⬈ |
| Configure Company | ⬈ |
| Communication Center | ⬈ |
| Manage Access | ⬈ |

Configure Company ▼
Payroll ▼
Time & Attendance ▲

Submit Time
Holiday Policies
Meal Policies
Overtime Policies
Rounding Policies
**Punch Settings**
Time Card Exception Policies
Time Card Approvals
Policy Groups
Clocks
Clock Groups

**Punch Settings**

94118 - Perform Time Client 7

Break Earnings Code ⓘ

Daily Start Time (hh:mm)
0:00

Max Time Before Punch Reset (hh:mm) ⓘ
14:00

Group Punch Pairs Within (hh:mm) ⓘ
2:00

Assign Hours to Date of ★
Majority

Missing Badges & Pins ⓘ

🏷 Create Badge/PIN combinations

**Kiosk Settings**

Allowable Punch IP Addresses

☑ Activate IP Restrictions

Address Range ▼   000.000.000.000   000.000.000.000   🗑

➕ Add Restriction

ESS Punches

ESS Detail Punch Timeout ★
60

ESS Punch URL
bba82c9c-cf19-4d0e-acec-9f57bc05f7f3   📤 Copy

✖ Cancel   ✔ Save

**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.

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

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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.



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

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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.

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❸ **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.



**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).