## FVCC STUDENT AND TEMPORARY EMPLOYEE TIME AND ATTENDANCE

1. Click "Sign In" at <u>www.paycor.com</u>.



2. Sign in with your Username and Password

Paycor °		Contact Us	Watch Demo	Sign In 📍
	Username Pargot your username? Password Forgot your password? Sign In or sign in using Microsoft SSO Don'have an account? Register here!			K

3. Mouse over the Time and Attendance tab and click "Employee Self-Service"

PERFORM	dance				W
My Information My Orienteeneer	• Manage Widgets My Tasks		View All	My Paycheck Compensation Hist	lory
		No Tasks Today You do not have any tasks to read.		\$ 22 days	
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4. On the left-hand side of the page, click Timesheet.

PERFORM Home Payroll Time and Attendance									
JUNE 3:2	2 PM 2017	Calendar							
Employee #1430		Previous Mor	Mandari	→ Next Month	Select Mont	Three day	Edda.	Caturday	Total
Calendar Timesheet Personal Benefits Activity		May 28	29	. 30	31	June 1	2	3	ional
		June 4	5	6	7	8	9	10	

5. Enter time IN to work and OUT of work on the applicable date. Below is an example of an employee who arrived at 8:00a, went OUT at 12:00p for lunch, returned IN to work at 12:30p, and went OUT of work at 4:30p.

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JUNE 10:31 AM	Timeshee	Reques	t Time Off	~					
Employee #1430	Sheet Detai	l.							
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Calendar	and the second se				1000				
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6. After each entry of time, the system will process the entry. This may take a moment...

PERFORM Home Payroll Time and Attendance										
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Employee #1430	Sheet Detail	]								
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7. Employees should enter their time on daily basis. You must click "Approve Time Card" to finalize your time for supervisory approval within three working days after the 15<sup>th</sup> and the last working day of the month. You should always review your time card for accuracy prior to submission. You will not be able to make changes after it has been approved. Not approving your time by the deadline may result in not getting paid until the subsequent pay cycle.

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JUNE									
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Employee #1430	Sheet De	tail							
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Benefits	FRI								
Archives							655		
Activity	JUN	Off	10:00a	12:00p	12:30p	2:00p	121	REG	3:30
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