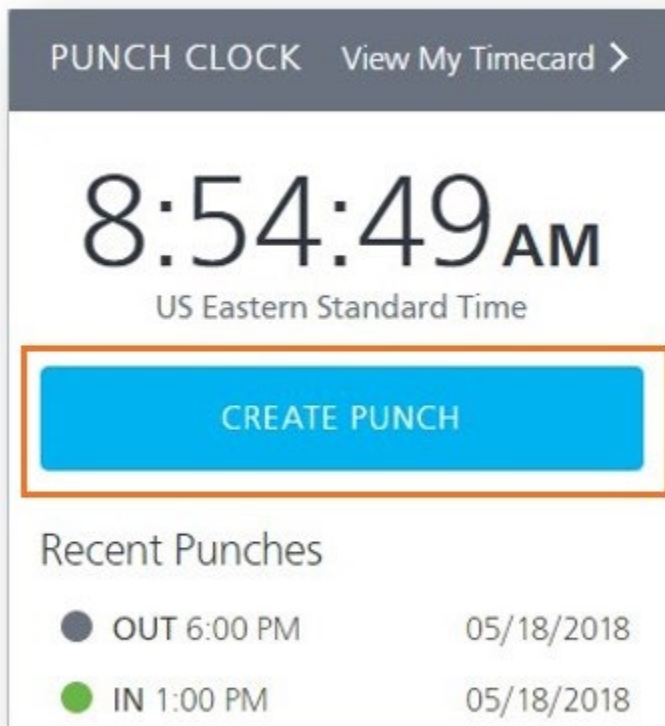


With the Paycor.com Time & Attendance portal:

1. Employee goes to the Paycor.com Time & Attendance portal.
2. They login with their username and a password.
3. In the Punch Clock widget, they click Create Punch.

Note: If you enabled IP restrictions, and the employee's location is not one of the designated locations, the IP address appears. This is intended to help troubleshoot problems.



HOW TO REPORT A MISSED PUNCH

- When an employee forgets or cannot punch in or out, they **must** report the missed punch to their manager so the manager can update the time card.
- An employee can report a missed punch from their Paycor Time and Attendance portal, using a web link to access their Paycor Time and Attendance login screen, or using their mobile device.

The employee:

1. Goes to their **Paycor Time & Attendance** login screen depending on your company's configurations.
2. Clicks **Login**.
3. When the Login screen appears, they enter their **badge number** and a **PIN**. The Punchclock screen appears.
4. They click **Report a Missed Punch**. The Submit Missed Punch popup window appears.
5. Complete the fields like you do when you punch in or out and then click **Submit**.

Welcome Michele Patterson Log Out

Punchclock

04:39:27 PM
US Eastern Standard Time

Punch

Report a Missed Punch

Submit Missed Punch

Missed Punch Date/Time*
 AM

Status Type
Auto In Out

Activity Type
Work Break Lunch Transfer

Department
1002 - Design

Punch Note*

Cancel Submit