Adding a Quick Punch.

To create a quick punch:

To punch from your Paycor.com homepage (Figure 3), sign in with your username and password, then click CREATE PUNCH in your Punch Clock widget.

If your organization has enabled IP restrictions, and your location is not within their designated locations, you will see the IP address for your location. This is intended to assist in troubleshooting with your supervisor.
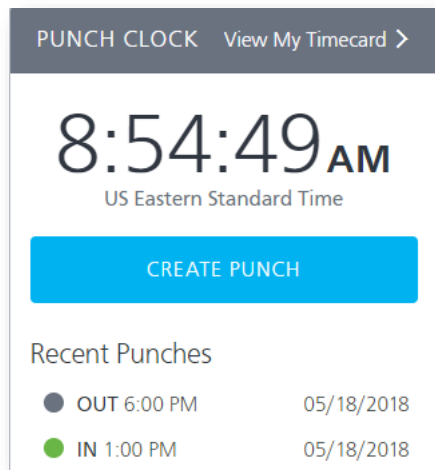

Figure 3: Perform homepage

❸

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Adding a Detailed Punch.

After placing a punch, you may be directed to add in more information about the punch.

Note: You will need to complete the form before the timer at the top of the page reaches zero. Otherwise, you will be redirected back to the ESS punch page and you will have to enter the punch again and complete the form before the timer reaches zero.

To complete a **Detailed Punch**:

1 If using the homepage (Figure 2), sign in using your username and password, then click Create Punch.

2 Select and **Activity Type** and **Status Type,** or **Punch Type**. These may vary depending on your organization's preferences.

Activity Type options include:

- Work
- Lunch
- Break
- Transfer

Status Type options include:

- Auto
- In
- Out

3 If you need to have your punch entered with a department other than your base department, choose the **Transfer** activity type, then select the correct department from the drop down menu.

If your organization also uses Labor Costing, you may need to select from the appropriate Labor Codes in the Job Details section.

4 If necessary, enter in a **Note** which will appear on the Time Card for your Supervisor to review. This field has a 300 alpha/numeric character limit.

5 Click Submit or Punch.

Figure 2: homepage

PERFORM

Reporting a Missed Punch.

While it is best practice to ensure punches are entered according to when you work, if you happen to forget or are unable to punch in or out, report this to your manager so they can update your timecard on your behalf.

To report a missed punch, choose one of the options below. For any option, enter the same details as you would for a standard punch, then click **Submit**. These details will be visible on your timecard.

❶ After signing in to your ESS site with your badge and PIN, click **Report a Missed Punch**.

❷ From the Paycor homepage, accessible by signing in with your username and password to www.paycor.com, click in the Punch Clock module to **Report a Missed Punch**.

❸ If enabled by your administrator, you may also be able to submit a missed punch from the Paycor Mobile app. After signing in, navigate to your Time Card and tap **Report a Missed Punch**.