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## Online Check Stubs Employee Guide

Paycor's Online Check Stub's service provides a secure area to view, print and download your check stubs through the Internet. This means you can access your pay information any time, from anywhere.

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Note: Paycor's Online Services are best viewed with a display resolution of 1024x768 within the browsers and operating systems that you can find here:

<http://www.paycor.com/system-requirements>

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### Employee Functions

- Registering as an Employee
- Signing in as an Employee
- Forgot your user name?
- Forgot your password?
- Registration and Access – Troubleshooting for Employees

Detailed instructions and screen shots for each topic begin on the next page.

**Paycor Access Code: 125512**

## Registering as an Employee – Employee Function

When you are granted access to one of Paycor’s applications, an administrator at your company will have created a record where your personal, contact, and other information is stored. When that happens, you should receive an email asking you to register so that you can access and update your information as designated by your employer.

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**Note:** If you are an employee, your employer must have your Date of Birth and Social Security Number (SSN) entered in the system in order for you to register for a Paycor.com User Name.

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To register, follow the steps below. Screen shots that illustrate these steps are on the next page.

- 1 a) You should receive an email to “Register for your *client* account at Paycor”.  
b) Click the link in the email you receive.

OR


- a) From [www.paycor.com](http://www.paycor.com) click **Sign In**.
  - b) Skip the User Name and Password fields.
  - c) Click the “**Register Here!**” link below the Sign In area.
- 2 On the **Registration information** page: enter your **Last Name** and **Access Code**.

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**Note:** The access code is in the body of the registration instructions.  
You should type this code into the Access Code field.

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Click the  button.

- 3 On the **Security verification** page: enter your **Social Security Number** and **Birth Date**.  
Click the  button.

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**Note:** This step is only needed for employee users who receive paper registration instructions. Contacts will not see this page.

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- 4 On the **Create username and password** page: enter a **User Name**, **Password**, and **Email Address**.

Click the  button.

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**Note:** If you already have a Paycor account, sign in and Paycor will combine your new registration information to your existing account. (screenshot on page 4)

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- 5 On the **Verify your email address** page: enter the **Verification Code** that was just sent to the email address you entered when creating your user name.

Click the  button.

- 6 On the **Change your security questions** page: select your **Security Questions** and enter your **Answers**.

Click the  button.

- 7 Once successfully registered your home screen may look similar to what can be found on page 5 depending on the services and access given to you by your company.

**Screenshots are continued on next page.**

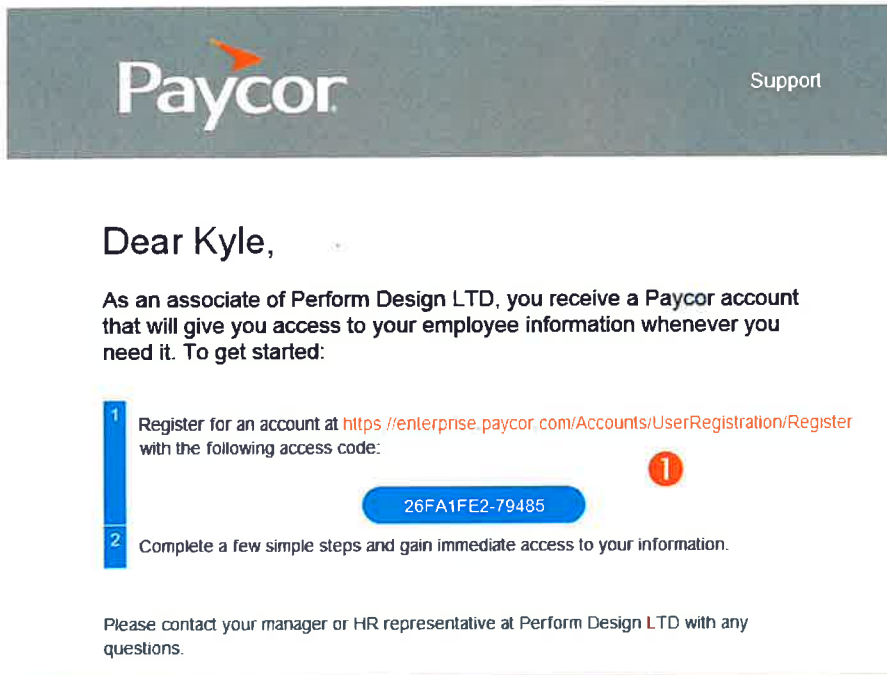


Figure 1: Start Your Registration email.

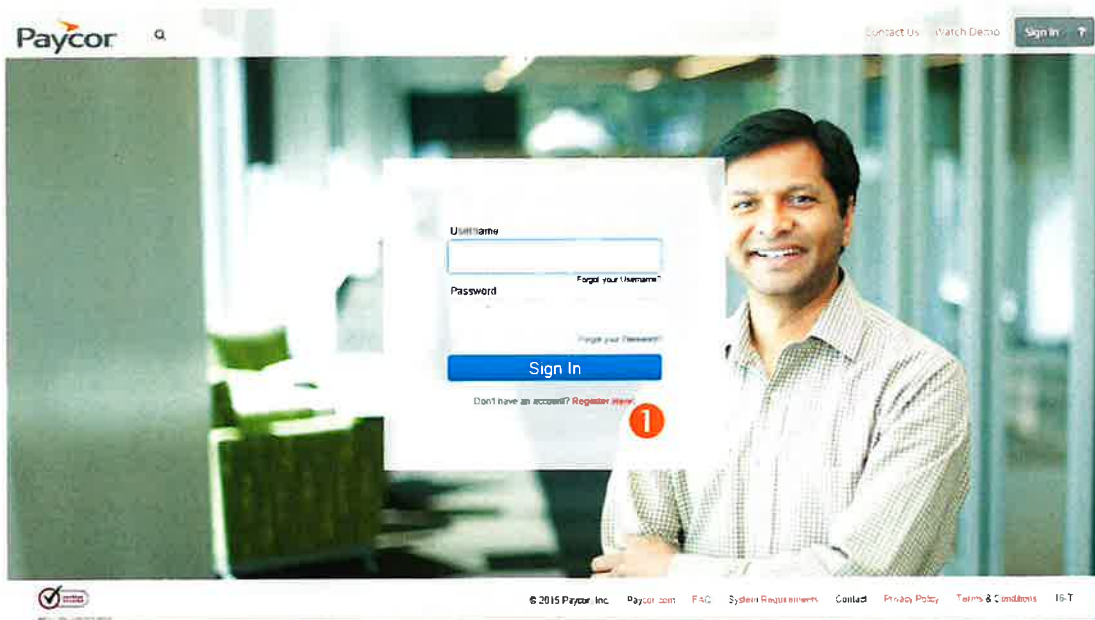


Figure 2: Paycor.com Sign In screen – click “Register for a User Name and Password”.

### Registration information

Before you can begin accessing your personal pay information, we will need to go through a couple of steps to verify your identity

Last Name

Access Code

2

Cancel

Continue

### Security verification

For your protection, we ask that you provide two additional pieces of verification information

Social Security Number

3

Birth Date

mm/dd/yyyy

Cancel

Continue

### Create user name and password

User Name

Password

i

Verify Password

4

Email Address

I acknowledge that my checkstub and/or payroll information is available to me on online via Paycor's web-based portal

Continue

### Sign in

If you already have a Paycor account, sign in now and we will add this registration to your existing account

User Name

[Forgot?](#)

Password

[Forgot?](#)

Continue

### Verify your email address

We've sent a verification code to the email address associated with your account. Please check your email and enter the code here.

Verification Code

5

Resend Email Verification Code

Continue

### Update your security questions

In the event you forget your user name or password, your security questions will be used to verify your identity. Please complete each question and do not use the same answer more than once.

Question 1	Answer 1
What is your father's middle name?	▼
Question 2	Answer 2
What is your favorite sport?	▼
Question 3	Answer 3
Where is your favorite vacation spot?	▼
Question 4	Answer 4
What was your high school's mascot?	▼

6

Save

Home Payroll Time and Attendance HR and Benefits Give Feedback



**My Check Stubs**  
Payroll

Launch

7



**Employee Self-Service**  
Time & Attendance

Launch



**Manage HR**  
HR & Benefits

Launch

#### Step 4: If you already have a Paycor account:

Your IDs will have been merged. Please note that the page references the credentials to use going forward when accessing Paycor.com.

Click Continue to go to your Online Home page.

### Combine User IDs

Congratulations, your IDs have been merged. Your new User ID, password, email address and security questions have been saved. Please use the following credentials to access Paycor.com.

**User ID** XXXXXXXXXX  
**Email Address** XXXXXXXXXX@XXXXXX.COM

4

Continue

## Signing in as an Employee – Employee Function

- 1 From [www.paycor.com](http://www.paycor.com) click **Sign In**.
- 2 Enter your **User Name** and **Password** and then click the **Sign In** button.
- 3 Click **My Check Stubs**.  
View your check stub information.

The screenshot shows the Paycor website interface. At the top right, there is a 'Sign In' button (1). Below it is a sign-in form with fields for 'Username' and 'Password', and a 'Sign In' button (2). Below the sign-in form, there is a navigation menu with 'Home', 'Payroll', and 'HR and Benefits'. Under 'Payroll', there is a 'My Check Stubs' link (3). Below the navigation menu, there is a 'View Check Stubs' button (3) and a 'My Information/Tools Column' with links for 'Help', 'Change Password', and 'Change Email'. Below the 'View Check Stubs' button, there is a 'My Check Stubs' page showing a check stub for 'PERFORM DESIGN LTD' for 'JAMES ROWEN' for the period 04/28/2012 to 04/27/2012. The page also displays 'EMPLOYEE AND TAX INFO' and 'OTHER INFO'.

**PERFORM DESIGN LTD**  
644 LINN STREET  
CINCINNATI OH 45203

**JAMES ROWEN**  
321 HUNT ROAD  
CINCINNATI OH 45242

Check stub for the period 04/28/2012  
to 04/27/2012  
with a pay date of May 4, 2012

**EMPLOYEE AND TAX INFO**

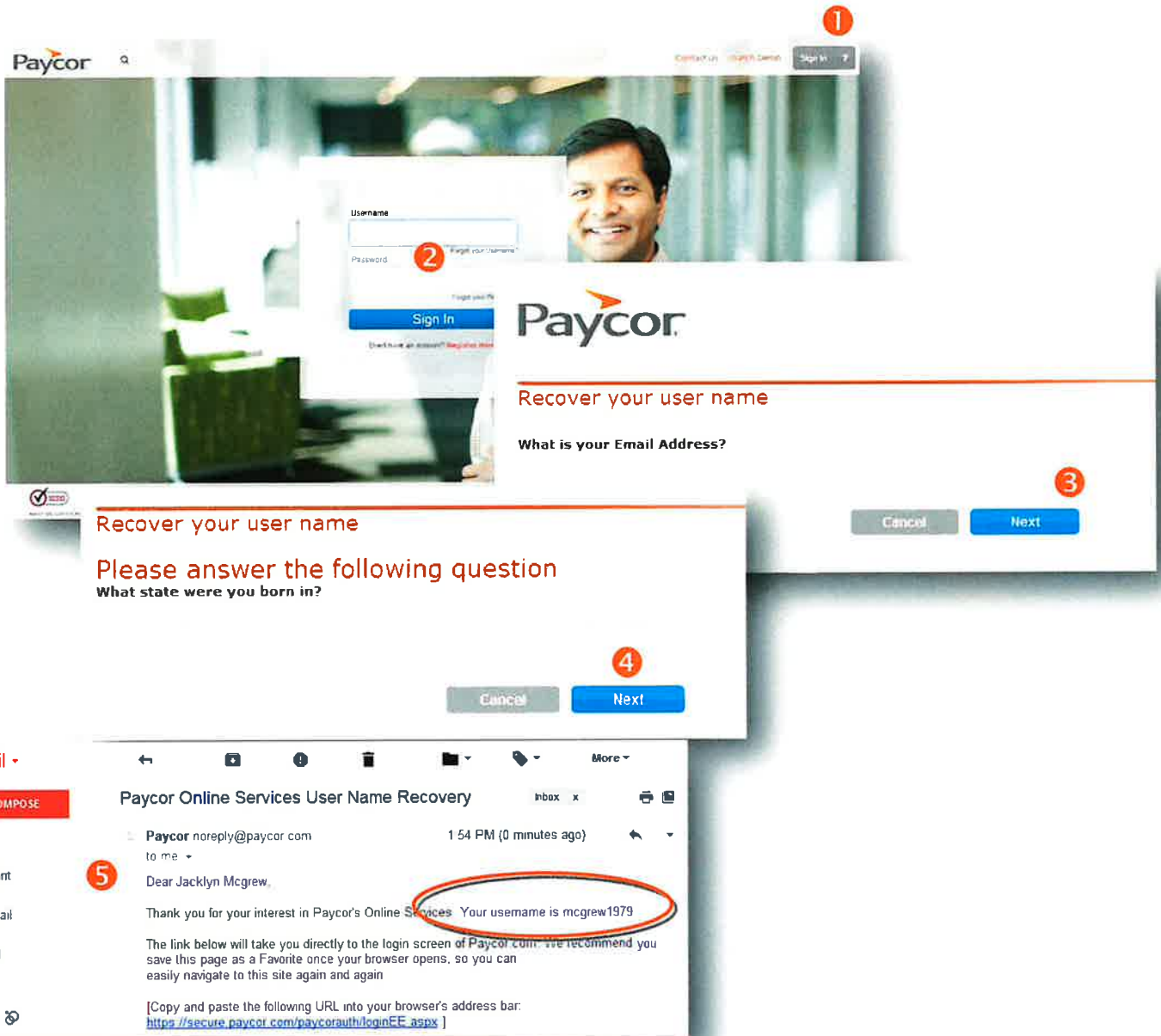
Employee # 1	FITWR	M 0
Department # 4004	OH	M 1

**OTHER INFO** Direct Deposit # 1029428205

RECENT	RATE	HOURS/AMT	CURRENT \$	YTD BALANCE	YTD \$	DEDUCTION	CURRENT \$	YTD \$	TAX	CURRENT \$	YTD \$
Salary		40.00	2,320.00	47.00	87,000.00	47%	210.00	8,150.00	FICA	105.40	5,447.10
Bonus					1,000.00				WEP	28.00	1,461.10
Travel/Exp					8,000.00				SOC	107.00	5,108.00
									OH	26.10	2,137.07
									Other	47.50	1,087.94

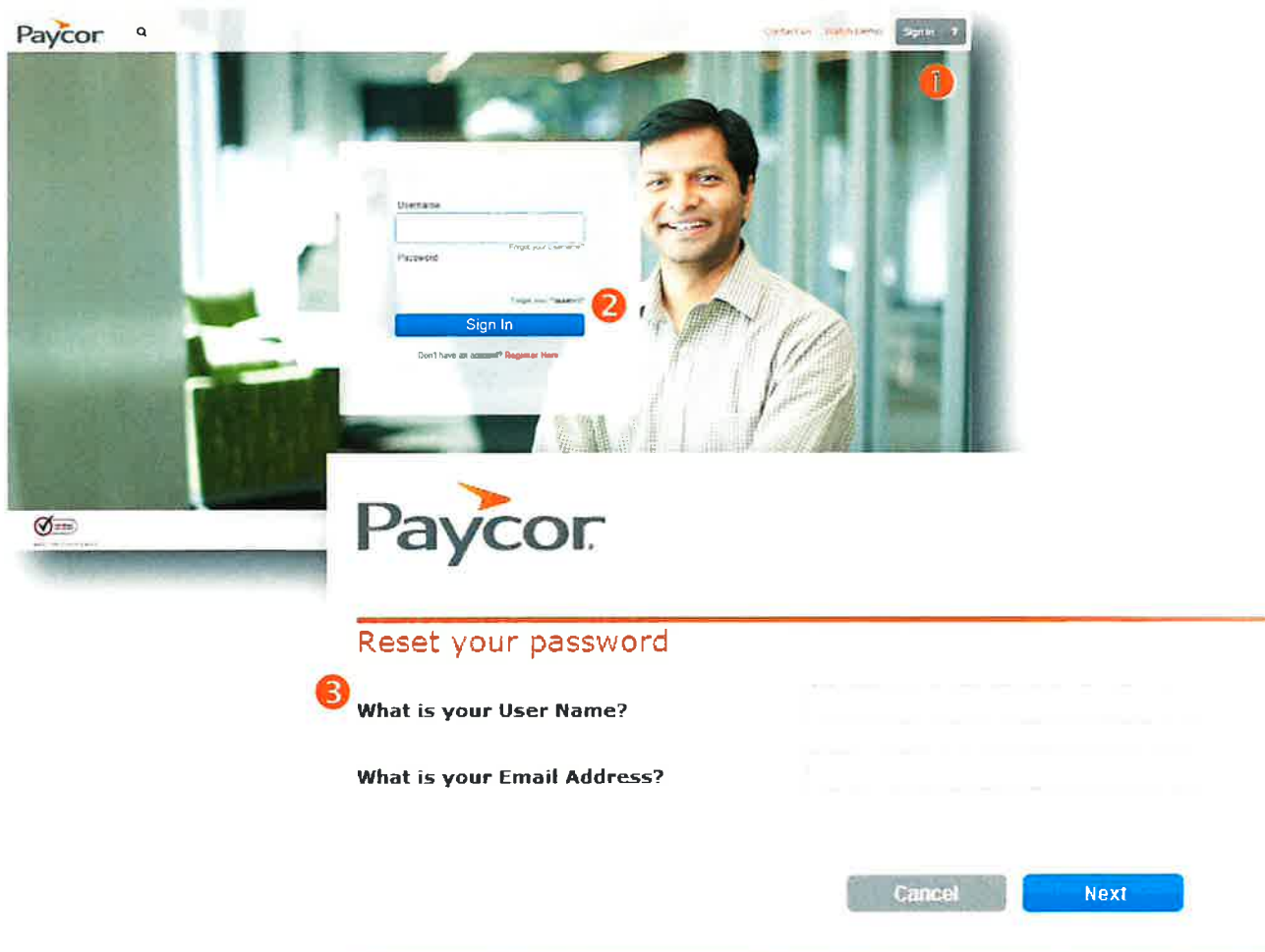
## Forgot your user name? – Employee Function

- 1 Go to [paycor.com](http://paycor.com) and click on the **Sign In** button in the top right button.
- 2 Skip the User Name and Password fields.  
Click the “**Forgot your user name?**” link below the Sign In area.
- 3 On the “Recover your user name” page: answer the question, **What is your E-mail Address?**  
Click the **Next** button.
- 4 The next page will ask you to answer one of the security questions you entered when signing up for your Paycor user name and password.  
Click the **Next** button.
- 5 Go to your email, and recover your user name. Then return to [paycor.com](http://paycor.com) and sign in.



## Forgot your password? – Employee Function

- 1 Go to [paycor.com](http://paycor.com) and click on the **Sign In** button in the top right button.
- 2 Skip the User Name and Password fields.  
Click the **“Forgot your password?”** link below the Sign In area.
- 3 On the “Recover your password” page: answer the questions, **What is your User Name?** and **What is your E-mail Address?**  
Click the **Next** button.
- 4 The next page will ask you to answer one of the security questions you entered when signing up for your Paycor user name and password.  
Click the **Next** button.
- 5 Go to your email, and recover your password. Then return to [paycor.com](http://paycor.com) and sign in.
- 6 After signing in, you will be prompted to **Change your password**. Enter the password that had been emailed to you, and then enter a new password. Click on **Change Password**.



Screenshots continued on next page.





## Reset your password

- 4 Please answer the following question  
What state were you born in?

Cancel Next

**Gmail** ▾

COMPOSE

**5** Password Reset Confirmation from Paycor Inbox x

Paycor noreply@paycor.com 1:36 PM (0 minutes ago)

to me ▾

Dear Jacklyn McGrew,

Your password for Paycor Online Services has been changed.

**NkZ+~ME9\$BR**

[Copy and paste the following URL into your browser's address bar:  
<https://secure.paycor.com/paycorauth/loginEE.aspx> ]

Welcome, Jacklyn McGrew Sign Out



- 6 Change your password

You are required to change your password. Please enter a new password below.

- Passwords must meet the following complexity requirements
- Must be between 7 and 12 characters
  - Must contain at least 1 upper case character
  - Must contain at least 1 lower case character
  - Must contain at least 1 numeric character
  - Cannot contain any of the following characters: [ ] { } \ / > < \_ & # =

Enter your current password:  
Enter your new password:  
Enter your new password again:

Change Password

## Registration and Access – Troubleshooting for Employees

**I am having trouble viewing my online check stubs. What steps can I take if I am receiving errors or the check stubs are not displaying properly?**

- 1 Please check to be sure your device meets the following requirements on:
  - <http://www.paycor.com/system-requirements>
- 2 **Pop-up blockers:** Your pop-up blocker utility could prevent you from viewing your check stub by blocking or closing your browser when you click the “employee sign in” button. To avoid this issue, hold down the CTRL button while clicking the “employee sign in” button. This will override the pop-up blocker and allow the sign in screen to appear as normal. Another option is to set your pop-up block program to “always allow pop-ups from this site” and/or add [https://\\*.paycor.com](https://*.paycor.com) to your list of Trusted sites.

**I am having trouble completing the registration process. What steps can I take to ensure I register right the first time.**

- 1 Please check to be sure your device meets the following requirements:
  - <http://www.paycor.com/system-requirements>
- 2 Be sure you have the following items ready and in hand before you continue:
  - Your Email Address – If is recommended that you do not use a shared email address because sign in information will be sent to this address.
  - Registration Instructions – These will be provided by your employer, and will include the Access Code that is required when signing up for a User Name.

**I have tried all of the troubleshooting steps above and I still cannot view or register for Online Check Stubs. What do I do now?**

Please contact your Payroll or Human Resources department. They are authorized to reset your access codes or they can get in touch with a Paycor technical support associate.