

Changing Your PIN

An employee Personal Identification Number (PIN) is required to log into the Time and Attendance Employee Self Service (ESS) application. See your Supervisor for your company's policy when PINs should be changed.

Follow these steps to change your PIN:

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN). See the "Logging In" job aid if you need instructions.
- 2 Click the [Change PIN](#) link at the top of the window.
- 3 Enter your new PIN in the fields provided, and then click .

Note: Be sure your entries in both fields are identical.

The image contains three screenshots illustrating the PIN change process:

- Top Screenshot:** The Paycor 12 login screen. It features a 'Badge/ID' field (marked with a red '1' and an arrow) and a 'PIN' field. A 'Login' button is located below the fields.
- Middle Screenshot:** The main dashboard of the ESS application. The user is identified as 'Elise Lostutter' with a '1950' ID. In the top right corner, there are links for 'Change PIN', 'Refresh', and 'Log Off'. A red '2' and arrow point to the 'Change PIN' link.
- Bottom Screenshot:** A modal window titled 'Enter New PIN Number'. It contains two input fields: 'Enter new PIN Number' and 'Enter PIN Number Again'. Below the second field is the instruction 'Enter the same PIN number again for verification.' At the bottom of the modal are 'Ok' and 'Cancel' buttons. A red '3' and arrow point to the 'Ok' button.