Online Check Stubs Employee Guide

Paycor’s Online Check Stubs 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.

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

Employee Functions

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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.

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.

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 click Sign In.
   b) Skip the User Name and Password fields.
   c) Click the “Register for a User Name and Password” link below the Sign In area.
2. On the Registration information page: enter your Last Name and Access Code.
   Note: The access code is in the body of the registration instructions.
   You should type this code into the Access Code field.
   Click the Continue button.
3. On the Security verification page: enter your Social Security Number and Birth Date.
   Click the Continue button.
   Note: This step is only needed for employee users who receive paper registration instructions. Contacts will not see this page.
4. On the Create username and password page: enter a User Name, Password, and Email Address.
   Click the Continue button.
   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)
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 Continue button.
6. On the Change your security questions page: select your Security Questions and enter your Answers.
   Click the Save 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.
Dear Kyle,

As an associate of Perform Design LTD, you receive a Paycor account that will give you access to your employee information whenever you need it. To get started:

1. Register for an account at https://enterprise.paycor.com/Accounts/UserRegistration/Register with the following access code: 26FA1FE2-7948

2. Complete a few simple steps and gain immediate access to your information.

Please contact your manager or HR representative at Perform Design LTD with any questions.

Figure 1: Start Your Registration email.

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

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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

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

Social Security Number
Birth Date

Create user name and password
Sign in
If you already have a Paycor account, sign in now and we will add this registration to your existing account.

UserName
Password
Verify Password
Email Address

I acknowledge that my checkpoint and/or payroll information is available to me online via Paycor’s web-based portal.

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

Re-send Email Verification Code

Continue
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 to go to your Online Home page.
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.
Forgot your user name? – Employee Function

1. Go to 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 and sign in.
Forgot your password? – Employee Function

1. Go to 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 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?

Gmail

5 Password Reset Confirmation from Paycor

Paycor nocReply@paycor.com

1:36 PM (6 minutes ago)
Dear Jacklyn McGrew,

Your password for Paycor Online Services has been changed.
NhZ+ME58DR

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

Welcome, Jacklyn McGrew

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.
- 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 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.