This easy-to-use app allows employees and managers to view their pay and other information securely from their mobile devices. Simply sign in using your current Paycor.com user name and password or register for an ID at Paycor.com by clicking the sign-in button.

DOWNLOAD THE APPLICATION FOR IPHONE OR ANDROID

Follow these steps:

1. In the App Store or the Google Play Store, search for **Paycor Employee Mobile**
2. Download and install the app.
3. Once the app is installed, access it by entering your Paycor.com username and password. These credentials are the same as you would use to access on the standard website

Note: Register for a Paycor.com username and password at Paycor.com by clicking the Sign In button. Then clicking on **Register for a Username and Password.** You must use the Access Code 88828 for WT 112955 for RK for registration.

If your device supports Fingerprint Authentication or FaceID, you may use your fingerprint or face scan to sign into the app and will see a message at the bottom of your sign in screen noting the supportability.

Upon opening the app, tap Sign In, then tap to enable in the one-time prompt. Place your finger on your device to sign in. To enable at a later time, if you skipped the prompt, or to disable, tap Settings from your menu.

From your settings tab, you may also choose to select the app to display in Spanish by tapping on Supported Languages.
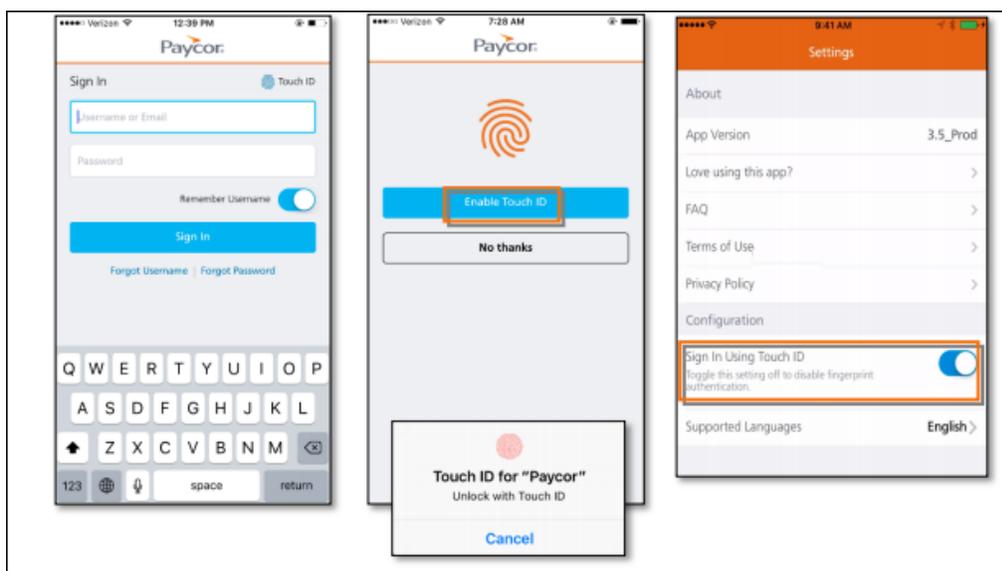
Security

- The app has a 10 minute session timeout; it will remain active even if running in the background.
- For security reasons, when in "multi-task" mode and switching between apps, a generic Paycor screen will display instead of the most recent page within the app, such as your paystub.
- If you forget or need to reset your password, on the Sign In screen, click "forgot password." This will launch a web browser with the same steps as resetting on the standard website.
- When logging into the app for the first time, you will be required to enter a multi-factor verification code which will be set up the same way as the code is sent from the website.

Landing Page and Navigation

Your landing page will show summary information for the features you have access to. Depending on the access or availability to these features, you may see different menu items as well.
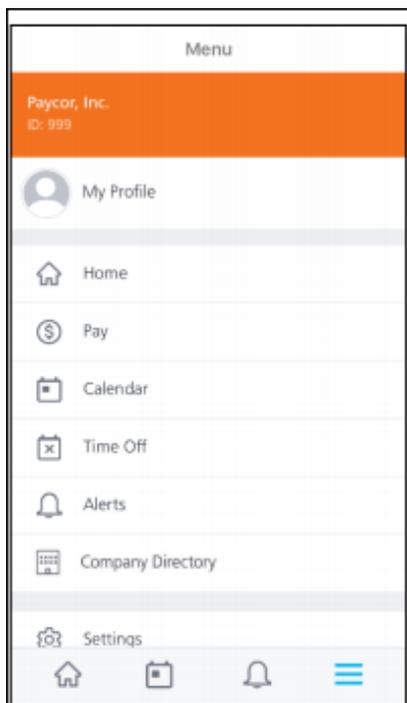
Company News

If your organization's administrator uses the Company News on the web version of Perform, you may be able to view those same articles within the app. From the menu or landing page, tap Company News then select an article to view details.

- Company information such as closings, delays, events, and more will be available under company news.

Compensation

The Pay tab gives you the ability to search by date, and view paystubs and YTDs with earnings, deductions, and taxes in both visual and number format. Each section of your paystub can be found within each drop down, or use the Expand All button to see full details. Navigate between paystubs using the grey arrows.
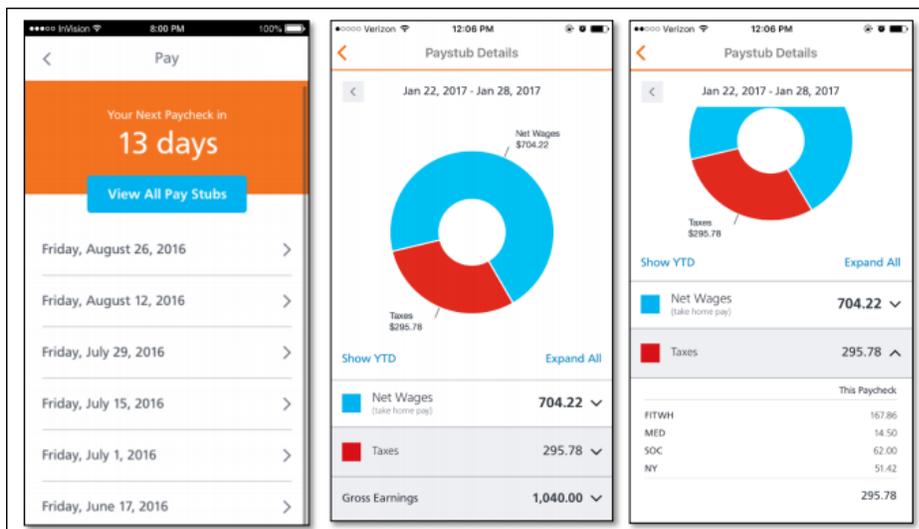
Time Off Management- Time and Attendance

1. Tap the "Time Off" button in the left-hand menu
2. View your upcoming or pending requests by tapping on the individual request.
3. To submit a new request, tap "Request Time Off"
4. Select the date or date range, then enter the number of hours for each day in the increments that matches your desktop version of requesting time. This may be in certain increments, such as 15 minutes, and will allow you to select in decimal format. Tap "Done"
5. Select the benefit you would like to request. You may not have more than one to select
6. If desired, enter a message
7. Tap "Submit". You will receive a "Time off request submitted successfully" message.