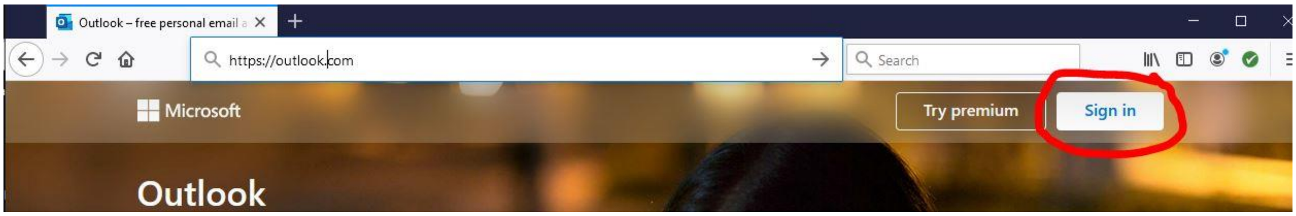
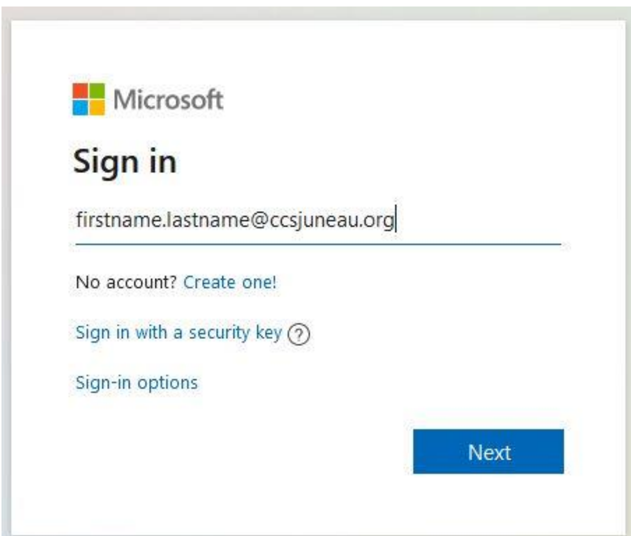
How To Login to Microsoft Outlook

- Open your internet browser (Microsoft Explorer/Edge, Google Chrome, or Mozilla Firefox)
- In the URL line at the top of the window, type in www.outlook.com
- In the upper right, click "Sign In."



- Type in your email address, then click "Next"

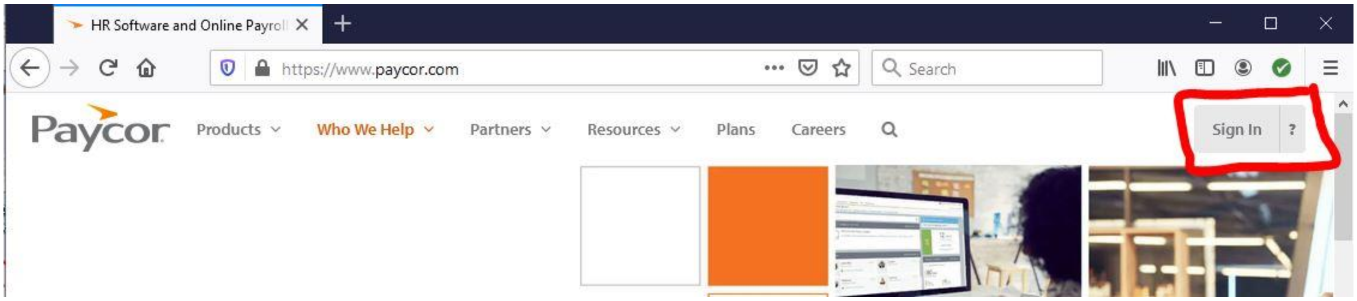


- Type in your password, then click "Sign In."

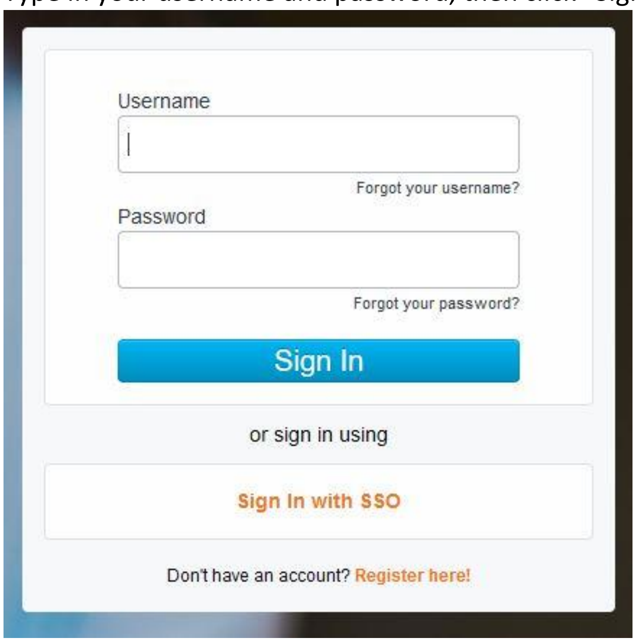
- It will then ask if you want to stay signed in. If you are the only employee who uses that computer, you can click "Yes," but if more than one person uses the computer, click "No."
- Once you click "Yes" or "No," it will take you to your email inbox.

How To Login to Paycor

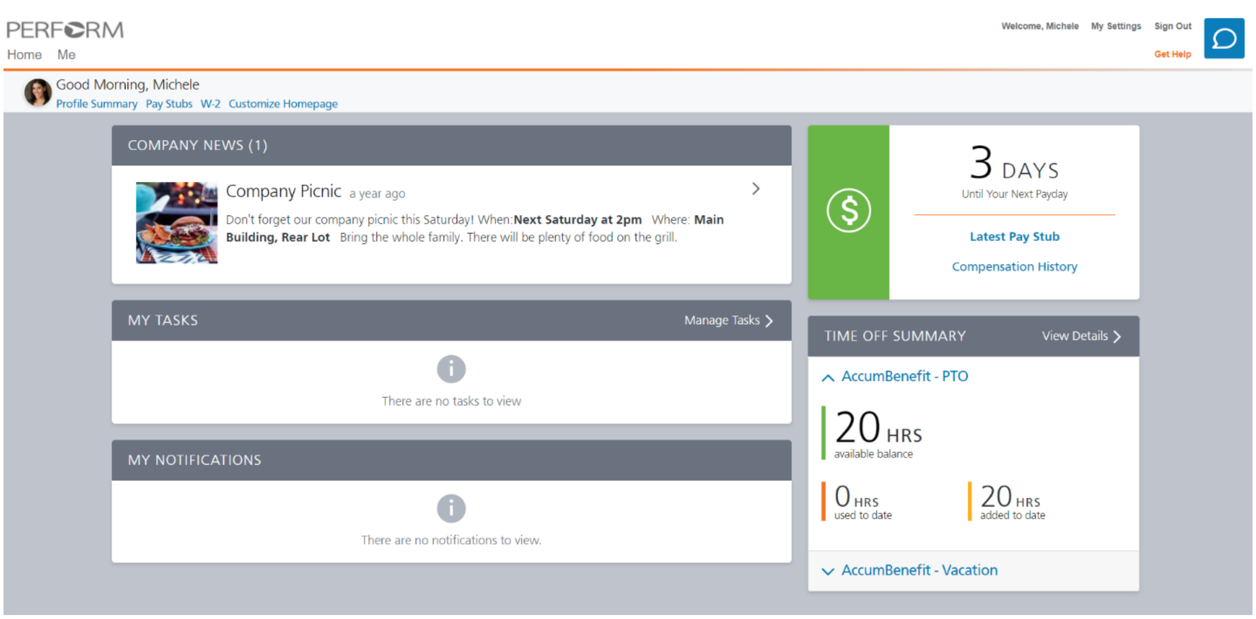
- Open your internet browser (Microsoft Explorer/Edge, Google Chrome, or Mozilla Firefox)
- In the URL line at the top of the window, type in www.paycor.com
- In the upper right, click "Sign In."



- Type in your username and password, then click "Sign In"

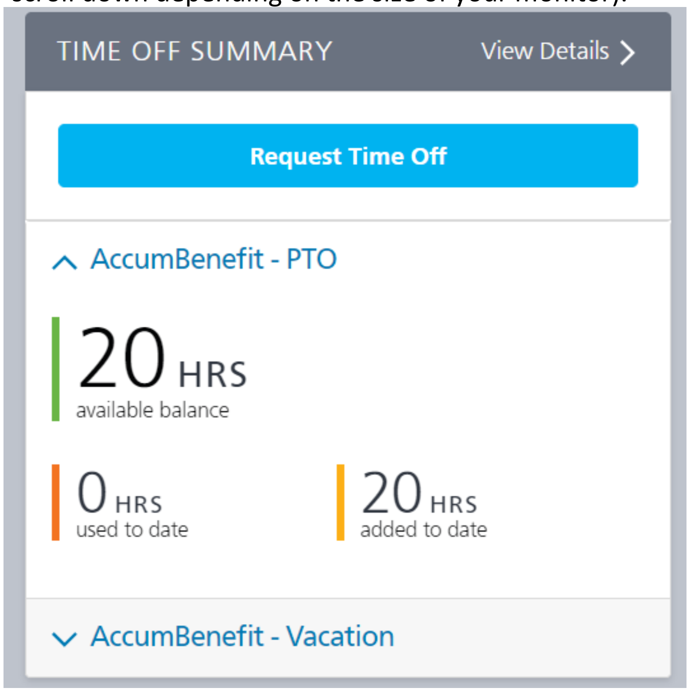


- This will take you to your Paycor Welcome page

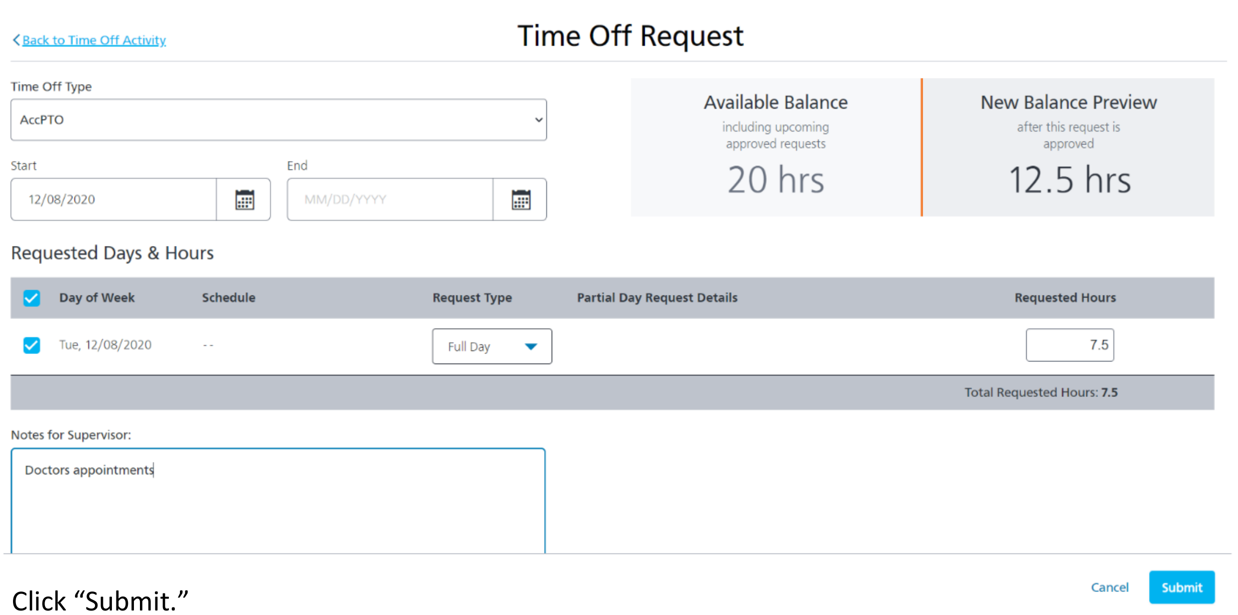


How To see your leave balance and put in a leave request

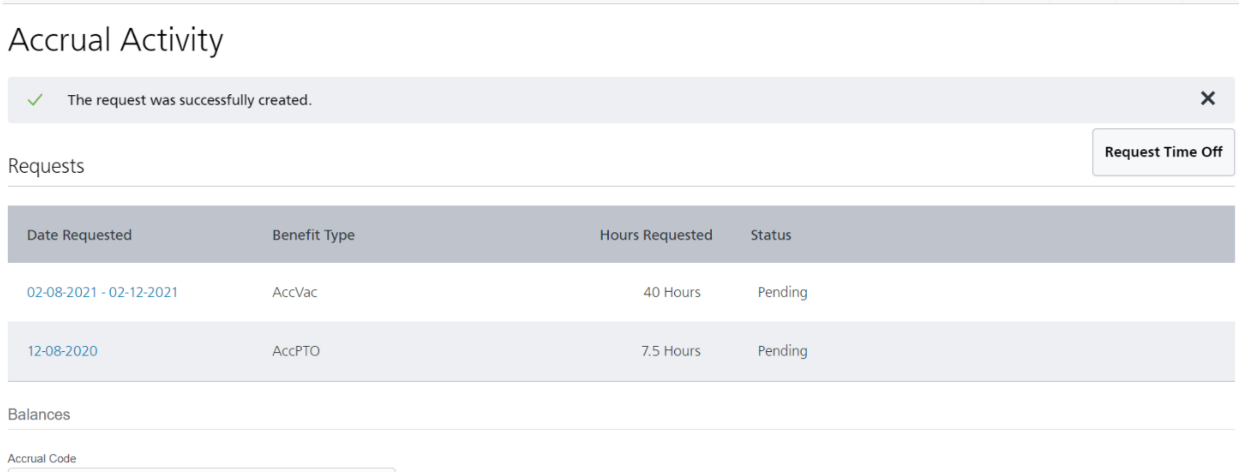
- Your leave balance is visible on your welcome page in the lower right (you will probably need to scroll down depending on the size of your monitor).



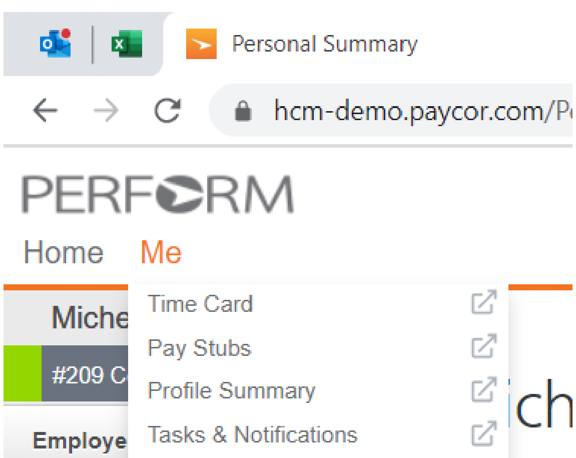
- Click the Blue button that says, "Request Time Off."
- Fill in date range and then verify hours for each day.

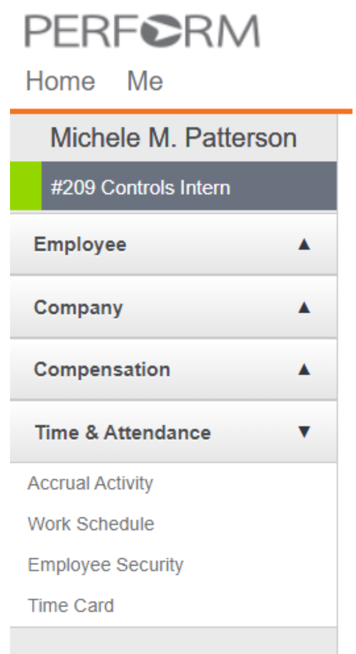


- Click "Submit."
  - *The "Note for Supervisor" is optional*
- You can see your future time off requests now under your Accrual Activity page



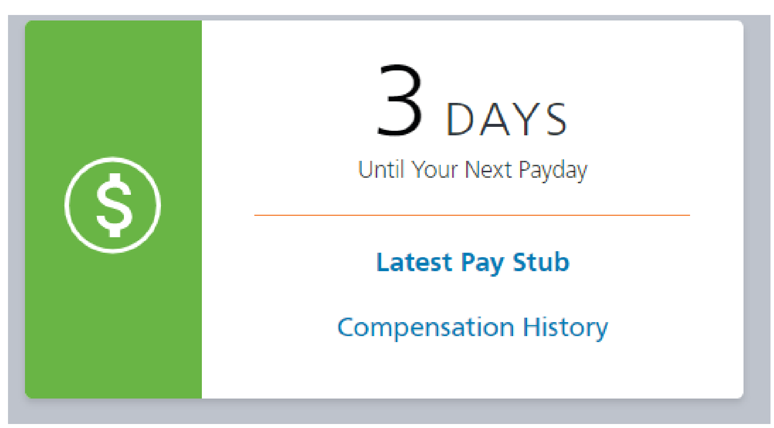
- To get to leave accrual page you can either click on the quick link from your home page or you can click on the "ME" menu, then Profile Summary.
- On the left, click "Time & Attendance," and then click "Accrual Activity."





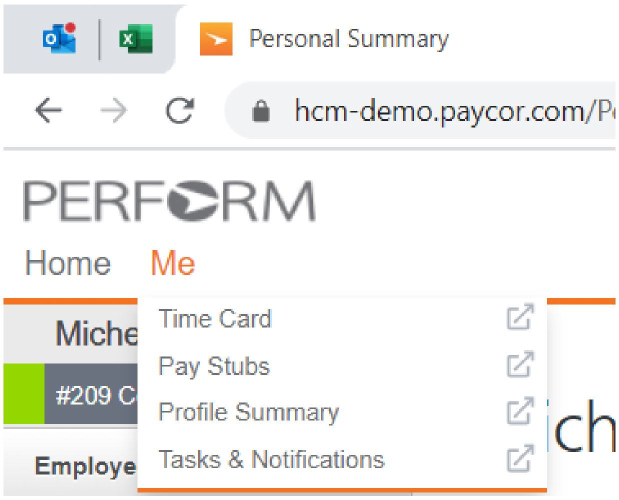
How To see your paystubs

- Click "Latest Pay Stub" on the right of your welcome page, under the day count until the next payday.

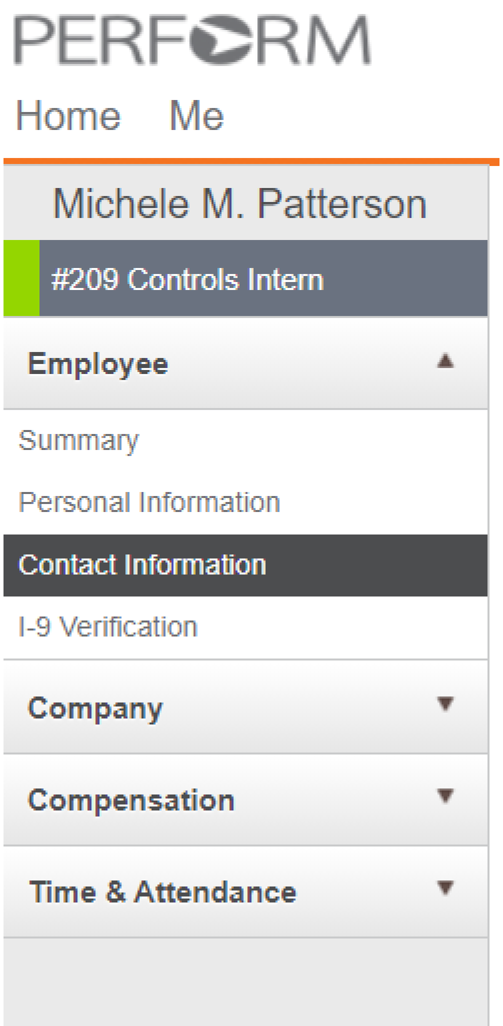


How To change your contact information

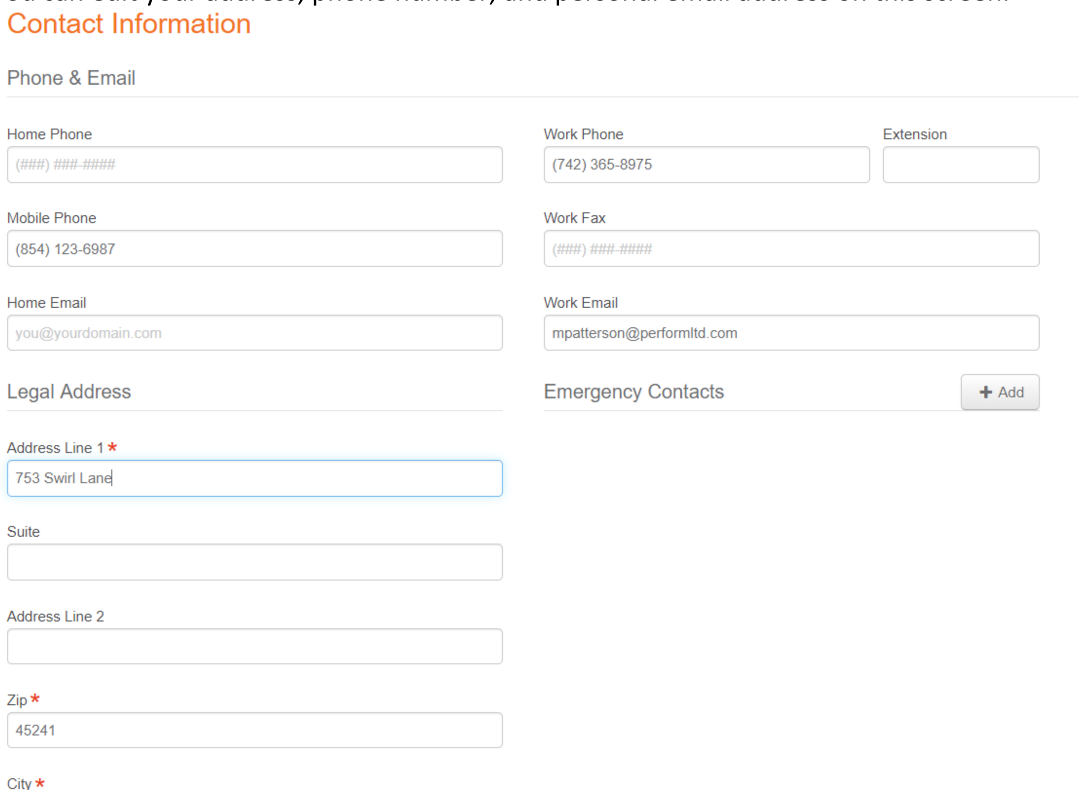
- On your Welcome page, click “Me” in the upper left, then click “Profile Summary.”



- On the left, click “Employee” and then click “Contact Information.”



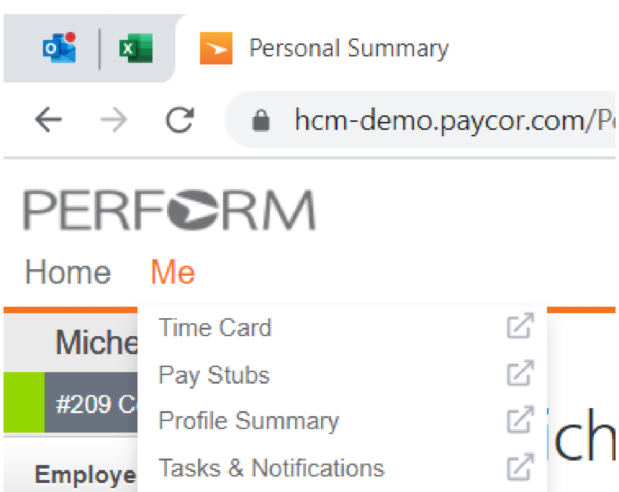
- You can edit your address, phone number, and personal email address on this screen.



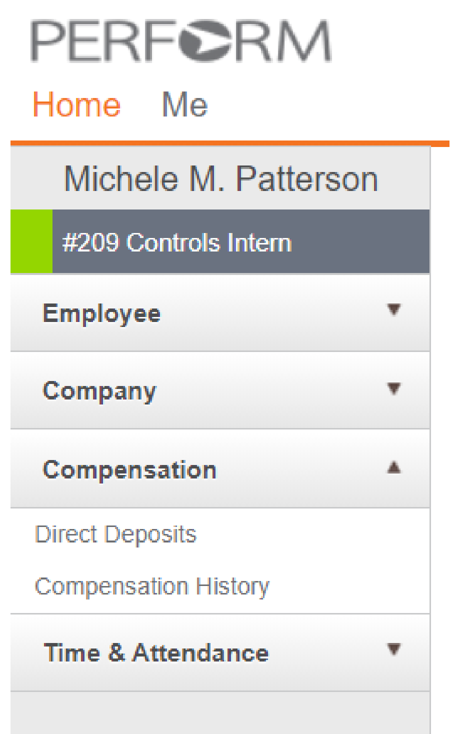
- You can also add or update emergency contacts from this screen.

How To change, add, or delete Direct Deposit.

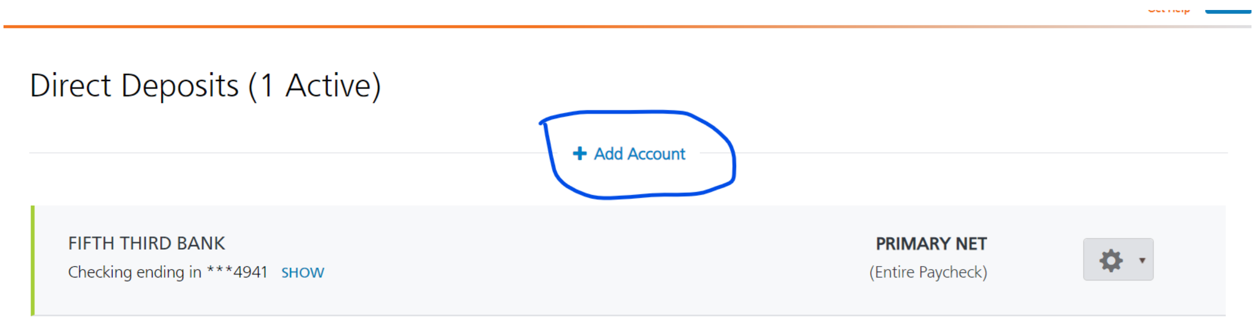
- On your Welcome page, click "Me" in the upper left, then click "Profile Summary."



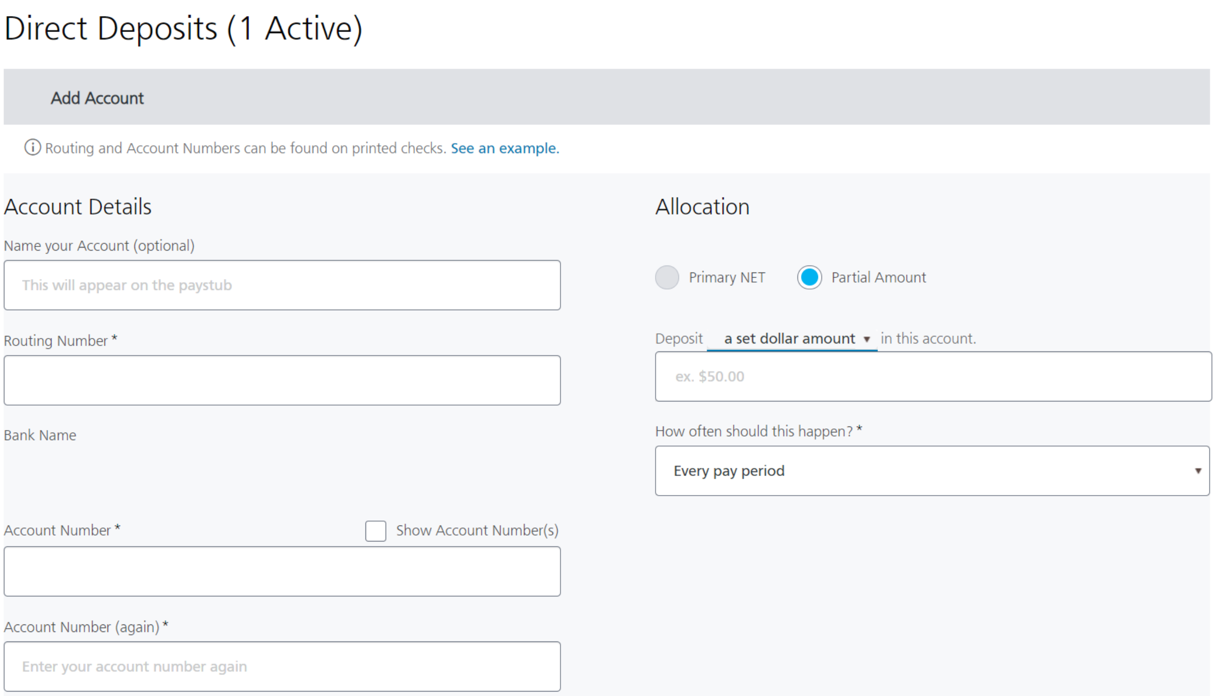
- On the left, click "compensation" and then "Direct Deposits."



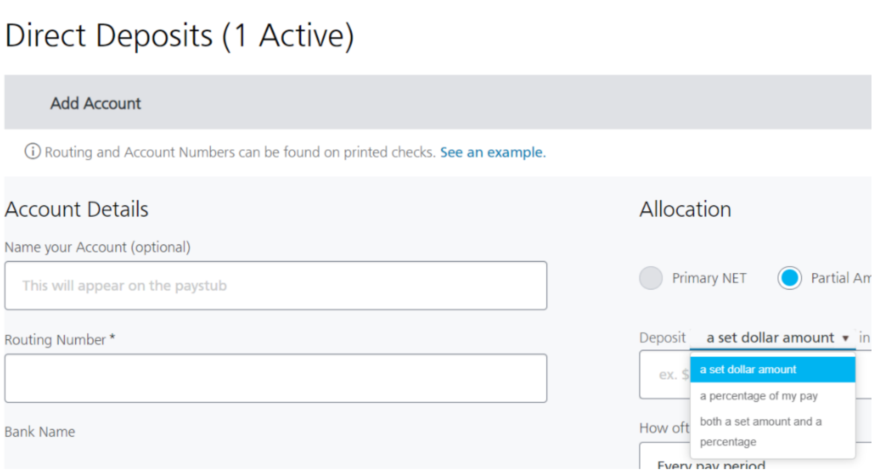
❖ To add an additional account, click “Add Account.”



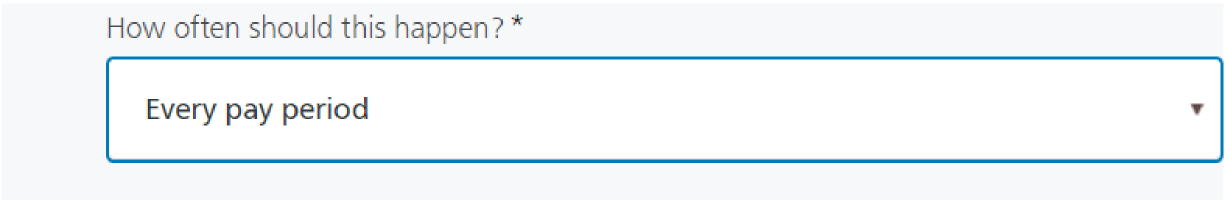
❖ Fill out all required fields



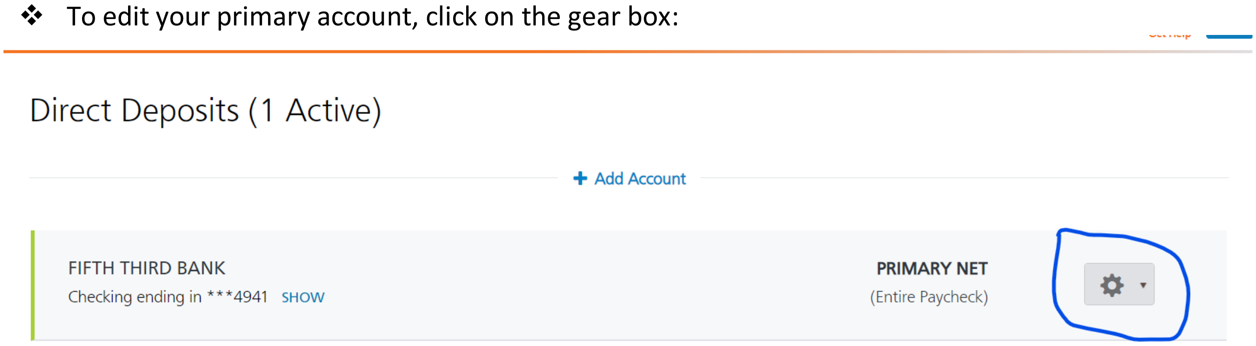
❖ Note the drop down menu that lets you set an amount or percentage (if you have more than one direct deposit account).



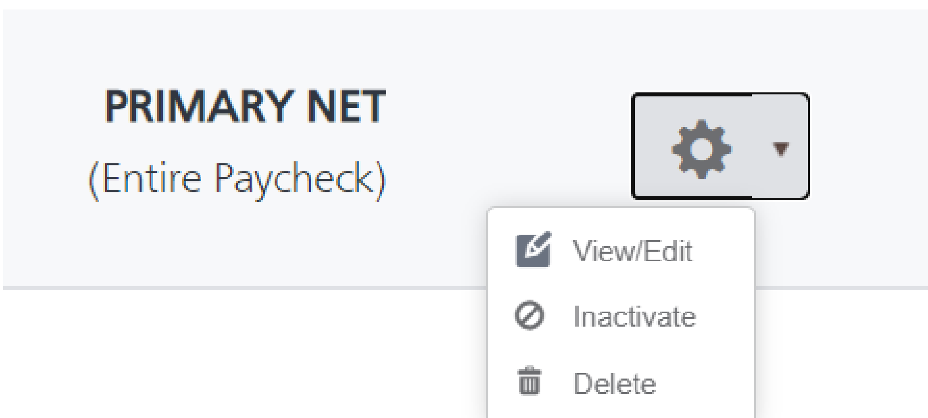
- You can also choose if you want this to be out of every paycheck or a different frequency under this field:



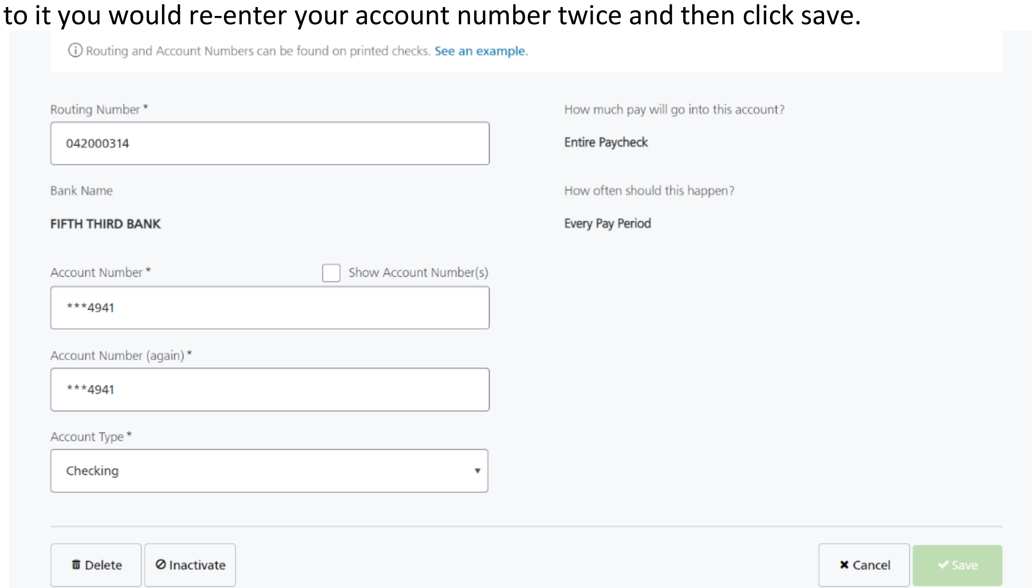
- Remember to click "SAVE" once everything is filled in!
- To edit your primary account, click on the gear box:



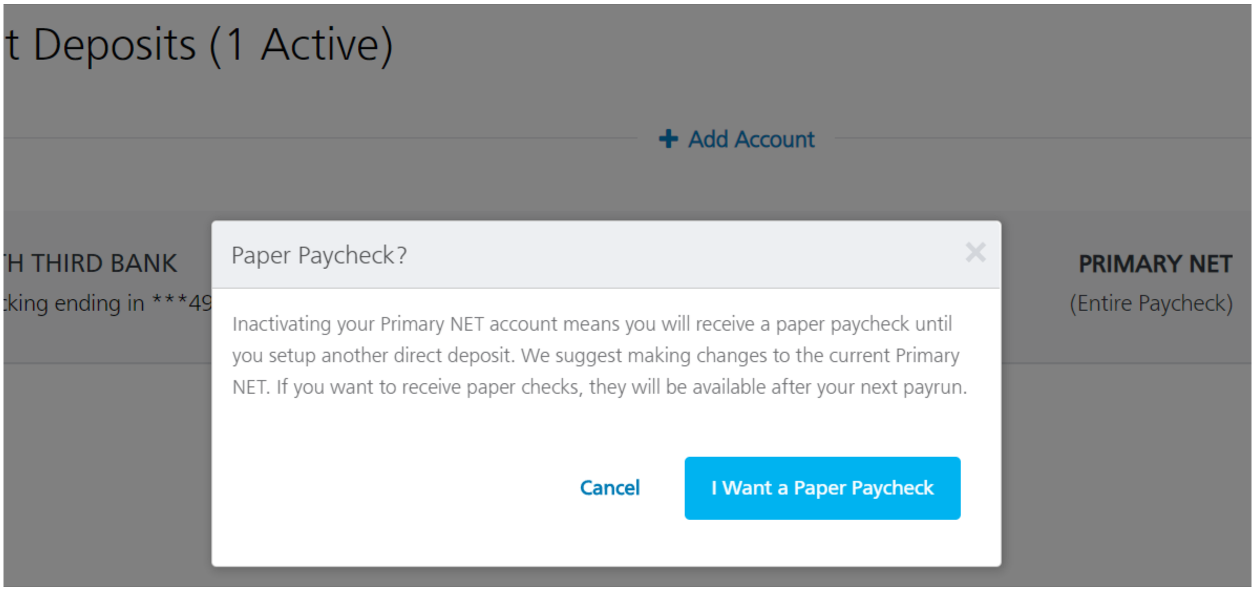
- This will give you three options: View/Edit, Inactivate, or Delete. **NEVER DELETE AN ACCOUNT.**



- If you want to View/Edit the current account, click that option, then change the inforamtion needed. For example if your bank is changing your account number by adding addition numbers to it you would re-enter your account number twice and then click save.



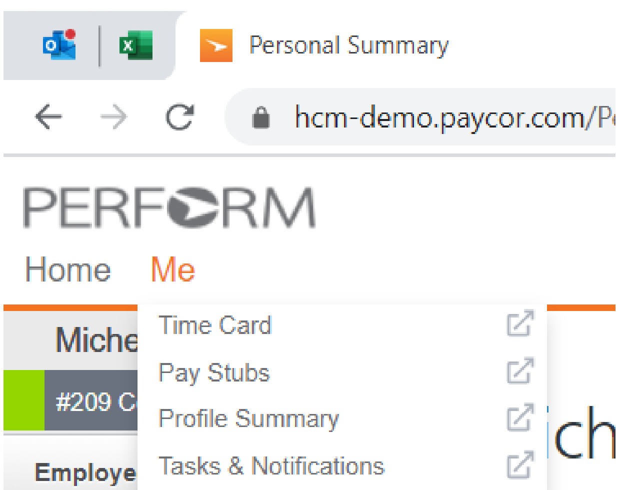
- If you select Inactivate, you will receive this warning:



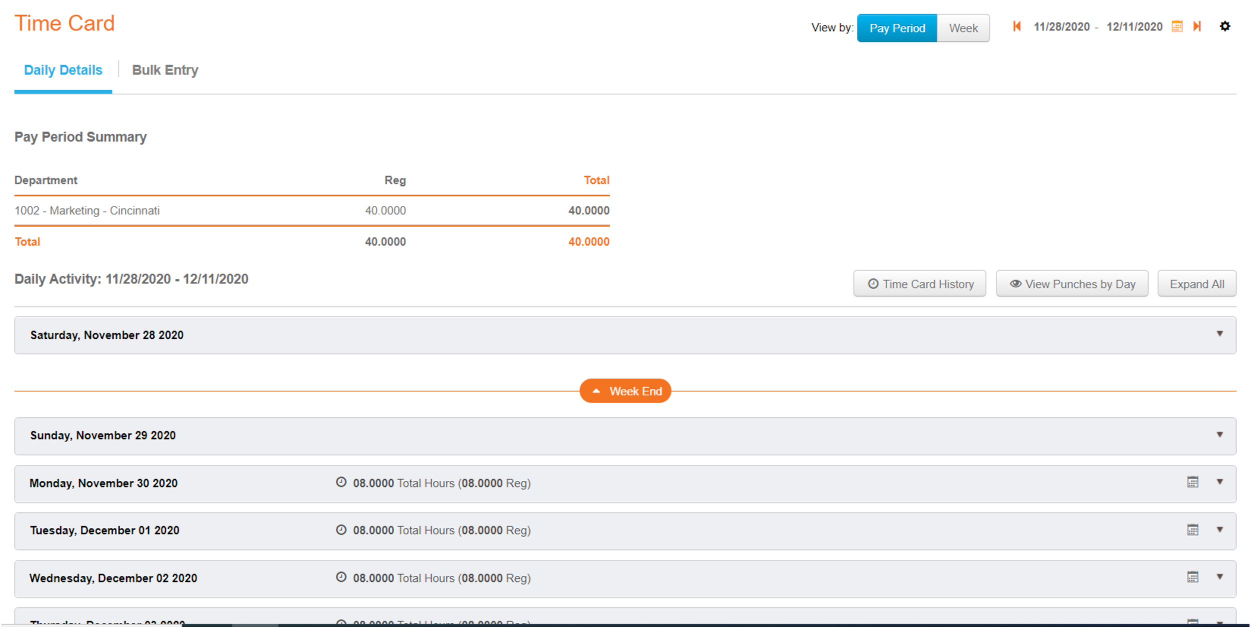
- After you inactivate an account you can follow the add a new account option to enter a new bank account and you would select the option of Allocation: Primary Net.
- HR is always available to assist you with Direct Deposit changes.

<u>How To View Your Timecard</u>

- On your Welcome page, click “Me” in the upper left, then click “Time Card.”

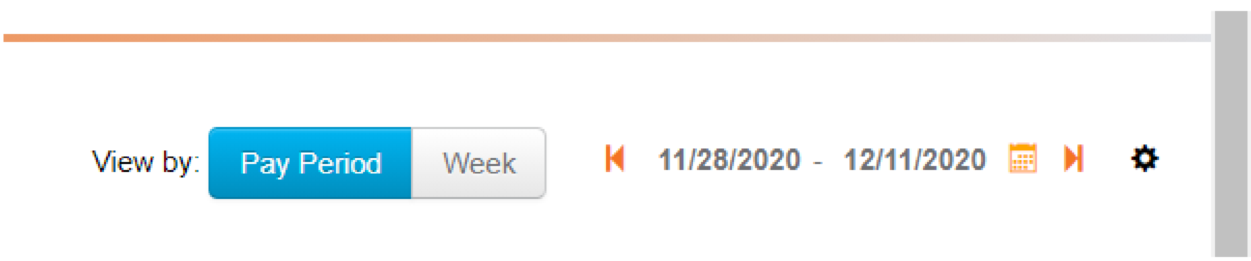


- This will bring up your timesheet for the current payperiod:



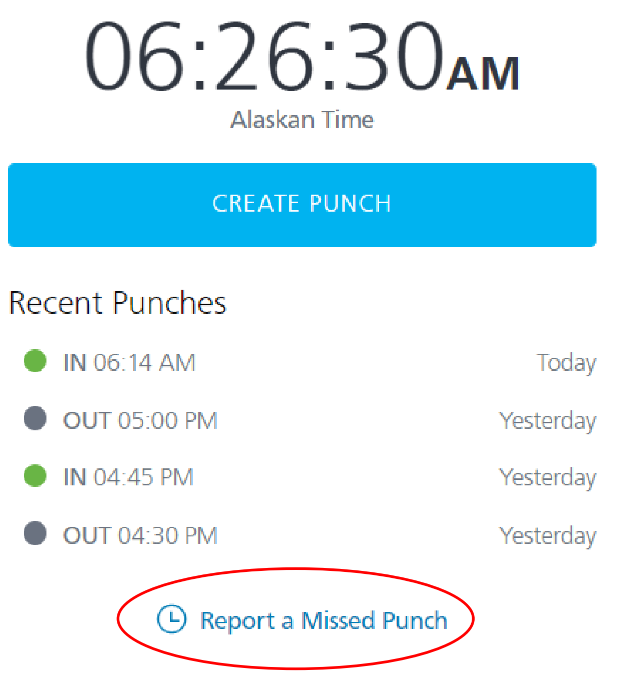
- To see your actual punches click a down arrow next to the day.

- You can toggle between pay periods at the top:



How To Report A Missed Punch

- On the right side of your home page, just below where you typically punch in and out, click “Report a Missed Punch”:



❖ Enter the day and time you of the missed punch. You must also put a reason. Then click "Report Missed Punch."