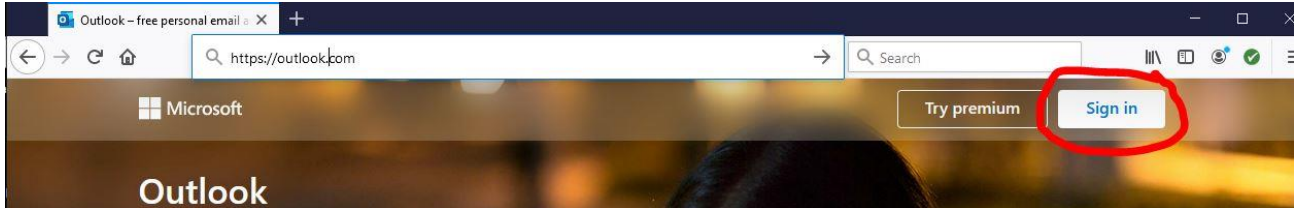


Employee How-To Guide

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"

Microsoft

Sign in

firstname.lastname@ccsjuneau.org

No account? [Create one!](#)

[Sign in with a security key](#) ?

[Sign-in options](#)

Next

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

Microsoft

anneka.morgan@ccsjuneau.org

Enter password

.....

[Forgot my password](#)

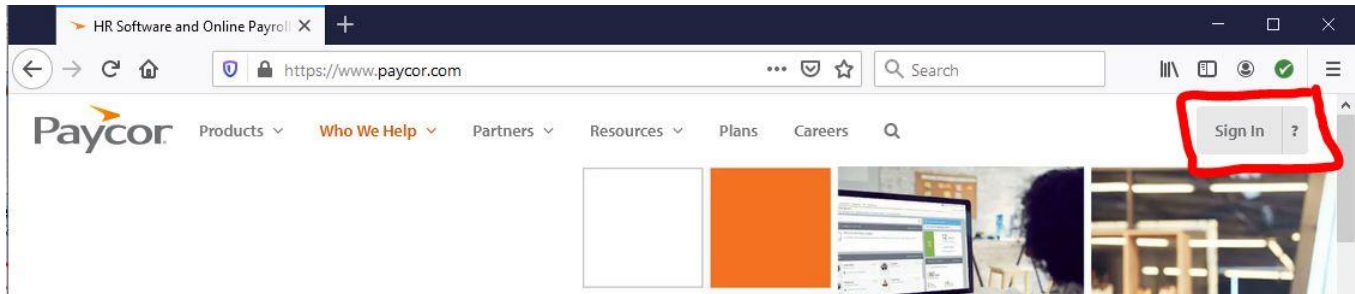
[Sign in with another account](#)

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.

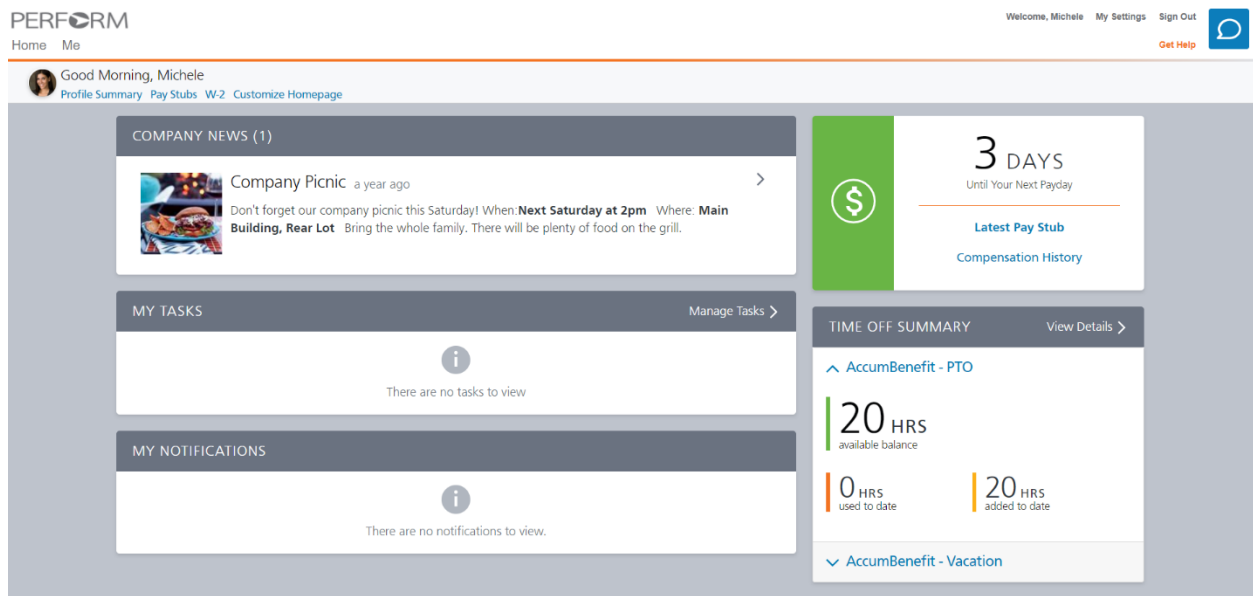
How To Login to Paycor

- ❖ 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).

TIME OFF SUMMARY [View Details >](#)

[Request Time Off](#)

[AccumBenefit - PTO](#)

20 HRS
available balance

0 HRS used to date **20 HRS** added to date

[AccumBenefit - Vacation](#)

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

[Back to Time Off Activity](#) **Time Off Request**

Time Off Type
AccPTO

Start: 12/08/2020 End: MM/DD/YYYY

Available Balance
including upcoming approved requests
20 hrs

New Balance Preview
after this request is approved
12.5 hrs

Requested Days & Hours

<input checked="" type="checkbox"/> Day of Week	Schedule	Request Type	Partial Day Request Details	Requested Hours
<input checked="" type="checkbox"/> Tue, 12/08/2020	--	Full Day		7.5
Total Requested Hours: 7.5				

Notes for Supervisor:
Doctors appointments

[Cancel](#) [Submit](#)

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

Employee How-To Guide

Accrual Activity

✓ The request was successfully created.



Requests

Request Time Off

Date Requested	Benefit Type	Hours Requested	Status
02-08-2021 - 02-12-2021	AccVac	40 Hours	Pending
12-08-2020	AccPTO	7.5 Hours	Pending

Balances

Accrual Code

- ❖ 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.”

The screenshot shows the PERFORM HCM system interface. On the left, there is a navigation menu with options: Home, Me, Michele M. Patterson, #209 Controls Intern, Employee, Time Card, Pay Stubs, Profile Summary, and Tasks & Notifications. The 'Time & Attendance' dropdown is open, showing options: Accrual Activity, Work Schedule, Employee Security, and Time Card. On the right, there is a sidebar with the PERFORM logo and the user's name, Michele M. Patterson, followed by a list of links: Home, Me, Michele M. Patterson, #209 Controls Intern, Employee, Company, Compensation, Time & Attendance, Accrual Activity, Work Schedule, Employee Security, and Time Card.

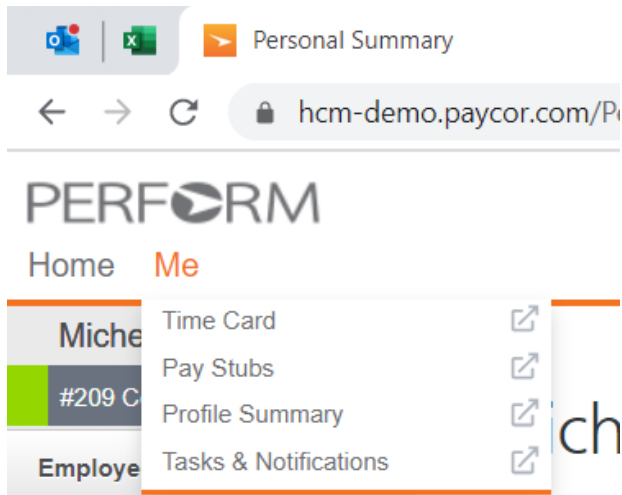
How To see your paystubs

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

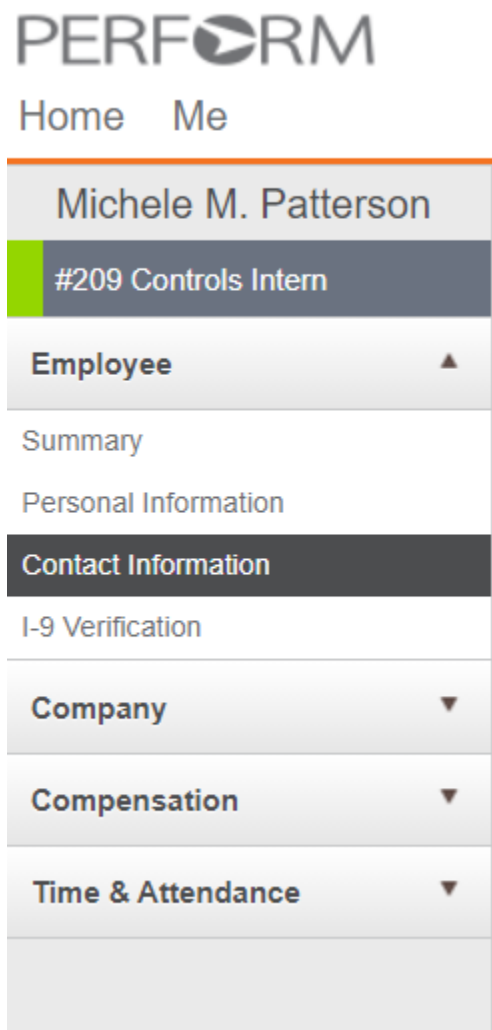
The screenshot shows a banner with a green background on the left containing a white dollar sign icon. On the right, it says "3 DAYS Until Your Next Payday". Below this, there are two links: "Latest Pay Stub" and "Compensation History".

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.”



Employee How-To Guide

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

Contact Information

Phone & Email

Home Phone (###) ###-####	Work Phone (742) 365-8975	Extension 	F
Mobile Phone (854) 123-6987	Work Fax (###) ###-####		L
Home Email you@yourdomain.com	Work Email mpatterson@performltd.com		T

Legal Address

Address Line 1 *
753 Swirl Lane

Suite

Address Line 2

Zip *
45241

City *

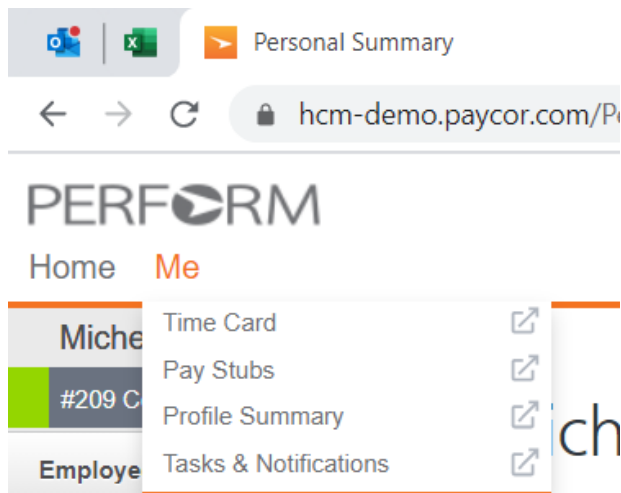
Emergency Contacts

+ Add

- ❖ 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.”



PERFORM

Home Me

Michele M. Patterson

#209 Controls Intern

Employee ▼

Company ▼

Compensation ▲

Direct Deposits

Compensation History

Time & Attendance ▼

- ❖ On the left, click “compensation” and then “Direct Deposits.”

Employee How-To Guide

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

Direct Deposits (1 Active)

+ Add Account

FIFTH THIRD BANK

Checking ending in ***4941 [SHOW](#)

PRIMARY NET

(Entire Paycheck)

- ❖ Fill out all required fields

Direct Deposits (1 Active)

Add Account

① Routing and Account Numbers can be found on printed checks. [See an example.](#)

Account Details

Name your Account (optional)

This will appear on the paystub

Routing Number *

Bank Name

Account Number * ☐ Show Account Number(s)

Account Number (again) *

Enter your account number again

Allocation

☐ Primary NET ☒ Partial Amount

Deposit a set dollar amount in this account.

ex. \$50.00

How often should this happen? *

Every pay period

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

Direct Deposits (1 Active)

Add Account

① Routing and Account Numbers can be found on printed checks. [See an example.](#)

Account Details

Name your Account (optional)

This will appear on the paystub

Routing Number *

Bank Name

Allocation

☐ Primary NET ☒ Partial Amount

Deposit a set dollar amount in

ex. \$50.00

How oft

Every pay period

Employee How-To Guide

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


How often should this happen? *

Every pay period ▼

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


Direct Deposits (1 Active)




[+ Add Account](#)

FIFTH THIRD BANK Checking ending in ***4941 SHOW	PRIMARY NET (Entire Paycheck)	
--	---	---

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

PRIMARY NET
(Entire Paycheck)



-  View/Edit
-  Inactivate
-  Delete

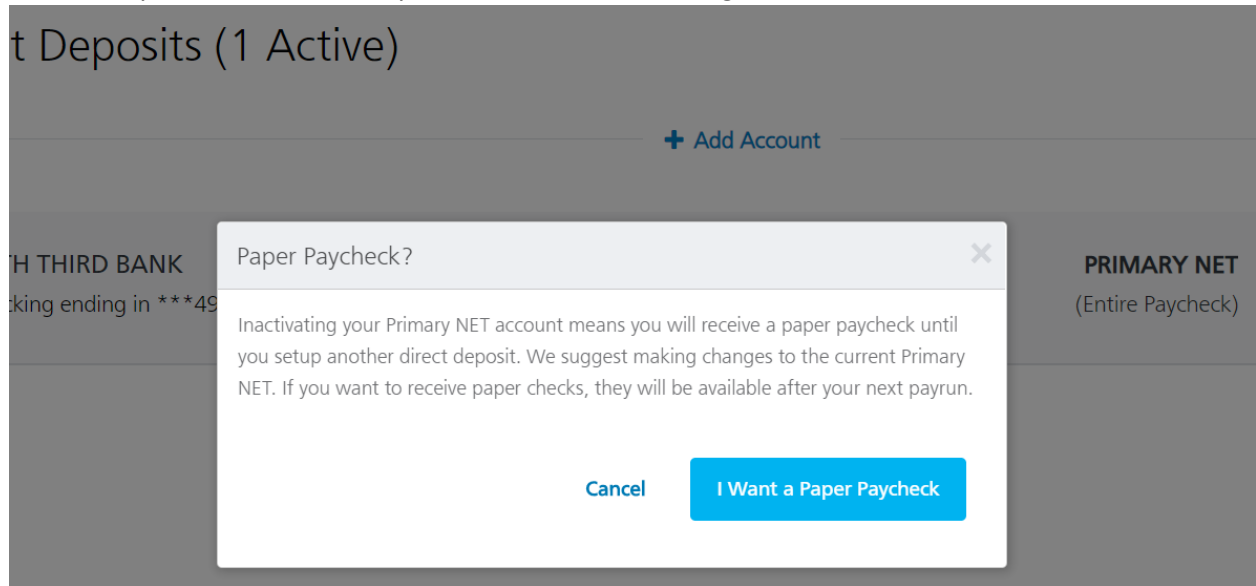
- ❖ If you want to View/Edit the current account, click that option, then change the information needed. For example if your bank is changing your account number by adding additional numbers to it you would re-enter your account number twice and then click save.

① Routing and Account Numbers can be found on printed checks. [See an example.](#)

<p>Routing Number *</p> <p>042000314</p> <p>Bank Name</p> <p>FIFTH THIRD BANK</p> <p>Account Number *</p> <p><input type="checkbox"/> Show Account Number(s)</p> <p>***4941</p> <p>Account Number (again) *</p> <p>***4941</p> <p>Account Type *</p> <p>Checking ▼</p>	<p>How much pay will go into this account?</p> <p>Entire Paycheck</p> <p>How often should this happen?</p> <p>Every Pay Period</p>
---	--

Employee How-To Guide

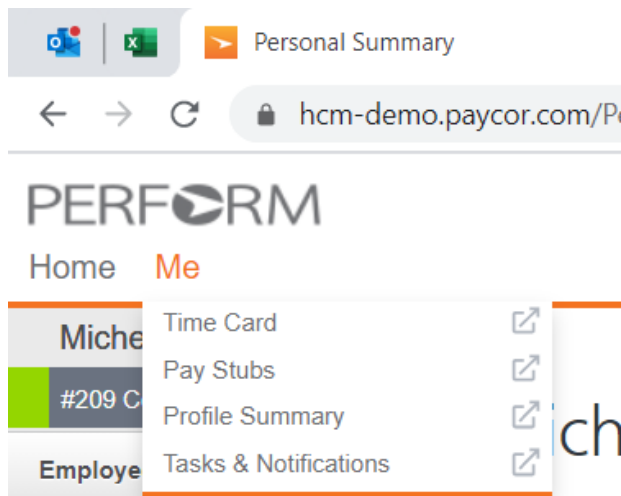
- ❖ If you select Inactivate, you will receive this warning:



- ❖ 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.

How To View Your Timecard

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



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

Employee How-To Guide

Time Card

View by: **Pay Period** Week 11/28/2020 - 12/11/2020

Daily Details Bulk Entry

Pay Period Summary

Department	Reg	Total
1002 - Marketing - Cincinnati	40.0000	40.0000
Total	40.0000	40.0000

Daily Activity: 11/28/2020 - 12/11/2020

Time Card History View Punches by Day Expand All

Saturday, November 28 2020

Week End

Sunday, November 29 2020

Monday, November 30 2020 08.0000 Total Hours (08.0000 Reg)

Tuesday, December 01 2020 08.0000 Total Hours (08.0000 Reg)

Wednesday, December 02 2020 08.0000 Total Hours (08.0000 Reg)

Thursday, December 03 2020 08.0000 Total Hours (08.0000 Reg)

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

Monday, November 30 2020 08.0000 Total Hours (08.0000 Reg)

Timesheet

Scheduled: 09:00 AM - 06:00 PM (09.0000)

09:00 AM - Clock In

12:00 PM - Clock Out
Hours: 1002 - Marketing - Cincinnati Reg: 03.0000

01:00 PM - Clock In

06:00 PM - Clock Out
Hours: 1002 - Marketing - Cincinnati Reg: 05.0000

Total Hours: 08.0000

Daily Notes

Daily Audit View

❖ You can toggle between pay periods at the top:

View by: **Pay Period** Week 11/28/2020 - 12/11/2020

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":

06:26:30_{AM}

Alaskan Time

CREATE PUNCH

Recent Punches

●

IN 06:14 AM

Today

●

OUT 05:00 PM

Yesterday

●

IN 04:45 PM

Yesterday

●

OUT 04:30 PM

Yesterday

🕒

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.”

Report a Missed Punch

×

ⓘ

Missed punches need to be approved by your manager. Once approved, they will be added to your total hours.

12/30/2020

📅

HH:MM

AM ▼

Reason for Missed Punch*

300 / 300

Cancel

Report Missed Punch