

# Timekeeping: Employee Guide

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## [PAYCOR TIME USING A KIOSK](#)

<https://time.paycor.com/Kiosk/160952>

(SAVE THIS LINK IN YOUR FAVORITES)

Enter your Augustana ID Number as your Badge Number, which is your employee ID without the preceding zeroes.

Enter your PIN Number, which are the last 4 digits of your Social Security Number.

Click Punch

The screenshot shows a web browser window with the URL [time.paycor.com/Kiosk/160952](https://time.paycor.com/Kiosk/160952). The page title is "Augustana College" and the current time is "Wed, Feb 14 12:01 PM". The form contains the following elements:

- Badge Number:** A text input field with a red arrow pointing to it from the instruction "Enter your Augustana ID Number as your Badge Number...".
- PIN Number:** A text input field with a red arrow pointing to it from the instruction "Enter your PIN Number, which are the last 4 digits of your Social Security Number.".
- Language/Langue/Idioma:** A dropdown menu currently set to "English".
- Punch:** A large blue button with a red arrow pointing to it from the instruction "Click Punch".
- Change PIN:** A smaller link below the Punch button.

Status Type:

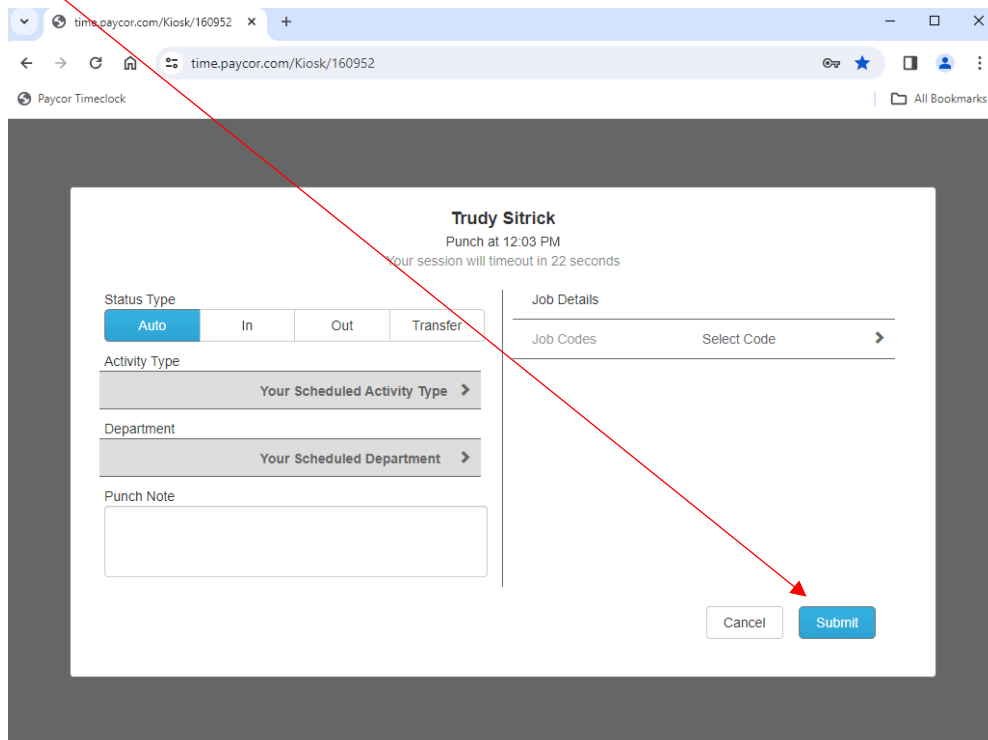
**“Auto”** – will take into account your prior punch to know if you are clocking “In” or clocking “Out”

**“In”** – will document the time punch as a clocking in for the day/shift; at the end of the shift if you use clocking “in” then you must select “Out”

**“Out”** – will document the time punch as clocking out for the day/shift; this should be used if you began the shift by selecting a status type of “In”

**NOTE: IT IS RECOMMENDED TO USE “AUTO”**

Click Submit.



The screenshot shows a web browser window with the URL `time.paycor.com/Kiosk/160952`. The page title is "Trudy Sitrick" and it shows "Punch at 12:03 PM" and "Your session will timeout in 22 seconds". The interface is divided into two main sections: "Status Type" and "Job Details".

**Status Type:** A row of four buttons: "Auto" (highlighted in blue), "In", "Out", and "Transfer".

**Job Details:** A section with a "Job Codes" label and a "Select Code" button with a right-pointing arrow.

**Activity Type:** A grey button labeled "Your Scheduled Activity Type" with a right-pointing arrow.

**Department:** A grey button labeled "Your Scheduled Department" with a right-pointing arrow.

**Punch Note:** A text input field.

At the bottom right, there are two buttons: "Cancel" and "Submit" (highlighted in blue). A red arrow points from the text "Click Submit." above to the "Submit" button.

**You are now clocked in (or out)!**



**You have successfully created a  
punch at 12:05 PM in Your  
Scheduled Department**

## PAYCOR TIME: USING THE WEBSITE

LOGGING IN TO PAYCOR USING SSO (Single Sign On)

<https://augustana.edu/paycor>

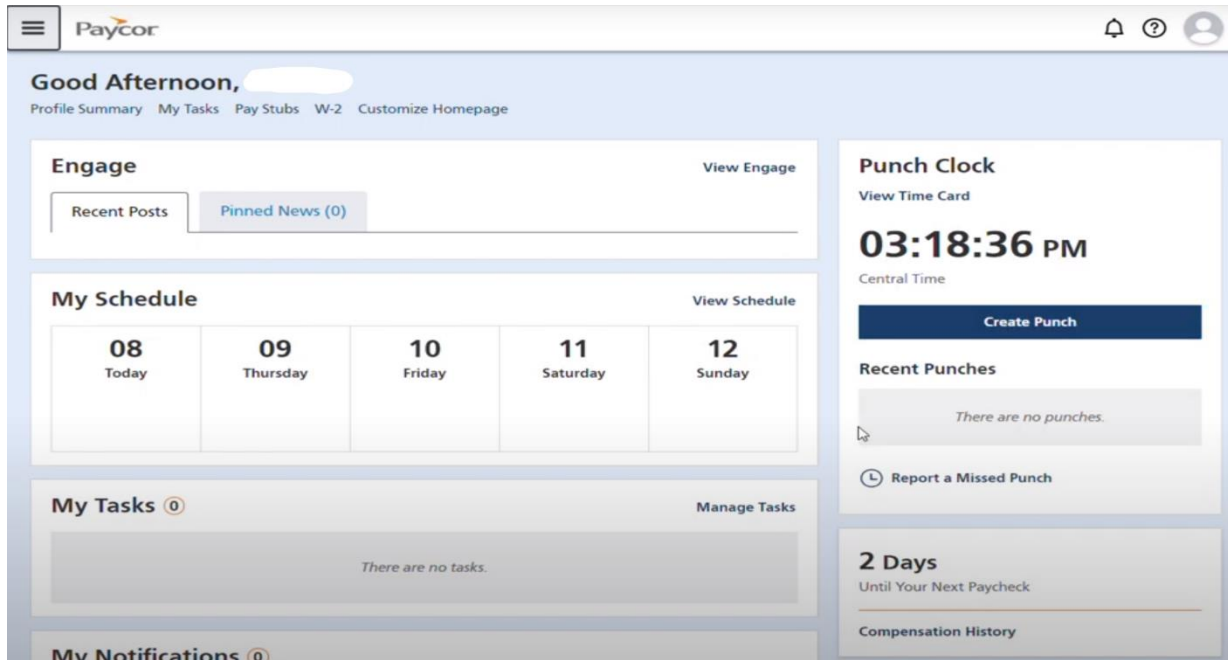
(SAVE THIS LINK IN YOUR FAVORITES)

Augustana is using Single Sign On which will link to your Augustana username and password through DUO. This is similar to Colleague, ARCHES and Reporting Services.

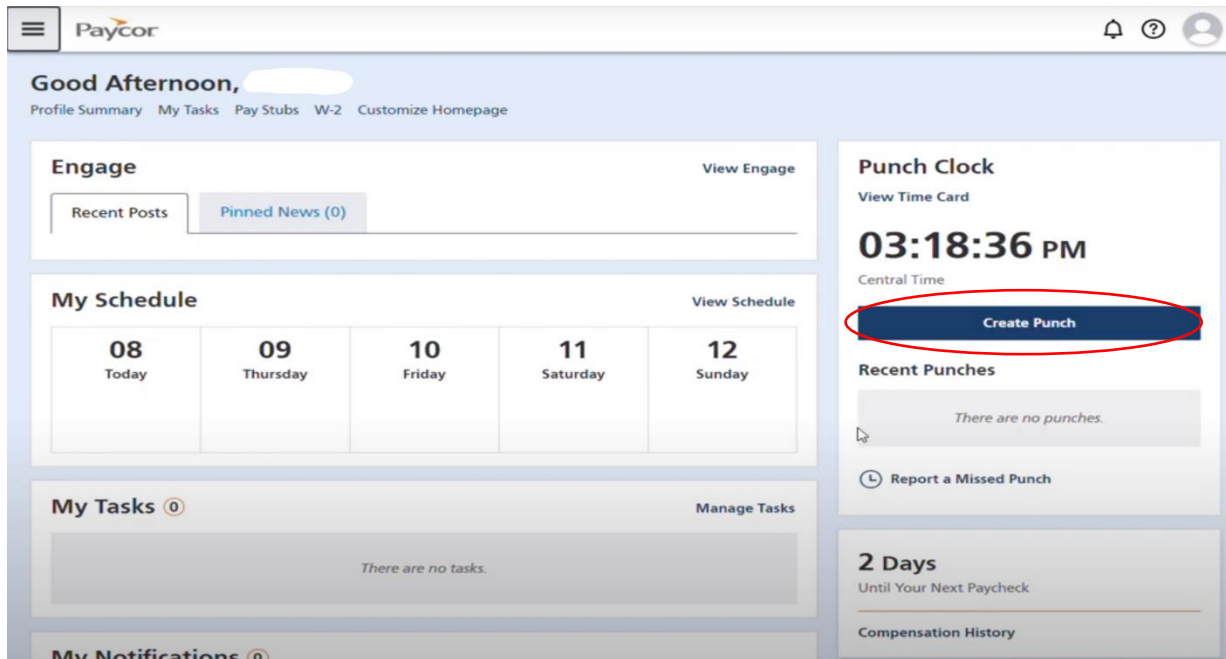
Enter your Augustana Email Address and Password (not your Paycor Username and Password) and then verify using DUO.

The image displays two sequential screenshots of the Augustana Single Sign-On (SSO) login interface. The first screenshot on the left shows the 'Single Sign-On' header with the Augustana logo (a blue circle containing a white 'A'). Below the header is the 'Email Address' label and a text input field containing a single character. A 'Next' button is positioned below the input field, and a red prohibition sign is visible to its right. At the bottom right of the form, it says 'Secured by Duo'. A blue arrow points from the 'Next' button area to the second screenshot on the right. The second screenshot shows the 'Single Sign-On' header with the Augustana logo. Below the header, the email address 'jacobbobbitt@augustana.edu' is displayed with a blue 'edit' link to its right. Below the email is the 'Password' label and a text input field with masked characters. A 'Log in' button is located below the password field. At the bottom right of the form, it says 'Secured by Duo'.

This is your Homepage!



Now you can "Create a Punch" under the "Punch Clock" menu



Status Type:

**“Auto”** – will take into account your prior punch to know if you are clocking “In” or clocking “Out”

**“In”** – will document the time punch as a clocking in for the day/shift; at the end of the shift if you use clocking “in” then you must select “Out”

**“Out”** – will document the time punch as clocking out for the day/shift; this should be used if you began the shift by selecting a status type of “In”

**NOTE: IT IS RECOMMENDED TO USE “AUTO”**

Activity Type (OPTIONAL):

**“Work”**

**“Meal”**

**“Break”**

Punch Notes (OPTIONAL)

The screenshot shows a 'Punch Clock' dialog box with the following elements:

- Status Type:** A row of four buttons: 'Auto' (highlighted in blue), 'In', 'Out', and 'Transfer'.
- Activity Type:** A dropdown menu with the text 'Your Scheduled Activity Type' and a downward arrow.
- Job Details:** A section with 'Department' and 'Your Scheduled Department >'.
- Punch Notes:** A large text input area with a character count '300 / 300' at the bottom right.
- Buttons:** 'Cancel' and 'Punch' (highlighted in blue) at the bottom right.

Click **“Punch”**

## Punch Clock

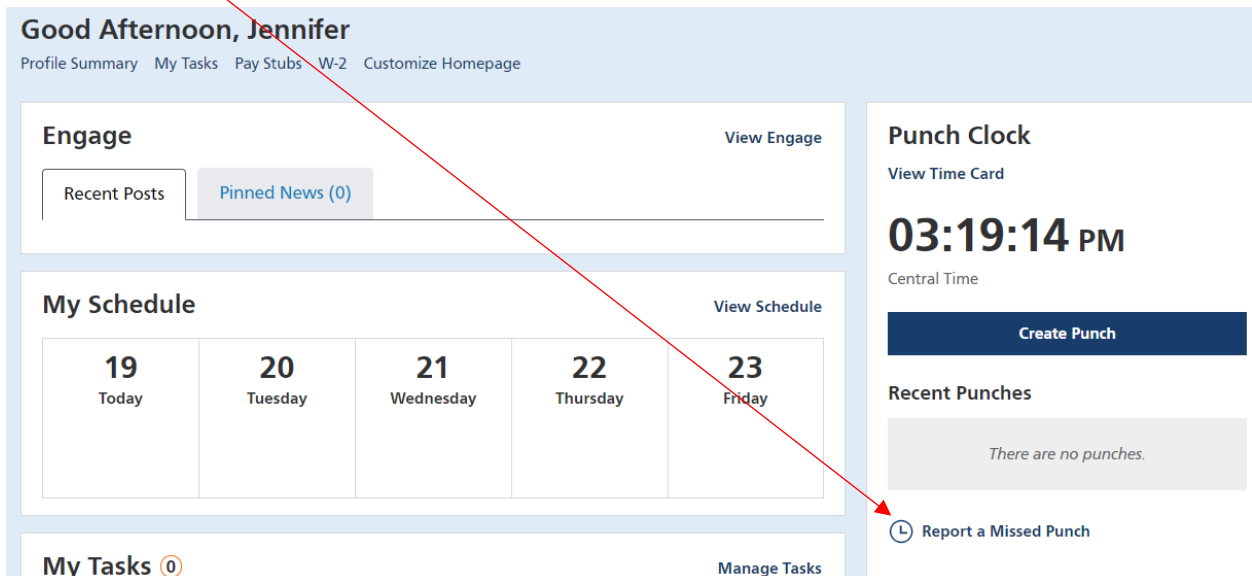
[View Time Card](#)

✓ You have successfully created a punch at 06:59pm

## REPORTING A MISSED PUNCH

The **quickest** way to alert your Supervisor that you missed a punch is to go to your Homepage.

Click on Report a Missed Punch.



The screenshot shows a user's homepage dashboard for Jennifer. The dashboard includes sections for 'Engage', 'My Schedule', 'My Tasks', 'Punch Clock', and 'Recent Punches'. A red arrow points from the top left towards the 'Report a Missed Punch' link in the 'Recent Punches' section.

**Good Afternoon, Jennifer**  
Profile Summary My Tasks Pay Stubs W-2 Customize Homepage

**Engage** View Engage  
Recent Posts Pinned News (0)

**My Schedule** View Schedule  
19 Today 20 Tuesday 21 Wednesday 22 Thursday 23 Friday

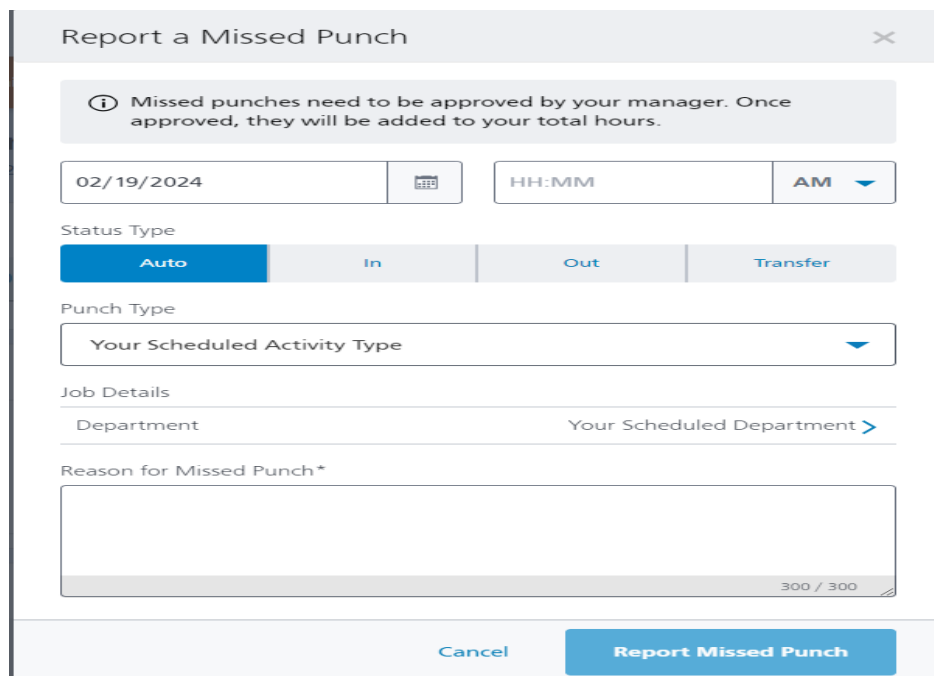
**My Tasks** 0 Manage Tasks

**Punch Clock** View Time Card  
**03:19:14 PM**  
Central Time  
Create Punch

**Recent Punches**  
There are no punches.

Report a Missed Punch

Enter the fields circled in red. Note: Under Status Type, "Auto" is the default, leave on Auto.



The screenshot shows the 'Report a Missed Punch' form. A red circle highlights the date field, which is currently set to 02/19/2024. The form includes a warning message, a date and time selector, a status type selector (Auto, In, Out, Transfer), a punch type dropdown, job details, and a reason for missed punch text area.

**Report a Missed Punch**

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

02/19/2024 HH:MM AM

Status Type  
Auto In Out Transfer

Punch Type  
Your Scheduled Activity Type

Job Details  
Department Your Scheduled Department >

Reason for Missed Punch\*

300 / 300

Cancel Report Missed Punch

## Report a Missed Punch



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

02/19/2024



08:00

AM



Status Type

Auto

In

Out

Transfer

Punch Type

Your Scheduled Activity Type



Job Details

Department

Your Scheduled Department >

Reason for Missed Punch\*

I forgot to punch in this morning.

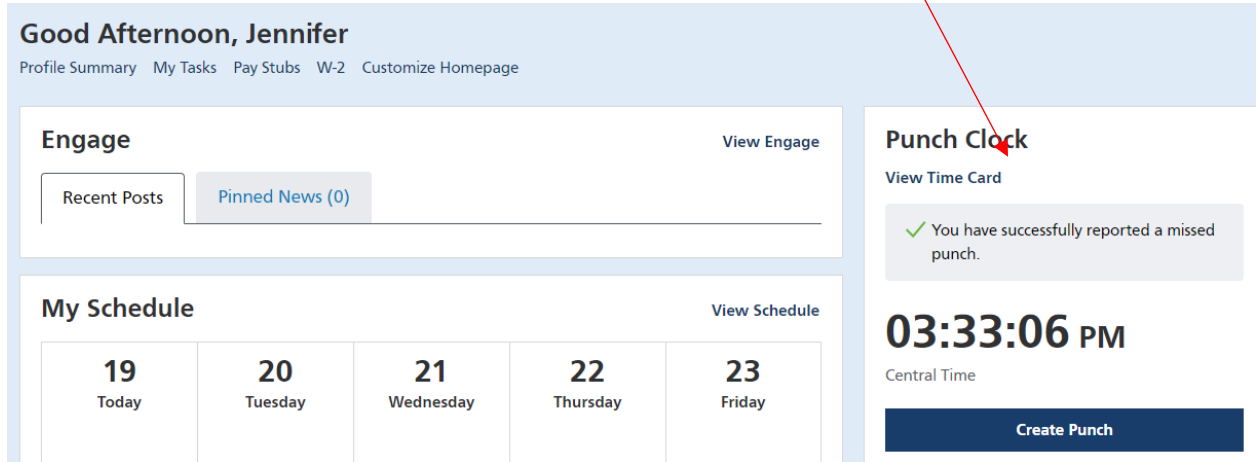
266 / 300

Cancel

Report Missed Punch



After you enter your Missed Punch information, you will see this message on your Homepage.



The screenshot shows a user's homepage dashboard for Jennifer. The top navigation bar includes links for Profile Summary, My Tasks, Pay Stubs, W-2, and Customize Homepage. The main content area is divided into three sections: Engage, My Schedule, and Punch Clock. The Engage section has tabs for Recent Posts and Pinned News (0). The My Schedule section shows a calendar view for days 19 through 23. The Punch Clock section displays the current time as 03:33:06 PM Central Time and a confirmation message: "You have successfully reported a missed punch." A red arrow points from the text above to the confirmation message.

**Good Afternoon, Jennifer**  
Profile Summary My Tasks Pay Stubs W-2 Customize Homepage

**Engage** [View Engage](#)  
Recent Posts Pinned News (0)

**My Schedule** [View Schedule](#)  
19 Today 20 Tuesday 21 Wednesday 22 Thursday 23 Friday

**Punch Clock** [View Time Card](#)  
✓ You have successfully reported a missed punch.  
**03:33:06 PM**  
Central Time  
[Create Punch](#)

## ACCESSING YOUR TIMECARD

To access Timecards: sign in, on the home page, click **Profile Summary**

Paycor

Good Afternoon, Jennifer

Profile Summary My Tasks Pay Stubs W-2 Customize Homepage

**Engage** View Engage

Recent Posts Pinned News (0)

**My Schedule** View Schedule

19 Today	20 Tuesday	21 Wednesday	22 Thursday	23 Friday
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**Punch Clock**

View Time Card

✓ You have successfully reported a missed punch.

**04:04:48 PM**

Central Time

Create Punch

Recent Punches

Then click **Time > Timecard**.

Paycor

Jennifer L

BAPSO303BUSO\*Accounts Payable Specialist II

ACTIVE

160952 - Augustana College

Search Navigation

- ▶ Favorites
- Summary
- ▶ Pay & Taxes
- ▼ **Time**
  - Time Card**
  - Time Off Requests
  - Schedule
  - Work Schedule

You can review your time card for accuracy and raise any adjustments or issues with your supervisor. You can also print a copy of your Timesheet or Request Time Off

The screenshot shows the Paycor interface for Jennifer. At the top, it says "You are currently impersonating: Jennifer". Below that, there's a navigation bar with a search icon, a filter icon, and a "1 of 1" indicator. The "Pay Period" is set to "02/12/2024 - 02/25/2024". The "Action" menu is open, showing "Print Timesheet" and "Request Time Off" buttons, both of which are circled in red. Below the navigation bar, there's a "Period Summary" section with a table showing dates from Mon, 02/12 to Sun, 02/18, all marked as "Not Scheduled".

Dates	Schedule	Time Entry	Department	Job Codes
Mon, 02/12	Not Scheduled			
Tue, 02/13	Not Scheduled			
Wed, 02/14	Not Scheduled			
Thu, 02/15	Not Scheduled			
Fri, 02/16	Not Scheduled			
Sat, 02/17	Not Scheduled			
Sun, 02/18	Not Scheduled			

### Timecard Settings and Functions:

- Navigate between periods using the **Previous Pay Period** and **Next Pay Period** buttons on either side of the date at the top right.

The screenshot shows the Paycor interface for Trudy. The "Pay Period" is set to "02/12/2024 - 02/25/2024". The "Action" menu is open, showing "Bulk Add Punches", "Print Timesheet", "Request Time Off", and "Approve" buttons. The "Previous Pay Period" and "Next Pay Period" buttons are circled in red.

- View a specific date by clicking the **Pay Period** menu. Click **Custom Date Range**.

The screenshot shows the Paycor interface for Trudy. The "Pay Period" dropdown menu is open, showing "02/12/2024 - 02/25/2024". The "Pay Period" dropdown is circled in red.

The screenshot shows the Paycor interface for Trudy. The "Custom Date Range" dropdown menu is open, showing "02/12/2024 - 02/25/2024". The "Custom Date Range" dropdown is circled in red.

The **Period Summary** section at the top of the time card can be expanded by clicking anywhere in the **Period Summary** bar or by clicking the down arrow at the far right. Note the **Period Summary** does **not** update until the Timecard saves, because processing needs to occur to make sure all earnings are accurate.

The screenshot shows the Paycor time card interface. At the top, there is a navigation bar with the Paycor logo, a search bar for employees, and user profile information. Below this is a toolbar with navigation arrows, a filter icon, and a status indicator showing '0/1604 Time Cards Approved'. The main header area includes the employee's name 'Trudy', a 'Bulk Add Punches' button, an 'Action' dropdown, a 'Print Timesheet' button, a 'Request Time Off' button, and an 'Approve' button. The 'Period Summary' section is highlighted with a red circle and contains the text 'Total Scheduled: 0.0000' and 'Total Hours: 0.0000'. Below this, a message states 'There is no time data for this pay period to display'. A 'Time Off (Year to Date)' table is shown with columns for Type, Accrued, Used, and Available. The table has one row for PTO with values 46.5940, 0.0000, and 46.5940. Below the table is a 'Time and Hours' table with columns for Dates, Schedule, Time Entry, Department, Job Codes, Pay Item, and an unlabeled column. The first row shows 'Mon, 02/12' with a plus sign in the Schedule column and a plus-minus icon in the Time Entry column.

The “**Period Summary**” will show Time Off Summaries and other time.

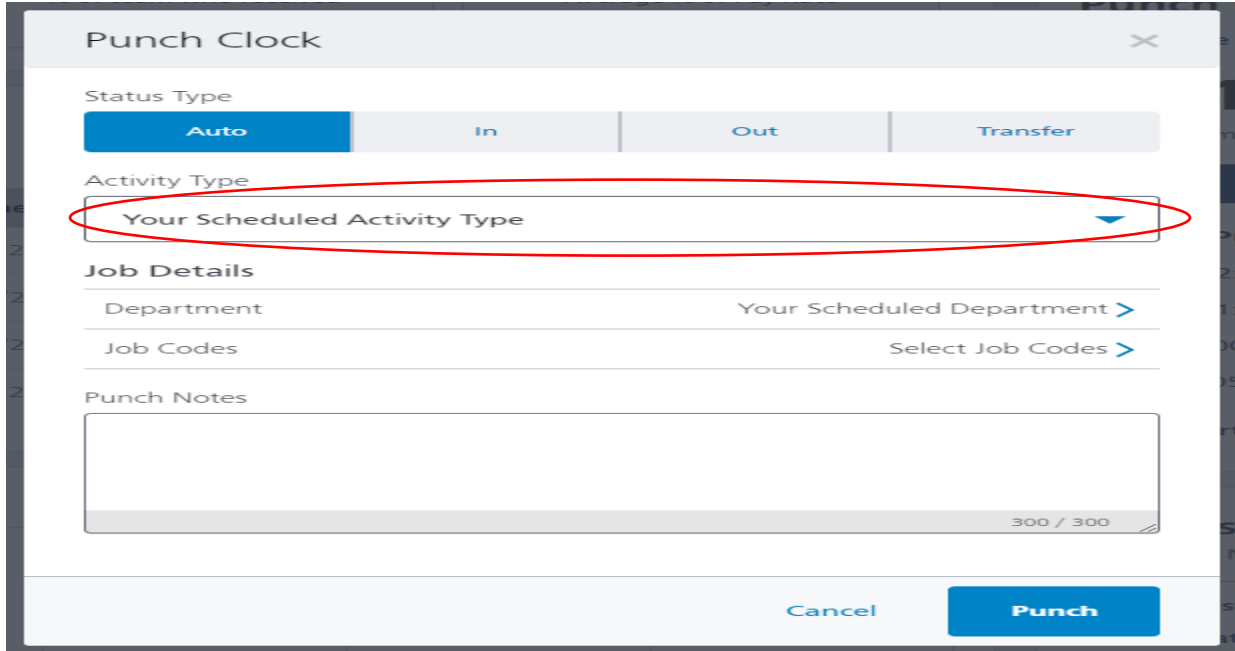
## [TO PUNCH FOR A MEAL BREAK](#)

**IF YOU ARE USING THE KIOSK TO PUNCH THEN ENTER A PUNCH BY ENTERING AUTO OR PUNCH OUT. THESE INSTRUCTIONS ARE FOR WEBSITE PUNCHING ONLY**

On your Homepage, click Create Punch.

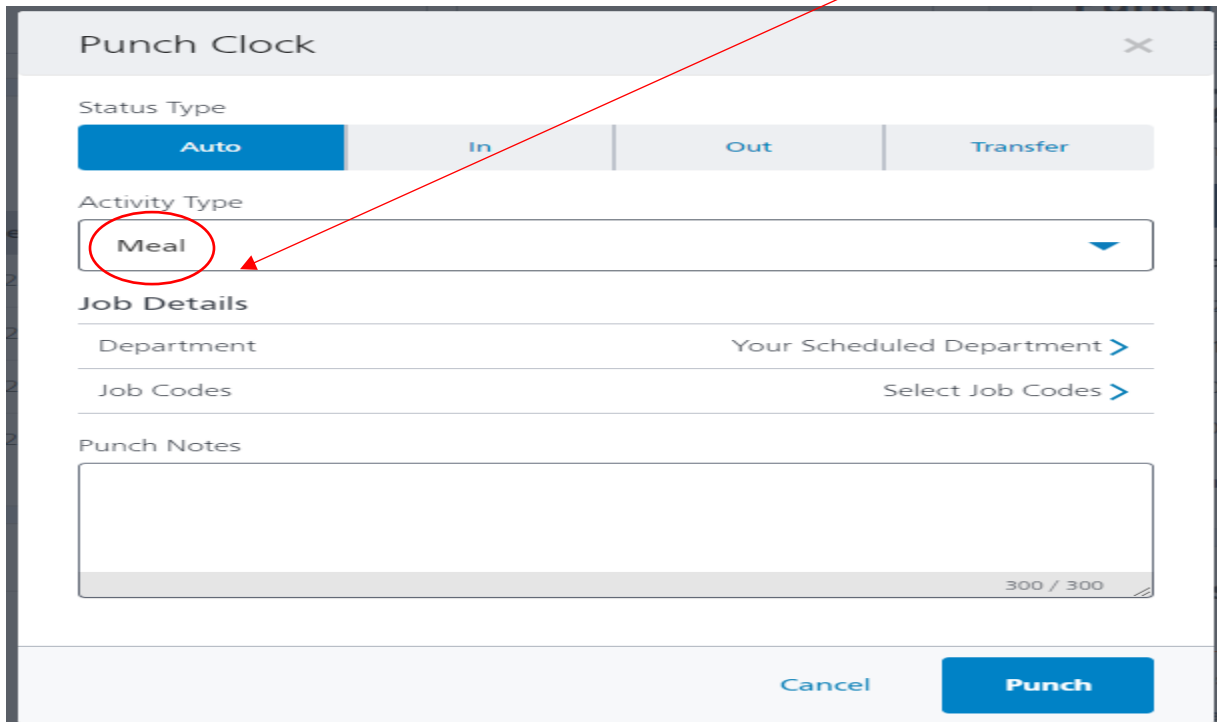
The screenshot shows the Paycor homepage for a user named Jennifer. The header includes the Paycor logo and user profile information. Below the header, there is a navigation bar with links for 'Profile Summary', 'My Tasks', 'Pay Stubs', 'W-2', and 'Customize Homepage'. The main content area is divided into several sections. On the left, there is an 'Engage' section with a 'View Engage' link and a 'Pinned News (0)' button. Below this is a 'My Schedule' section with a 'View Schedule' link. On the right, there is a 'Punch Clock' section with a 'View Time Card' link. The punch clock displays the time '04:22:41 PM' and 'Central Time'. A red circle highlights the 'Create Punch' button at the bottom of the punch clock section.

The following screen will pop up.  
Click the dropdown arrow under Activity Type.



The screenshot shows a 'Punch Clock' window with a close button (X) in the top right corner. Under 'Status Type', there are four buttons: 'Auto' (highlighted in blue), 'In', 'Out', and 'Transfer'. Below this is the 'Activity Type' section, which contains a dropdown menu currently displaying 'Your Scheduled Activity Type'. A red oval highlights this dropdown menu. Under 'Job Details', there are two rows: 'Department' with the value 'Your Scheduled Department' and a right-pointing arrow, and 'Job Codes' with the value 'Select Job Codes' and a right-pointing arrow. Below that is a 'Punch Notes' text area with a character count of '300 / 300'. At the bottom right, there are two buttons: 'Cancel' and 'Punch' (highlighted in blue).

Under Activity Type, the choices are Work, Meal or Break. Please choose Meal. Click Punch.



This screenshot is identical to the previous one, but the dropdown menu under 'Activity Type' now displays 'Meal'. A red circle highlights the word 'Meal', and a red arrow points from the text above to this circle. The 'Punch' button at the bottom right remains highlighted in blue.

After you click Punch, it will show up under Recent Punches on your Homepage.

Although it does not designate that it was a “Meal” punch on your Homepage, the “Meal” symbol does show up on your Timecard.

View from Homepage:

**Punch Clock**  
View Time Card  
**11:21:38 AM**  
Central Time  
Create Punch  
Recent Punches  
● IN 11:21 AM Today

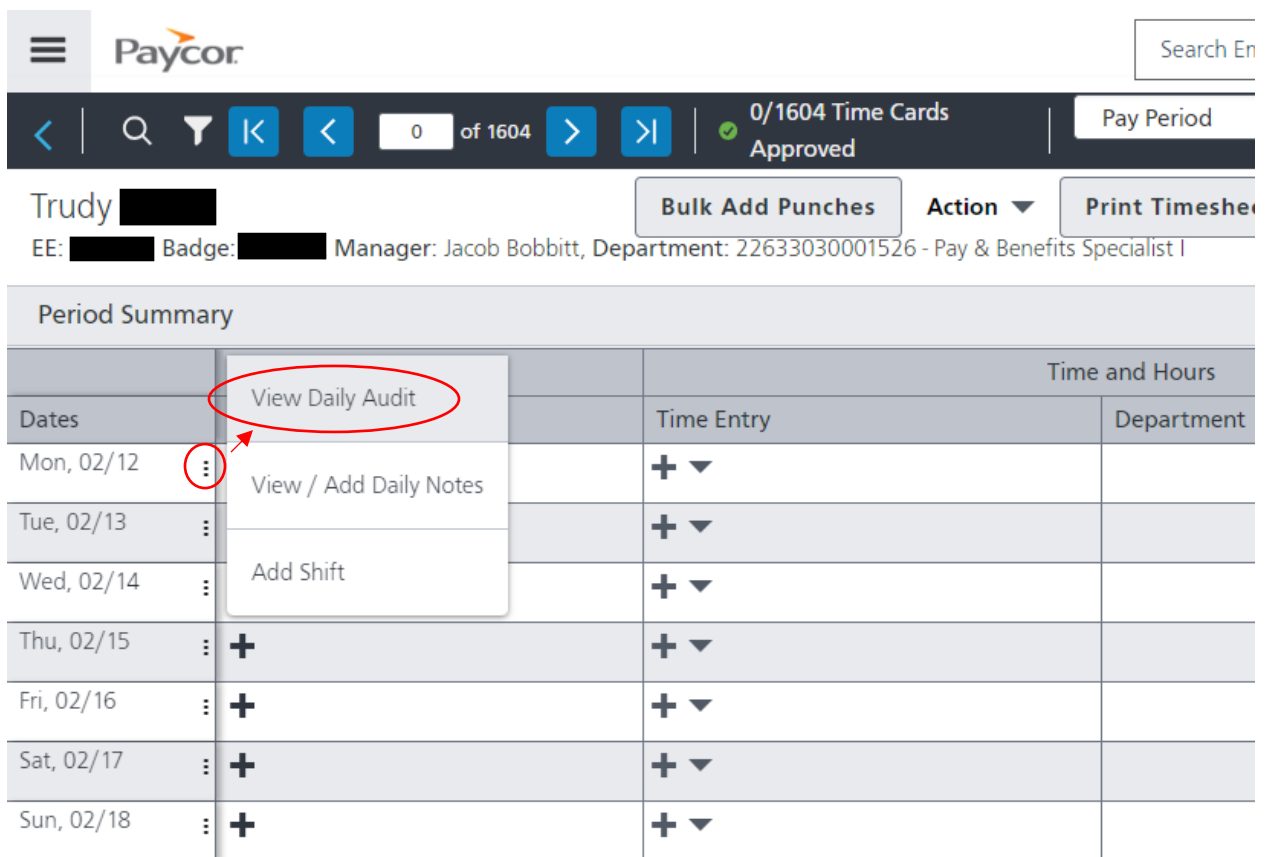
View from Timecard:

Mon, 02/19	+	📶 11:15 AM	:	22633030001...	▼
		+ ▼			

## OPTIONAL: DAILY AUDIT DETAILS

**Note:** To see a more detailed view of a day's punches, under the date section on the timecard, click the vertical ellipsis **⋮**, then click **View Daily Audit**. This opens the **Timecard Daily Audit** view, which shows **Active** and **Deleted** punches.

**THIS IS AN OPTIONAL STEP TO VIEW YOUR TIMECARD. THIS STEP IS NOT REQUIRED.**



The screenshot displays the Paycor timecard interface. At the top, there is a search bar and navigation controls. Below the navigation, the user's name 'Trudy' is shown, along with buttons for 'Bulk Add Punches', 'Action', and 'Print Timesheet'. The user's details are listed: 'EE: [redacted] Badge: [redacted] Manager: Jacob Bobbitt, Department: 22633030001526 - Pay & Benefits Specialist I'. The main section is titled 'Period Summary' and contains a table with columns for 'Dates', 'Time Entry', and 'Department'. A dropdown menu is open for the first row (Mon, 02/12), with 'View Daily Audit' highlighted by a red circle and an arrow. Other options in the menu include 'View / Add Daily Notes' and 'Add Shift'. The table shows a series of dates from Monday to Sunday, each with a plus sign and a dropdown arrow in the 'Time Entry' column.

Dates	Time Entry	Department
Mon, 02/12	+ ▼	
Tue, 02/13	+ ▼	
Wed, 02/14	+ ▼	
Thu, 02/15	+ ▼	
Fri, 02/16	+ ▼	
Sat, 02/17	+ ▼	
Sun, 02/18	+ ▼	

The "Daily Audit" will show a large amount of information related to your reported time

## [PAID TIME OFF](#)

When requesting Paid Time Off (PTO) or Vacation (VAC) please refer to the **“Requesting Paid Time off in Paycor”** guide.

The guide includes important information in regards to requesting, changing and deleting a PTO or VAC request.