



Paycor provides integrated payroll, HR, applicant tracking, and time & attendance solutions to clients nationwide. They are dedicated to putting their clients first by delivering one-on-one personal service and easy-to-use products.

All employees must register for access to the Paycor payroll system. The Paycor website is where you will access your online check stubs, punch in and out (hourly employees), and request time off. Please follow the instructions below to complete the registration process:

## Start your registration process.

Visit <https://enterprise.paycor.com/Accounts/UserRegistration/Register> to get started.

## Submit your personal information.

1. Enter your last name and access code (your access code is **85631**).
2. You may also need to enter your social security number and birth date.

## Create your account.

1. Enter a user name and password that you'll use for signing in.
2. Enter your email address.
3. Check the box to "acknowledge check stub and/or payroll information is available online via Paycor's web-based portal."
4. Click CONTINUE.
5. Choose 4 security questions and answers (in case you forget your user name and password).
6. Click SAVE.

## Complete your registration.

An email message containing a verification code will be sent to the email address you provided.

1. Enter the verification code when prompted in order to complete your registration.
2. Your Paycor.com home page will appear.
3. Write down the small, 5-digit number found under your name on your home page, which is your badge ID.

## Watch a video.

A 12-minute recorded webinar entitled Time and Attendance 105: Employee Self Service is available at the following URL:

<https://vimeo.com/user3974650/review/76994389/b2e60ddef0>

It is strongly suggested that you take the time to view the webinar in order to navigate through your employee payroll portal!

Once you are registered in Paycor, a shortcut to your personal portal is available by accessing the Employee Self-Serve URL at <https://time.paycor.com/ess/85631>. Enter your 5-digit badge ID and 1234 (default) as your pin.

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Note: If you have any questions, please reach out to your supervisor or Director of HR.

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