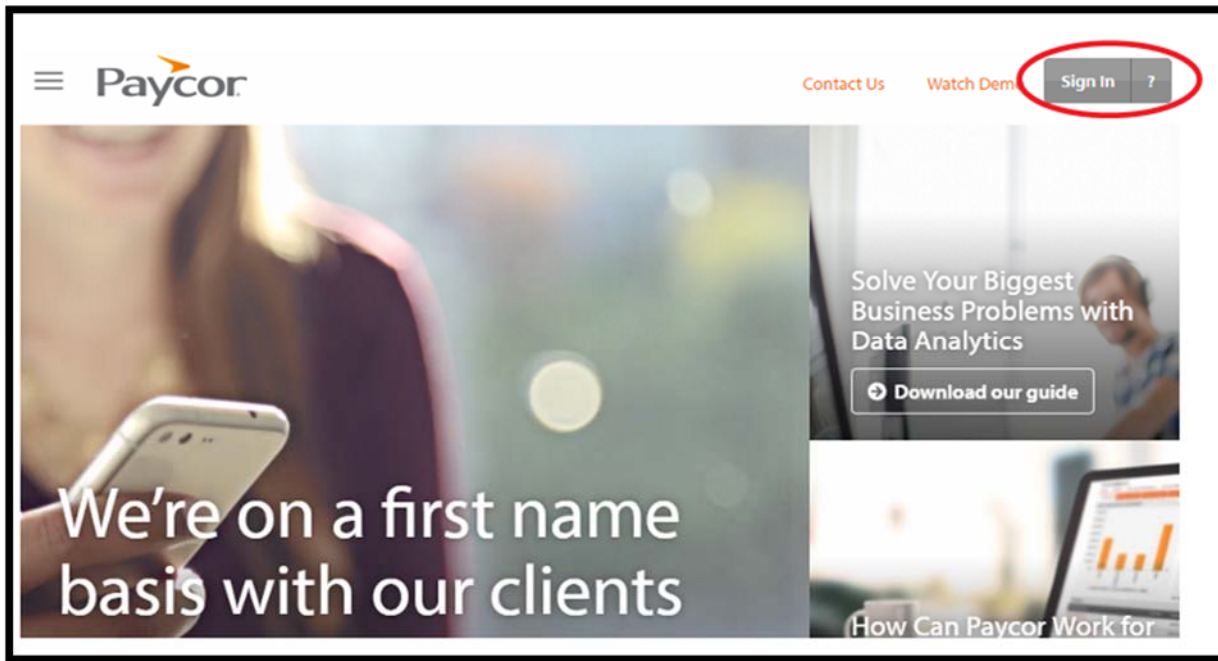
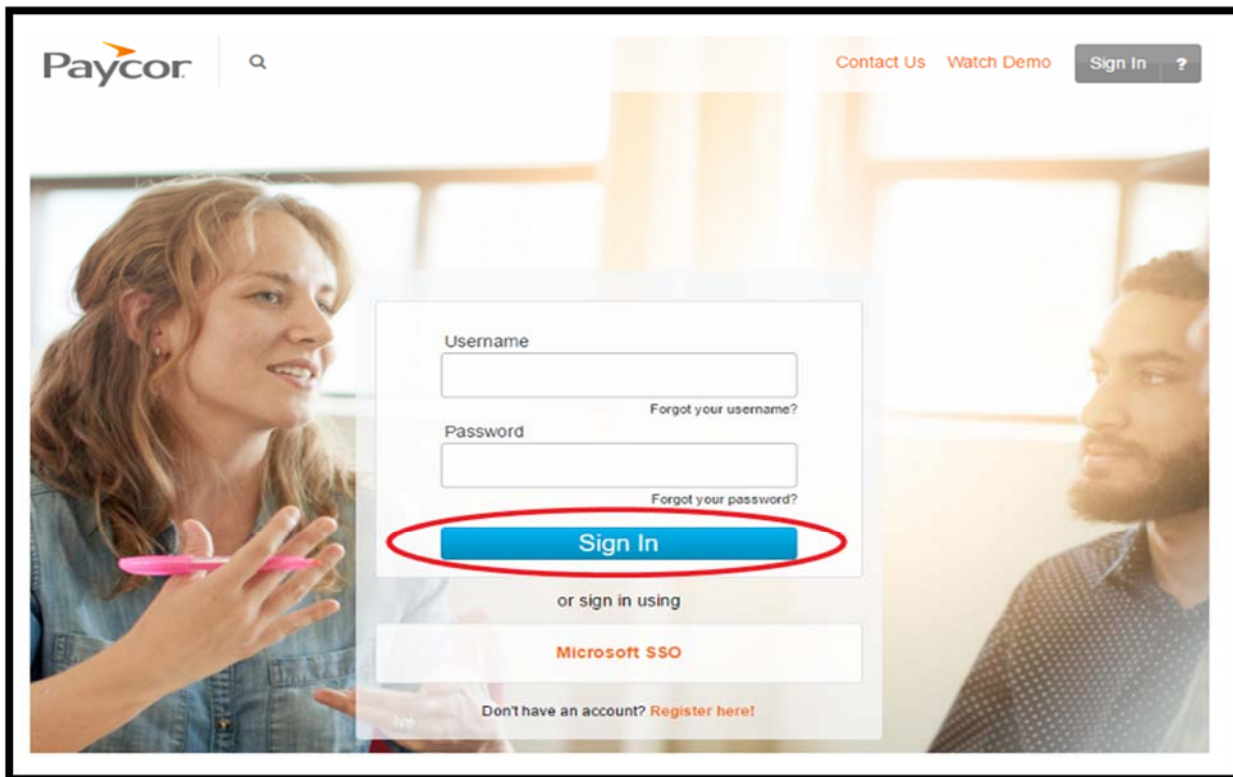


# FVCC STUDENT AND TEMPORARY EMPLOYEE TIME AND ATTENDANCE

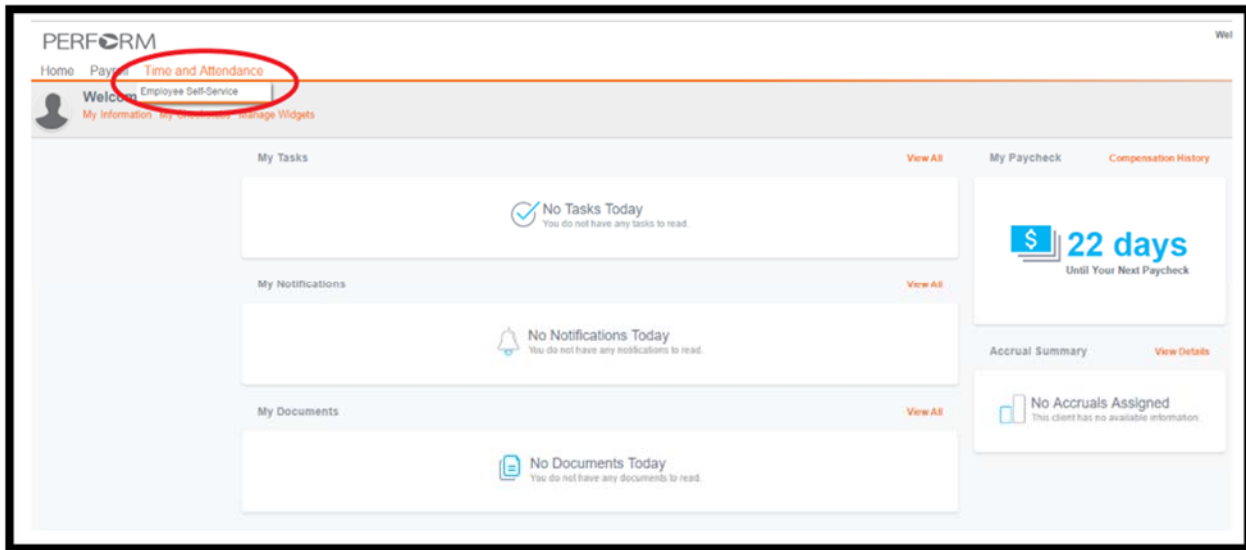
1. Click "Sign In" at [www.paycor.com](http://www.paycor.com).



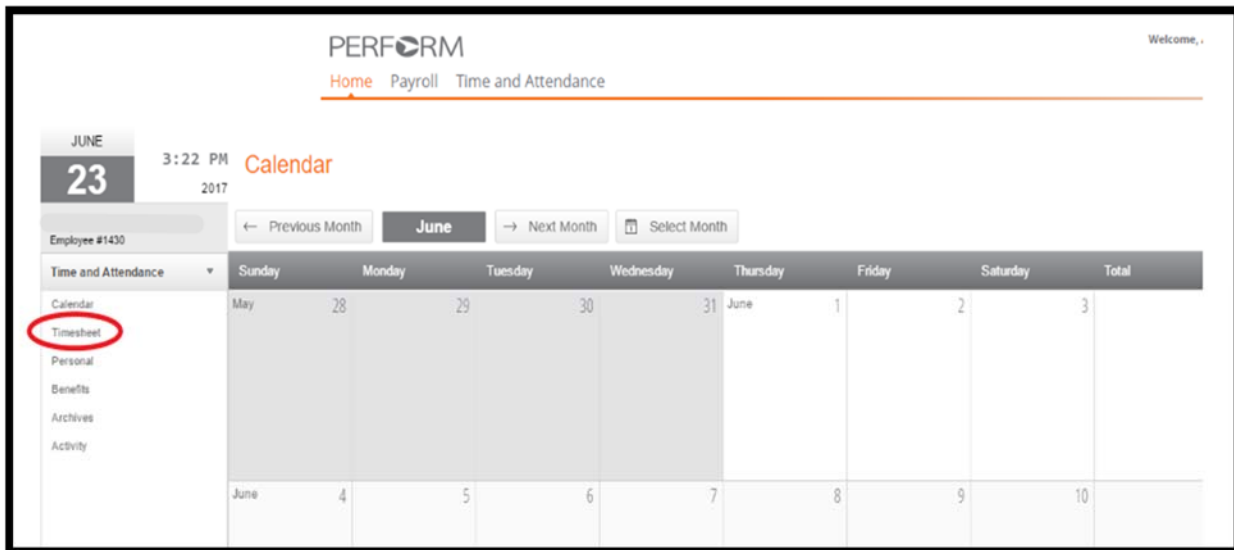
2. Sign in with your Username and Password



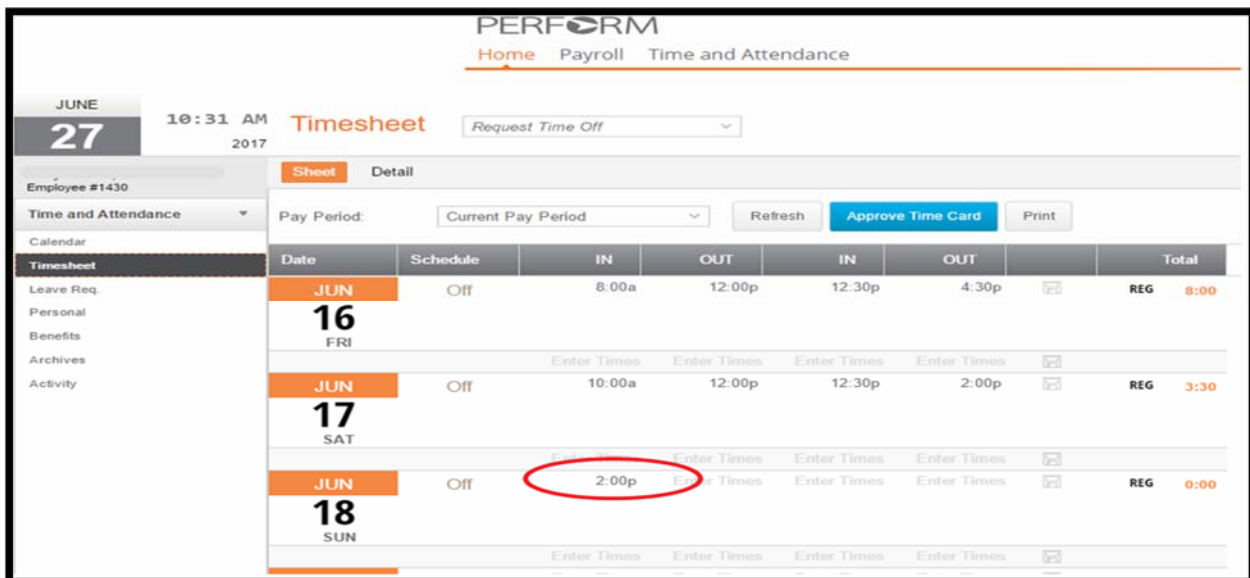
3. Mouse over the **Time and Attendance** tab and click "Employee Self-Service"



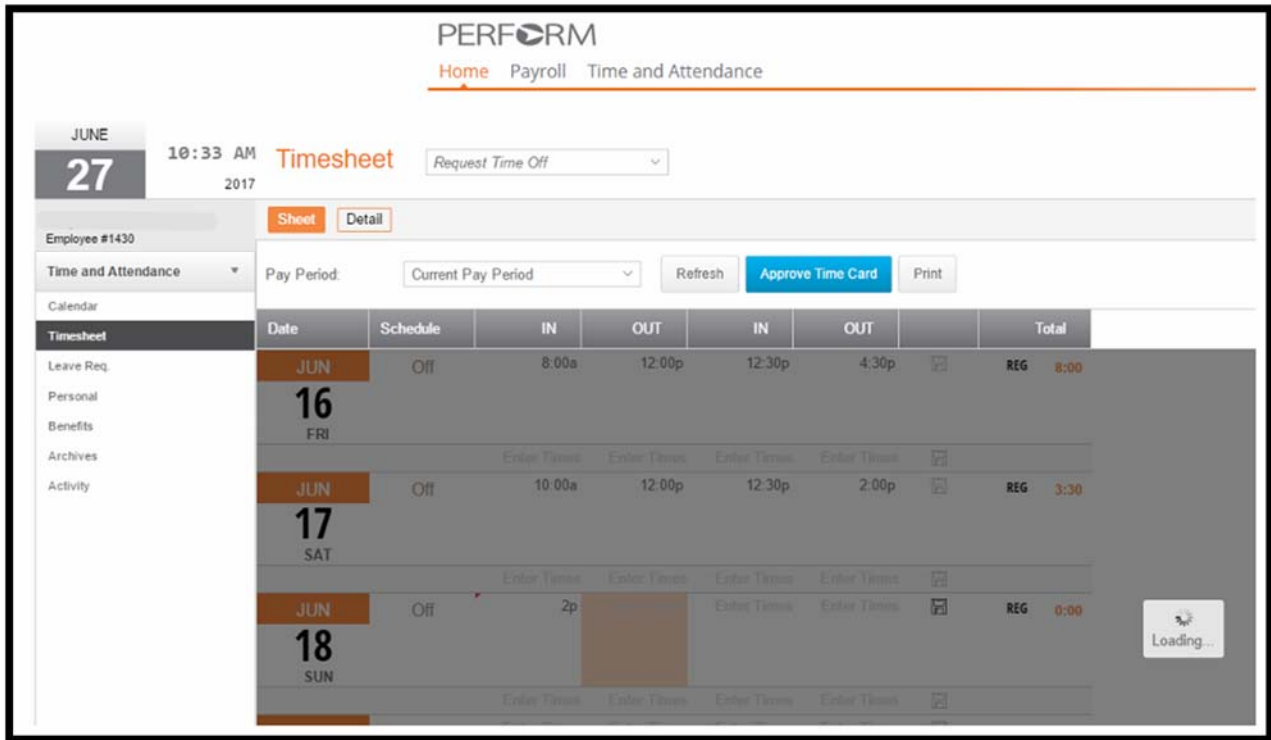
4. On the left-hand side of the page, click **Timesheet**.



5. Enter time IN to work and OUT of work on the applicable date. Below is an example of an employee who arrived at 8:00a, went OUT at 12:00p for lunch, returned IN to work at 12:30p, and went OUT of work at 4:30p.



6. After each entry of time, the system will process the entry. This may take a moment...



7. Employees should enter their time on daily basis. You must click “Approve Time Card” to finalize your time for supervisory approval within three working days after the 15<sup>th</sup> and the last working day of the month. You should always review your time card for accuracy prior to submission. You will not be able to make changes after it has been approved. Not approving your time by the deadline may result in not getting paid until the subsequent pay cycle.

