

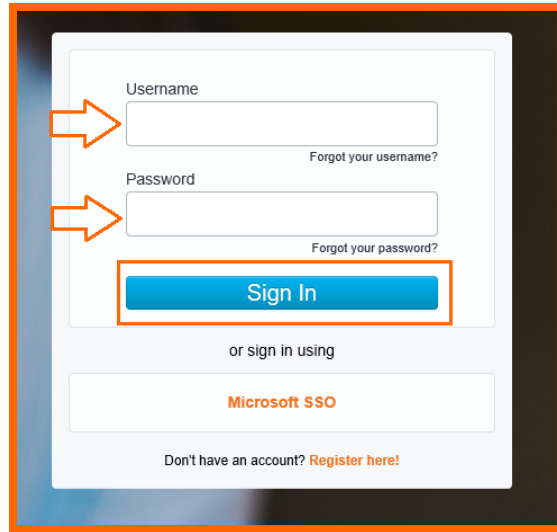
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Manager Manual: Paycor Approving Time Off

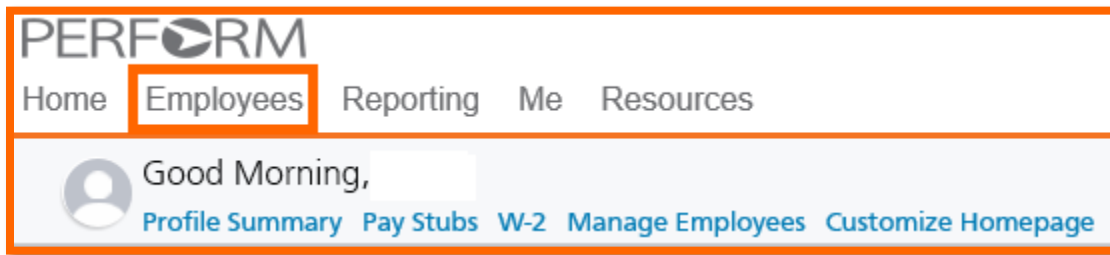


- Go to www.paycor.com
- Click “Sign In” in the top right corner
- Log In

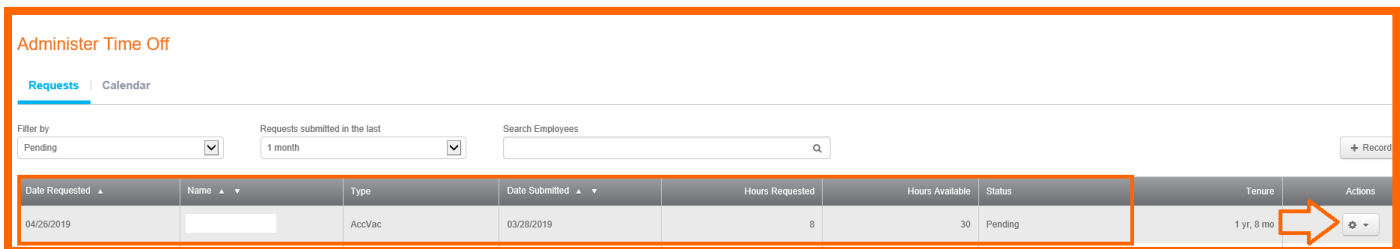
Use username & Password that was created when registering for Paycor



1. You will receive an email from Paycor signaling a time off request has been entered by an employee
2. First step will be to log into paycor after this
3. Click on “**Employees**”



4. Click on “ **Administer Time Off**”
5. You will now see all requests for your employees that are “pending”



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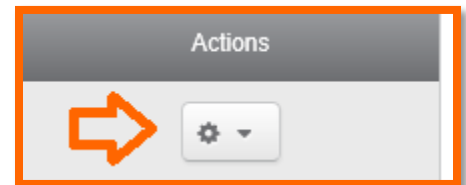
6. Review the request before approving or denying

- Type of Request (Vacation, Sick, Birthday)
- Hours Requested compared to hours available

Type	Date Submitted ▲ ▼	Hours Requested	Hours Available	Status
AccVac	03/28/2019	8	30	Pending

7. Approve or Decline using the “gear” on the right side of the request under “Actions”

- You can also click “**view request details**” to see exact days and hours requested each day
- Verify that all weekend hours are entered as **0**



8. Employee will receive an email notification whether their time off request has been approved or declined

9. It is the Manager’s responsibility to ensure all time off is approved or declined as soon as possible and prior to employee taking the time off