

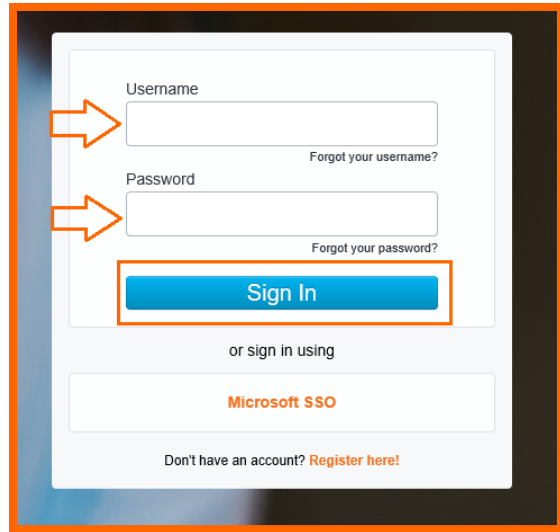
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Manager Manual: Record Absence

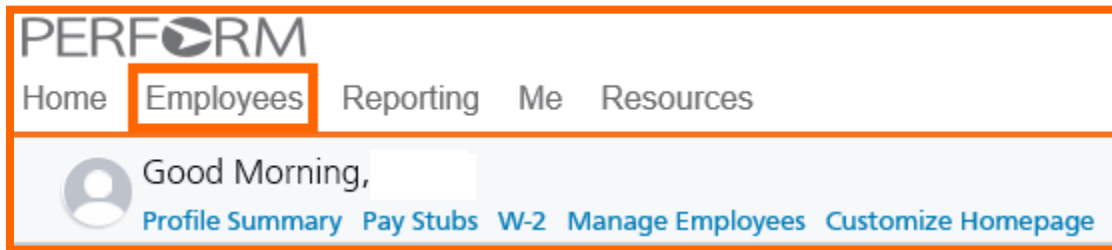


- Go to www.paycor.com
- Click “Sign In” in the top right corner
- Log In

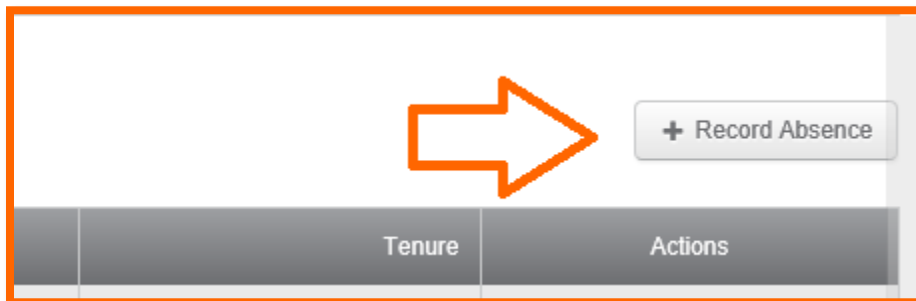
Use username & Password that was created when registering for Paycor



1. Click on “**Employees**”



2. Click on “ **Administer Time Off**”
3. Top Right click Corner on “**Record Absence**”



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- Under **“Select Employees”**, type the employee name you are looking for and select their name

- Select **“Time Off Type”** for the individual (AccSick for example)
- Select the **“Start”** and **“End”** date for employee absence

- Uncheck **“Saturday & Sunday”**, all other days should be entered as **8** or **4** hours **ONLY**
- When your time off request looks correct, click **“Submit”**

Days & Hours Absent		Scheduled Hours	Scheduled Shift	Hours Absent
<input checked="" type="checkbox"/>	Day of Week	Date		
<input checked="" type="checkbox"/>	Friday	03/29/2019	0	8
Total Hours Absent				8

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9. Before clicking **SUBMIT**, you can also check how many hours employee has available and how many available days after this absence entry

<p>Available Balance including upcoming approved requests</p> <p>24 hrs</p>	<p>New Balance Preview after this request is approved</p> <p>16 hrs</p>
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10. The absence will be directly added to the employee profile
11. It is a manager's responsibility to ensure all employee absences are recorded