

Processing a Payrun

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Note: This is not a comprehensive user guide, just a quick reference for keying your first payroll. For more information on all functionality, click the **Get Help** link in the top right of the Perform application.

Selecting a Payrun

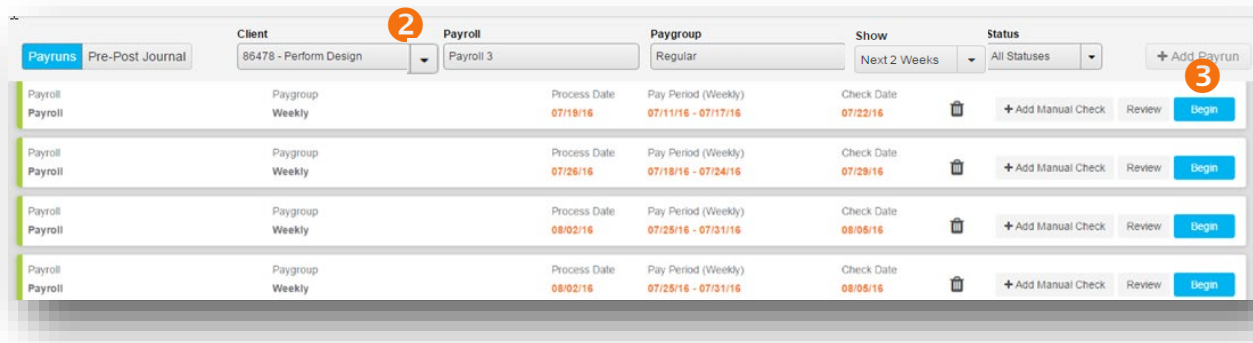
Payruns, including existing overdue payruns, will display on this page. You must process, delete, or set to a future scheduled process date before you can process any further payruns.

Follow the steps below to select the proper payrun:

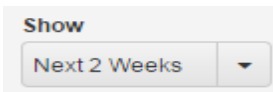
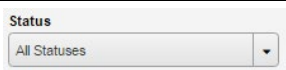
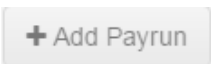

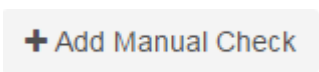


- 1 Sign in to www.paycor.com, hover over Company, and select the **Pay Employees** area.
- 2 Under the **Client** label, click on the dropdown menu to view all clients available to the current user.
- 3 Select the appropriate payrun, and click **Begin**. This will open the paygrid.

Note: If the check date is set to fall on a Holiday, Weekend, or less than two business days from today, an alert will display instructing the user to edit the check date.

If you click the “Review” link, you will skip the paygrid and be taken to the screen where you may see an overview of the details for this payrun such as net cash and tax liabilities.



Note: Clients who are configured with a Time and Attendance system are able to import files which will automatically populate the paygrid when beginning a payrun. You may find further documentation under the **Get Help** link.

Icon	Labels	Indicates:
	Show	The Show Filter will default to the Next 2 Weeks.
	Status	The Status Filter will default to All Statuses.
	Additional Payrun	This would allow you to create a payrun in addition to regularly-scheduled payruns.
	Edit	Select the links to Edit the payrun. The dates of the payrun may be changed as long as it has not already begun.
	Add Manual Check	If users wish to add Manual Check data without opening a payrun, clicking this button will begin the process. Manual checks must be approved and locked prior to reviewing a payrun.
	Delete	The payrun may be deleted if it has not already been accessed.
	Reset	If users wish to reset a payrun that has been modified, clicking this button will allow them to start again from the beginning.

Client → Payroll → Paygroup Relationship

Client = represents a company with it's own Federal Employer Identification Number (FEIN)

Payroll = this is how Paycor segments groups of employees within a Paycor client for the purposes of separate reporting, delivery, or bank funding.

Paygroup = this is the way Paycor segments groups of employees within a client payroll for the purpose of providing separate paydata grids.

Select Paydata Exceptions for a payrun

Follow these steps to make exceptions for this payrun:

- 1 Click on **Payrun Settings**, and then select **Edit Payrun Exceptions**.
- 2 Under “General Exceptions”, you may change the **Net Direct Deposit**, **Automatic Labor Allocation**, **Calculate Accruals** (not available with Labor Costing service), or **Calculate Labor Costing** (only available with Labor Costing service) settings by checking or unchecking their checkboxes.
- 3 Under “Paydata Exceptions”, you may select which **Earnings**, **Deductions**, and **Partial Direct Deposits** should be calculated in the checks for this payrun. To select specific items within these groups to include, choose **Customize** and then click **Edit**. An area will appear where specific items can be checked/unchecked according to your needs.
- 4 Under “Tax Exceptions”, you may:
 - Select a **Tax Withholding Frequency** for all checks in this payrun.
 - Choose **How to Tax** all checks included in this payrun.
- 5 Click **Save**.

Check Date - 11/24/17
Payroll - Bi-Weekly
135734 - Perform Design LTD

Back to Payruns Review Payrun

No Pay	Find Employees	#	Check	Net DD	Department	Rate	Reg (hrs)	OT (hrs)	Reg (ES)
<input type="checkbox"/>	Hertle, Samantha	50	1	<input checked="" type="checkbox"/>	1000	19.750000	40.0000		
<input type="checkbox"/>	Johnson, David	287	1	<input checked="" type="checkbox"/>	1000	14.500000	56.0000		
<input type="checkbox"/>	McNurlin, Carissa	68	1	<input checked="" type="checkbox"/>	1000	19.750000	55.0000		
<input type="checkbox"/>	Moulton, Maddalena	5	1	<input checked="" type="checkbox"/>	1000	0.000000			\$ 3,600.0000
<input type="checkbox"/>	Peterson, Ashtin	62	1	<input checked="" type="checkbox"/>	1000	18.000000	80.0000		
<input type="checkbox"/>	Aish, Morgan	284	1	<input checked="" type="checkbox"/>	1001	15.000000	68.0000		
<input type="checkbox"/>	Patterson, Michele M.	209	1	<input checked="" type="checkbox"/>	1002	0.000000			\$ 850.0000
<input type="checkbox"/>	Patterson, Michele M.	209	2	<input checked="" type="checkbox"/>	1002	0.000000			\$ 0.0000
<input type="checkbox"/>	Allen, Connie	193	1	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	Arker, Ron	282	1	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	Bennett, Valera	52	1	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	Dozier, Pamela	60	1	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	Hill, Paul	148	1	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	James, Nellie	59	1	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	Kincade, Sherry	201	1	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	Kirkland, Samantha	184	1	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	Kreici, Elizabeth	98	1	<input checked="" type="checkbox"/>					

Exceptions

General Exceptions 2

☒ Calculate Net Direct Deposit ☒ Enable Automatic Labor Allocation ☒ Calculate Accruals ☒ Calculate Labor Costing

Paydata Exceptions 3

Earnings

☒ Calculate all scheduled earnings ☐ Turn off all scheduled earnings ☐ Customize

Deductions

☒ Calculate all scheduled deductions ☐ Turn off all scheduled deductions ☐ Calculate retirement deductions only ☐ Customize

Partial Direct Deposits

☒ Calculate all scheduled partial direct deposits ☐ Turn off all scheduled partial direct deposits ☐ Customize

Tax Exceptions 4

Tax Withholding Frequency

Bi-weekly

How to Tax

FICA, Fed, St, Local

Cancel **5**

Review the Pre-Post Payroll Journal

After entering all information for a payrun, users must review all data before transmitting your payrun to Paycor. Users will have the opportunity to view **Net Cash Totals**, **Employee Tax Withholding Totals**, **Employer Tax Liability Totals**, **Paygroup Totals**, and the **Pre-Post Payroll Journal**. Users will also have the option of **Adding a Request** to a payroll that they are transmitting to Paycor.

Note: The **Pre-Post Payroll Journal** allows users to review all data being submitted for this payrun. It is critical that users review this report carefully, as this is the information Paycor will use to pay employees.

Follow these steps to review the Pre-Post Payroll Journal:

- 1 Click [Pre-Post Payroll Journal](#).
- 2 The **Pre-Post Payroll Journal** will open in Adobe Reader.

Note: If you do not see the PDF, please make sure your internet browser is set to allow pop-ups from Paycor.

[Back to Payroll](#)

Check Date: 11/24/17
Payroll - Bi-Weekly
135734 - Perform Design LTD

Add Change RequestSubmit Payrun

Estimated Liability

Net Cash\$ 27,747.61

Employee Tax Liability\$ 9,676.31

Employer Tax Liability\$ 3,143.59

Total Cash Requirement\$ 40,567.51

Employees

26 Employees Paid

14 Employees Not Paid

0 New Hires

Check Summary

26 Employee Checks

0 Manual Checks

0 Third Party Sick Pay

0 Voided Checks

Reports

1 Pre-Post Payroll Journal

Pre-Post Employee Export

Payrun Audit Export

Cash Requirements

Labor Distribution

Deductions Not Taken

Unpaid Employees

▼ Liability Summary

Net Cash

Total

► Paygroup Totals - All Departments

Client: 86477 Perform Manufacturing - Payroll 2

Employee	RATE	REG	OT	CODED	REG	OT	CODED	Gross	Taxes	Deductions	Net Pay
001 Factory Factory	1000	10.00	40.0000					400.00	24.80 SOC 5.80 MED 45.57 FITWH 7.23 OH 5.00 INDSUR		312.10
Chen, Taylor L. EE# 54											
Spangler, Guinevere C. EE# 61	1000		40.0000					1,200.00	74.40 SOC 17.40 MED 116.39 FITWH 36.59 OH 14.52 INDSUR		940.70
Tewell, Jake D. EE# 87	1000	25.00	40.0000					1,000.00	62.00 SOC 14.50 MED 181.13 FITWH 29.47 OH 12.50 INDSUR		720.40
001 Factory Receiving	1001	8.50	40.0000					340.00	21.08 SOC 4.93 MED 36.07 FITWH 13.55 KY 3.57 KYCAM 3.40 KYCSP		257.40
Burke, Michael J. EE# 27											
Christensen, Nichole L. EE# 22	1001	12.83	40.0000					513.20	28.90 SOC 6.73 MED 26.95 FITWH 16.12 KY 5.39 KYCAM 5.13 KYCSP	48.73 MED125 252.64 401K	122.71
Hukhteson, Zack R. EE# 81	1001	10.44	40.0000					417.60	21.17 SOC 4.85 MED 5.75 FITWH 3.39 KY 4.38 KYCAM 4.18 KYCSP	165.70 401K 76.10 MED125 73.10 KINGDD	57.88
Kardamas, Abbya R. EE# 58	1001	10.00	40.0000					400.00	24.80 SOC 5.80 MED 16.54 FITWH 6.80 OH 4.20 KYCAM 4.00 KYCSP		337.86

Perform ManufacturingPeriod Ending:02/23/2014Pay Date:02/28/2014Pre-Post Payroll JournalPage 1

\$ 2,349.74

\$ 549.57

\$ 3.44


\$ 240.84

\$ 0.00

\$ 3,143.59

Note: The **Pre-Post Employee Export** allows users to review all data being submitted for the payrun. This report provides pre-post information in a cleanly formatted CSV export.

Follow these steps to review the Pre-Post Employee Export:

- 1 Click  Pre-Post Employee Export.
- 2 The **Pre-Post Employee Export** will open in Excel in CSV Format.

Note: If you do not see the CSV, please make sure your internet browser is set to allow pop-ups from Paycor.

Back to Payroll

Check Date - 11/24/17
Payroll - Bi-Weekly
135734 - Perform Design LTD

Add Change Request

Submit Payrun

Estimated Liability

Employees

Check Summary

Reports

Net Cash

\$ 27,747.61

26 Employees Paid

26 Employee Checks

Pre-Post Payroll Journal

Employee Tax Liability

\$ 9,676.31

14 Employees Not Paid

0 Manual Checks

Pre-Post Employee Export

Employer Tax Liability

\$ 3,143.59

0 New Hires

0 Third Party Sick Pay

Payrun Audit Export

Total Cash Requirement

\$ 40,567.51

0 Voided Checks

Cash Requirements

Labor Distribution

Deductions Not Taken

Unpaid Employees

▼ Liability Summary

Net Cash

Employee Tax Liability

Employer Tax Liability

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	First Name	Last Name	Employee Number	Pay Number	Check Type	Department	Earning Code	Earning Rate	Earning Hours	Earning Amount	Deduction Code	Deduction Amount	Tax Code	Tax Amount	Gross (By Department)	Net (By Department)	
2	Kim	Banks	101	1	Regular	1000-Franklin Location	Auto Use	80	0	0		0		0	0	0	
3	Kim	Banks	101	1	Regular	1000-Franklin Location	Reg	280	11.2	0		0		0	0	0	
4	Kim	Banks	101	1	Regular	1000-Franklin Location		0	0	0	401K	63.6		0	0	0	
5	Kim	Banks	101	1	Regular	1000-Franklin Location		0	0	0		0	MED	5.22	0	0	
6	Kim	Banks	101	1	Regular	1000-Franklin Location		0	0	0		0	SOC	15.12	0	0	
7	Kim	Banks	101	1	Regular	1000-Franklin Location		0	0	0		0	FITWH	39.05	0	0	
8	Kim	Banks	101	1	Regular	1000-Franklin Location		0	0	0		0	KYFLO	7.2	0	0	
9	Kim	Banks	101	1	Regular	1000-Franklin Location		0	0	0		0	IN024R	3.71	0	0	
10	Kim	Banks	101	1	Regular	1000-Franklin Location		0	0	0		0	PA	8.6	0	0	
11	Kim	Banks	101	1	Regular	1000-Franklin Location		0	0	0		0		0	360	137.5	
12	Julia	Chancellor	48	1	Regular	3002-Receiving	Reg	320	40	8		0		0	0	0	
13	Julia	Chancellor	48	1	Regular	3002-Receiving		0	0	0		0	OH	4.9	0	0	
14	Julia	Chancellor	48	1	Regular	3002-Receiving		0	0	0		0	KYAUG	3.2	0	0	
15	Julia	Chancellor	48	1	Regular	3002-Receiving		0	0	0		0	FITWH	9.12	0	0	
16	Julia	Chancellor	48	1	Regular	3002-Receiving		0	0	0		0	SOC	13.44	0	0	\$ 2,349.74
17	Julia	Chancellor	48	1	Regular	3002-Receiving		0	0	0		0	MED	4.64	0	0	\$ 549.57
18	Julia	Chancellor	48	1	Regular	3002-Receiving		0	0	0		0		0	320	284.7	\$ 3.44
19	Reba	Dillon	56	1	Regular	3007-Factory	Reg	175	0	0		0		0	0	0	\$ 240.84
20	Reba	Dillon	56	1	Regular	3007-Factory		0	0	0	Dental	27.5		0	0	0	\$ 0.00
21	Reba	Dillon	56	1	Regular	3007-Factory		0	0	0		0	KY	2.87	0	0	
22	Reba	Dillon	56	1	Regular	3007-Factory		0	0	0		0	KYAUG	1.75	0	0	
23	Reba	Dillon	56	1	Regular	3007-Factory		0	0	0		0	FITWH	5	0	0	\$ 3,143.59
24	Reba	Dillon	56	1	Regular	3007-Factory		0	0	0		0	SOC	6.2	0	0	
25	Reba	Dillon	56	1	Regular	3007-Factory		0	0	0		0	MED	2.14	0	0	
26	Reba	Dillon	56	1	Regular	3007-Factory		0	0	0		0		0	175	129.54	
27	Adam	Drake	96	1	Regular	3007-Factory	Reg	105.6	8	13.2		0		0	0	0	
28	Adam	Drake	96	1	Regular	3007-Factory	Auto Use	40	0	0		0		0	0	0	
29	Adam	Drake	96	1	Regular	3007-Factory		0	0	0	MED125	16.82		0	0	0	
30	Adam	Drake	96	1	Regular	3007-Factory		0	0	0		0	KY	6.25	0	0	
31	Adam	Drake	96	1	Regular	3007-Factory		0	0	0		0	KYAUG	1.46	0	0	
32	Adam	Drake	96	1	Regular	3007-Factory		0	0	0		0	FITWH	17.8	0	0	
33	Adam	Drake	96	1	Regular	3007-Factory		0	0	0		0	SOC	5.41	0	0	
34	Adam	Drake	96	1	Regular	3007-Factory		0	0	0		0	MED	1.87	0	0	
35	Adam	Drake	96	1	Regular	3007-Factory		0	0	0		0		0	145.6	55.99	
36	Sara	Edwards	1	1	Regular	3007-Factory	Reg	386	40	9.65		0		0	0	0	
37	Sara	Edwards	1	1	Regular	3007-Factory		0	0	0	401K	166.72		0	0	0	
38	Sara	Edwards	1	1	Regular	3007-Factory		0	0	0	MED125	79.69		0	0	0	
39	Sara	Edwards	1	1	Regular	3007-Factory		0	0	0		0	KY	2.48	0	0	

Review additional Pre-Post reports

Note: Some Pre-Post reports require specific access rights. Please contact your Paycor consultant if you do not see the appropriate reports.

Follow these steps to review the additional reports:

- 1 Click the **Run** button for any report.

Report:	Description
Labor Distribution	This report provides pay detail and totals (earnings, deductions, & taxes) across departments. Pay detail can be displayed by gross-to-net or grouped by categories that were previously configured in the organizational structure. When an employee works in more than one department, their pay detail will be detailed under each department where they worked according to the proportion of time/earnings allocated to that department.
Cash Requirement	One-source document to provide a summary of the total costs of a payroll run.
Deductions Not Taken	Lists all employees (active within the Payroll) who didn't have a scheduled deduction come out on a check because the employee was not paid enough within the paygrid (whether the No Pay was checked or not checked).
Unpaid Employees	Lists any employees that are not being paid for this check date.
Payrun Export Audit	Select Earning, Deduction, Tax, and/or Accrual codes to view overrides to those codes in the payrun.
Job Costing Export	This report is only available if you have the Job Costing service. It provides the gross and gross to net pay + employer liabilities allocated to Labor Codes. If employee hours have been mapped to a labor code combination, Payroll managers can view the associated gross to net labor cost for the time worked in each labor code combination within the Paygrid and this Paygrid export.

Some reports will have a pop-up where you may change the report's sort options.

- 2 The report will open as a PDF in Adobe Reader. If you do not see the PDF, please make sure your internet browser is set to allow pop-ups from Paycor.

Client: 86477 Perform Manufacturing - Payroll 2 : Factory

Cash Requirement Summary

Net Cash	9,760.00	
Payroll Direct Deposit	75.10	
Net Direct Deposit	1,026.13	
Direct Deposit Subtotal	1,011.23	
Total Net Cash		11,261.33
Manual/Void Checks	0.00	
Third Party Sick Payments	237.28	
Payables	0.00	
Total		11,538.60

Employee Tax Withholding

Social Security - Employee	1,176.20	
Medicare - Employee	278.67	
Federal Income Tax	1,176.14	
Kentucky State Tax	454.80	
Ohio State Tax	180.00	
Arkansas Kentucky	1.00	
Connecticut Kentucky	180.00	
Costa Rica, KY	176.23	
Florida City In-Residence	32.82	
Total Employee Tax Withhold		3,875.26

Employer Tax Liability

Payroll Filing Responsibility		
Social Security - Employer	1,176.20	
Medicare - Employer	278.67	
Federal Unemployment	113.80	
Kentucky Unemployment	450.00	
Total Payroll Filing Responsibility		2,017.67

Client Filing Responsibility

Total Client Filing Liability	0.00	
Total Employer Tax Liability	2,017.67	
Total Tax Funds		5,896.97
Total Payroll Liability		17,435.57
Total Cash Requirement Less Manual Voids		17,435.57

Employer Tax Liability

Social Security - Employer	\$2,340.74
Medicare - Employer	\$549.57
Federal Unemployment	\$234.44
Kentucky Unemployment	\$240.84
Arkansas Compensation	\$1.00
Total	\$3,143.59


Perform Manufacturing Period Ending: 02/23/2014 Pay Date: 02/28/2014 Pre-Post Cash Requirement Page 1

Adding a Change Request

When processing payroll, users may occasionally find that they require assistance from Paycor before finalizing payroll.

In these cases, users are able to **add a change request** when they transmit their payroll file to Paycor. This will ensure that before the final steps of processing, Paycor will review the request and provide the necessary assistance.

After entering payroll data and continuing on to review the payrun, users will follow these steps to add a payroll request:

- 1 On the **Review** screen, click “Add Change Request”.
- 2 Type in any additional instructions for the consultant.
- 3 Click .

The screenshot displays the 'Estimated Liability' screen in the PERFORM system. At the top, there's a blue header bar with 'Back to Paygrid', 'Check Date: 11/24/17', 'Payroll: Bi Weekly', and '135734 - Perform Design LTD'. A red arrow points to the 'Add Change Request' button. Below the header, there are four main sections: 'Estimated Liability', 'Employees', 'Check Summary', and 'Reports'. The 'Estimated Liability' section shows 'Net Cash' as \$27,747.61, 'Employee Tax Liability' as \$9,676.31, 'Employer Tax Liability' as \$3,143.59, and 'Total Cash Requirement' as \$40,567.51. The 'Employees' section shows '26 Employees Paid', '14 Employees Not Paid', and '0 New Hires'. The 'Check Summary' section shows '26 Employee Checks', '0 Manual Checks', '0 Third Party Sick Pay', and '0 Voided Checks'. The 'Reports' section has buttons for 'Pre-Post Payroll Journal', 'Pre-Post Employee Export', 'Payrun Audit Report', 'Cash Requirements', 'Labor Distribution', 'Deductions Taken', and 'Unpaid Employees'. Below this is a 'Liability Summary' section with a donut chart for 'Net Cash' and a table of liability components. An 'Enter Change Request' modal window is open in the foreground, asking the user to enter a change request. The modal has a text input field, a 'Cancel' button, and a 'Save' button. A red arrow points to the 'Add Change Request' button, and another red arrow points to the 'Enter Change Request' modal. A third red arrow points to the 'Save' button in the modal.

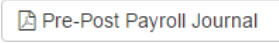

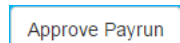
Approving a Payrun

In the **Pay Employees** area, users will regularly key payroll information and transmit to Paycor.

Prior to transmitting, users must review and approve all information. Users will have the opportunity to view **Net Cash Totals**, **Employee Tax Withholding Totals**, **Employer Tax Liability Totals**, **Paygroup Totals**, and the **Pre-Post Payroll Journal**.

Note: At any time during this process, users may return to the paygrid by clicking “Edit Paygrid” within the top left corner.

Follow these steps to approve and submit payroll:

- 1 Review all totals on the Estimated Liability screen.
- 2 Click  to view a PDF report of the data that is about to be transmitted (for more information on this report, see the prior pages).
- 3 Click  to view a CSV report of the data that is about to be transmitted (for more information on this report, see the prior pages).
- 4 Click .

Note: If you have the security access to Submit Payruns, this button will say **Submit Payrun** instead of Approve Payrun.

Back to Paygrid Check Date: 11/24/17 Payroll - Bi-Weekly 135734 - Perform Design LTD Add Change Request Submit Payrun

Estimated Liability	Employees	Check Summary	Reports
Net Cash \$ 27,747.61	26 Employees Paid	26 Employee Checks	Pre-Post Payroll Journal
Employee Tax Liability \$ 9,676.31	14 Employees Not Paid	0 Manual Checks	Pre-Post Employee Export
Employer Tax Liability \$ 3,143.59	0 New Hires	0 Third Party Sick Pay	Payrun Audit Export
Total Cash Requirement \$ 40,567.51		0 Voided Checks	Cash Requirements
			Labor Distribution
			Deductions Not Taken
			Unpaid Employees

Funding

Please be sure to fund your bank account to cover your **Estimated Liability** plus any changes and our service fees.

Review from Payrun Screen

When there are approved payruns that have not yet been submitted, a message in green will display:

Payrun for Payroll #1, Salary for 11/01/15 - 11/15/15 has been successfully approved.

Payroll	Paygroup	Process Date	Pay Period (Semi-monthly)	Check Date		Review	Begin
Payroll #1	Salary	11/25/15	11/16/15 - 11/30/15	11/30/15			

Submitting a Payrun

Follow these steps to approve and submit payroll:

- 1 Make sure you review the Pre-Post Payroll Journal and any other additional information from the Review screen.

Note: If necessary, you may click the “Back to Paygrid” link to go back and make further changes to the payroll.

- 2 Once you have reviewed and made all necessary changes, click Submit Payrun.

Back to Paygrid Check Date: 11/24/17 Payroll - Bi-Weekly 135734 - Perform Design LTD Add Change Request Submit Payrun

Estimated Liability	Employees	Check Summary	Reports
Net Cash \$ 27,747.61	26 Employees Paid	26 Employee Checks	Pre-Post Payroll Journal
Employee Tax Liability \$ 9,676.31	14 Employees Not Paid	0 Manual Checks	Pre-Post Employee Export
Employer Tax Liability \$ 3,143.59	0 New Hires	0 Third Party Sick Pay	Payrun Audit Export
Total Cash Requirement \$ 40,567.51		0 Voided Checks	Cash Requirements
			Labor Distribution
			Deductions Not Taken
			Unpaid Employees

2 Days Required for Direct Deposit

Banks need 48 hours to complete direct deposit payments. Payruns must be processed at least 2 business days in advance of the check date.

3:00 PM deadline

Payruns submitted after 3:00 PM will be processed the next business day.

Retrieving Reports

Online Reporting provides a complete library of standard payroll reports that don't take up space with paper in your office. You can access them online at any time, and be able to grant your CPA access if you so choose.

Payroll Reports

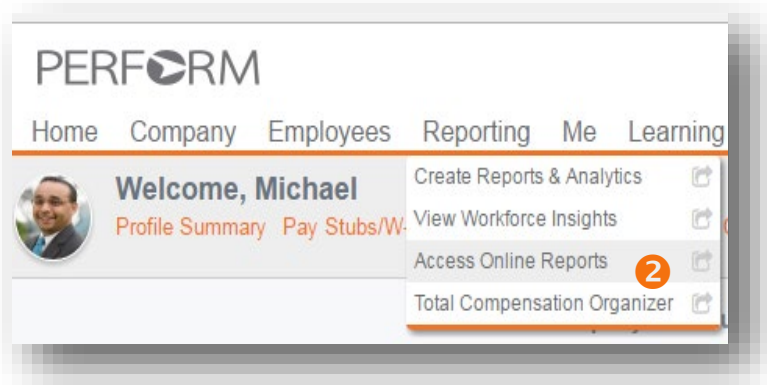
Follow the steps to access your payroll reports:

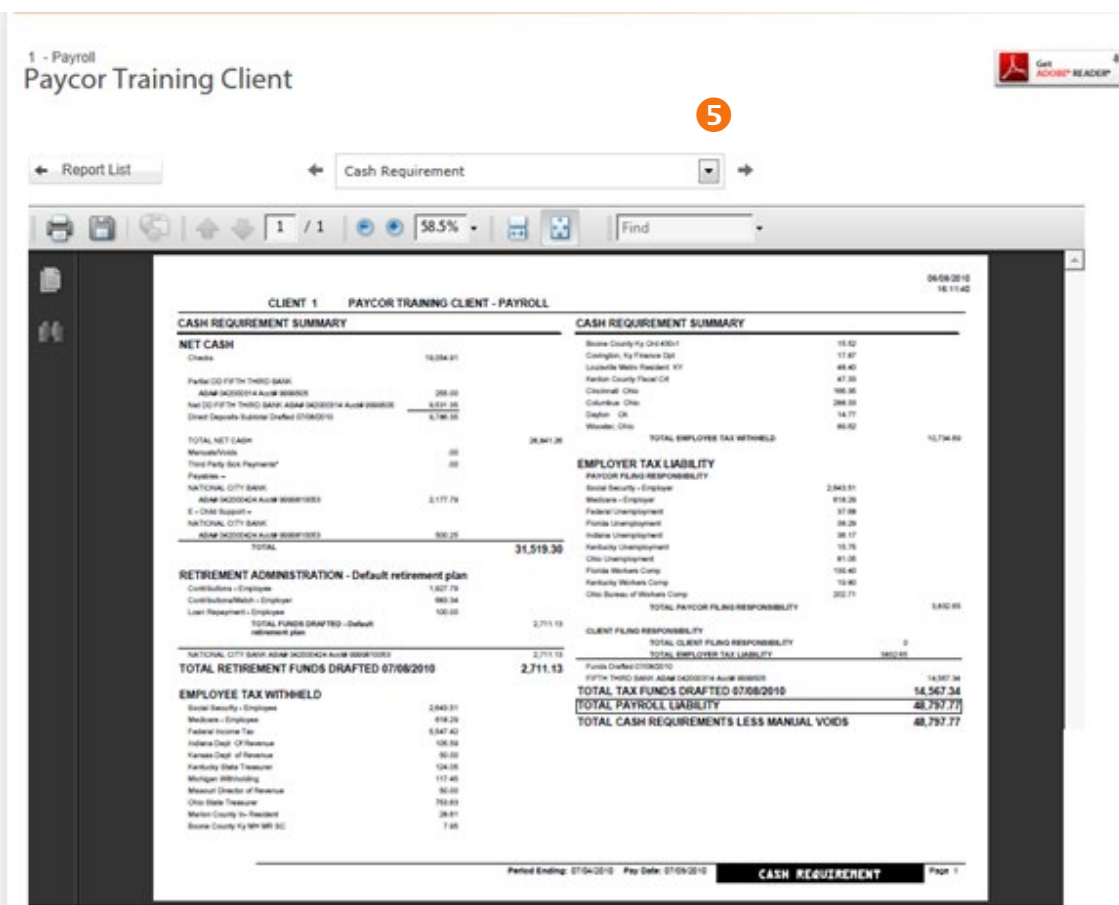
- 1 Sign in through www.paycor.com.
- 2 Select Reporting > **Access Online Reports**.
- 3 Click on **Current payroll**

Note: If you have access to multiple payrolls, you will need to select the necessary payroll.

- 4 You may **Open** or **Download** your reports.
- 5 Click on the down arrow to select the specific report you need. You can print or save as a PDF for future reference.

Note: If there is a specific report that you would like and are not seeing it in the standard list, ask your specialist for other options.





Note: Your reports will be available any time after 8:00 AM the day after your payroll is input. Copies of tax returns are available once they are released from Paycor's Tax department.

Create Reports & Analytics

Reports & Analytics gives you the power to make your data work for you. It's the end of wasted time from re-keying or maintaining several lists and databases of employee information. This application allows you to find quick answers and drive decision-making.

If you have been granted access to this reporting tool, you may find it under the **Reporting** menu option once you have signed in. Then easily create your custom reports by making selections on a few tabs.

