

Policy Name: III.21 Payroll Guidelines	Section: III Human Resources	Programs: All
	Standard/Area: Criterion F 2 Workforce Development and Management	Review Date:
File: Employee Portal Human Resources III.21 Payroll Guidelines	Effective Date: 1.25.22	Revised: 07.12.25

## Section I: Policy

It is the policy of Martha's Vineyard Community Services to follow a structured payroll process that is fair and equitable for those employed by MVCS. The payroll process is designed to support employees in entering their work hours, to be knowledgeable about our payroll software, and to review important personal and payroll data.

## Section II: Procedures

### Pay Periods

Employees of MVCS are paid bi-weekly (26 pay periods) beginning July 1st and ending June 30<sup>th</sup>. All

employees are paid via direct deposit, and the deposit will be viewable in the employee account every other Friday of each payroll week. The work week commences on Monday at 12:01 a.m. and ends the following Sunday at midnight.

1. Employees are responsible for preparing and properly submitting completed time sheets and any expense reimbursements for each pay period. Expenses and time worked are submitted in the pay period in which the time and/or expenses were accrued, not held for future time periods.
2. Time sheets are to be approved in the online HRIS system no later than noon on the Monday after the pay period ends (Sunday). Hourly employees are paid for all hours entered. Salaried employees are required to enter daily hours in the payroll system. This deadline is subject to change to accommodate holidays that impact the timely processing of payroll.
3. Employees will review their pay stub each pay period to ensure accuracy. Employees are asked to report any errors within 14 days.

### Paycheck Deductions

MVCS is required by federal, state, and local laws to withhold certain deductions from the employee paycheck. This includes income and unemployment taxes, FICA contributions (Social Security and Medicare), PFML Taxes as well as any other deductions required under law or by court order for wage garnishments. The amount of tax deduction will depend on employee earnings, the signed federal Form W-4, and applicable state withholding form. The employee may also authorize voluntary deductions from their paycheck, including contributions for insurance premiums, retirement plans, or other accounts. Deductions will be reflected on the wage statement in the payroll system employee portal.

In the unlikely event that there is an error in the amount of pay or an improper deduction, employees should promptly bring the discrepancy to the attention of Human Resources. Every effort will be made to investigate and resolve complaints immediately. If the Agency determines that a deduction was taken improperly, corrections will be made as quickly as possible and the Agency will reimburse the employee for the improper deduction. All employees may file complaints or raise concerns regarding deductions from wages without fear of reprisal.

### ***Overtime Authorization for Nonexempt Employees***

In carrying out our responsibilities to the communities we serve, the Agency's employees are expected to work reasonable amounts of time outside regular work hours when requested. Employees classified as "non-exempt" will be paid overtime for any hours worked beyond 40 hours per workweek. Non-exempt employees are paid on an hourly basis and do not meet an exemption as defined by the FLSA. Every effort will be made to ensure that overtime is offered on an equal basis among all employees. Except in emergencies, when it is not possible to contact a Division Director, you should not begin to work any overtime without first receiving authorization from your Division Director/Supervisor. Overtime pay of one and one-half an employee's regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, bereavement time, vacation, sick, and personal days do not count as time worked for computing overtime.

Exempt employees are not entitled to overtime pay.

### ***Payroll Advances and Loans***

MVCS does not make payroll advances or loans.

### **Time Entry Instructions**

See Attachment A for details on entering hours into our payroll software

### **Section IV: Distribution and Training**


This Policy and associated attachments are distributed on the MVCS Employee Portal. Notifications related to new, amended, or reviewed policies will be communicated to MVCS leadership and program directors for dissemination to their staff as appropriate. The policy may be directly disseminated to appropriate staff and/or staff groups via email notification after initial dissemination to leadership as per direction of the CEO or designee. The dissemination will be performed by the Chief Administrative Officer. Training on this policy will occur at hire for new employees and periodically as needed for managers/supervisors.

### **Section V: Legal, Regulatory, Accrediting, and Other Related References and Resources**

- Attachment A – Paycor Time Entry Overview

## Paycor Overview

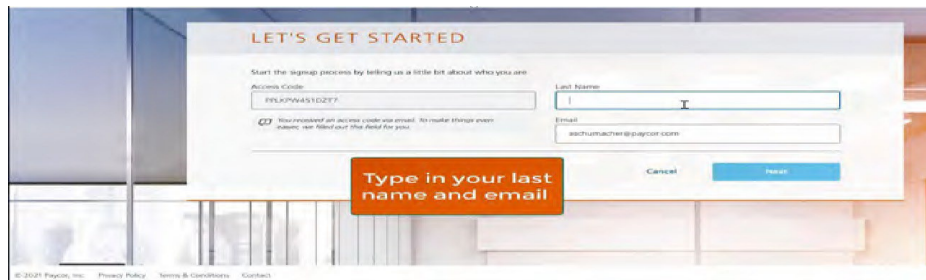
### Account Setup

 You must set up your account on a computer first before trying to access it on the mobile app.

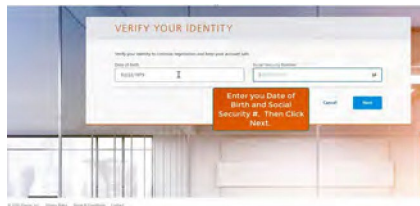
You will receive an invitation email with an access code



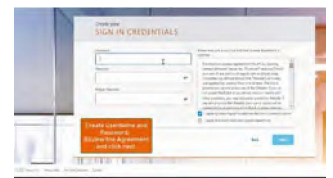
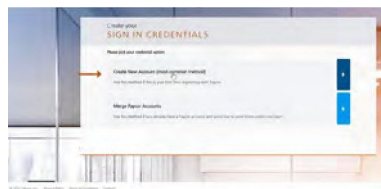
Enter the requested information then hit next



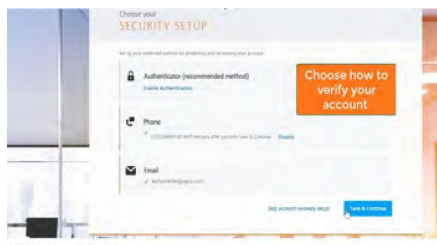
Verify your identity



Create your credentials



Choose your security setup



Complete your security questions



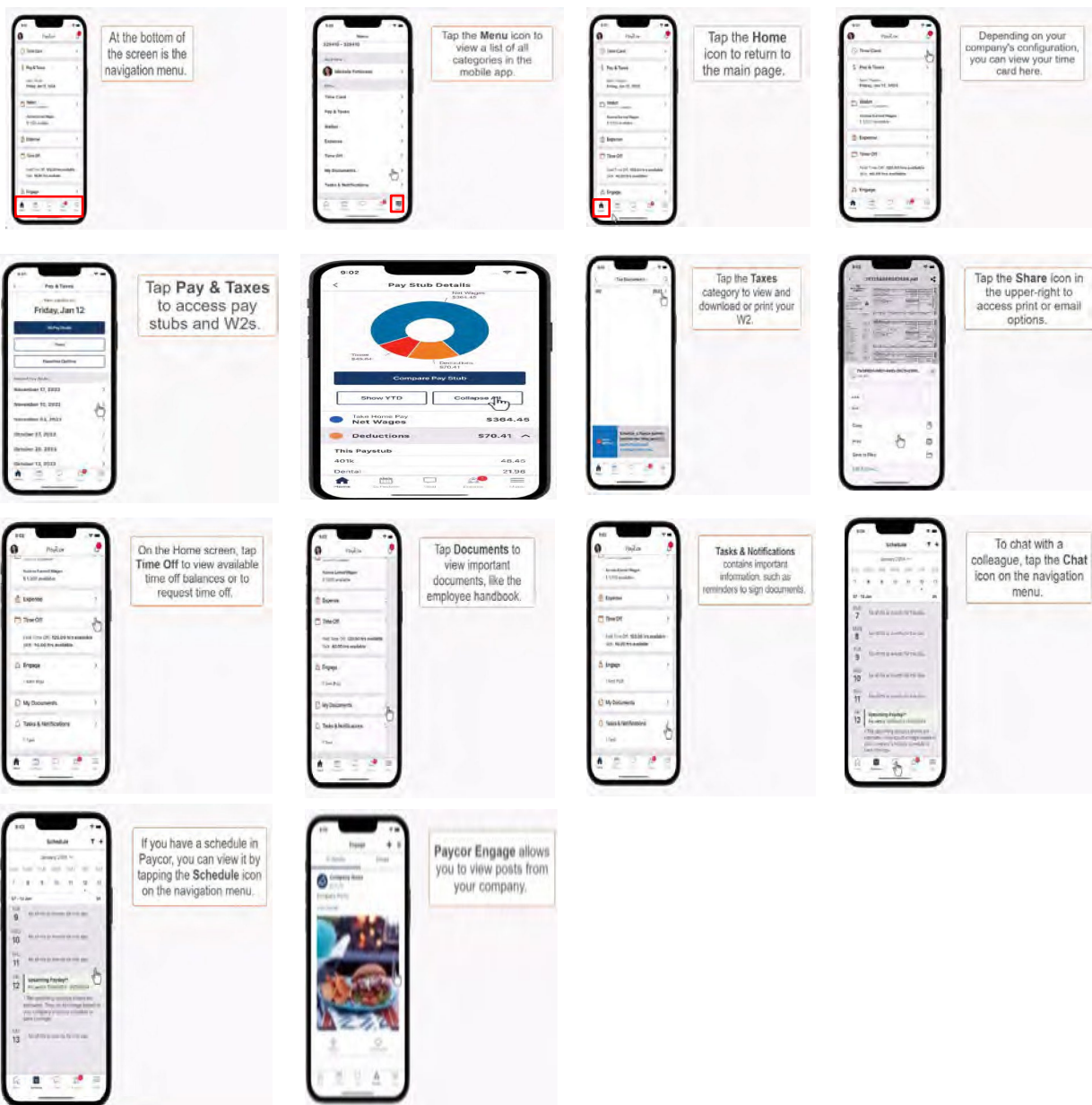
## Mobile App

### Download the Paycor Mobile App

#### Steps:

- Go to the Paycor Mobile App from the Google Play Store or the App Store
- Search for **Paycor Employee Mobile**
- Download the app
- Once installed, access the app by entering your Paycor.com username and password

**Note:** You must register on Paycor.com before you can access your account on the mobile app!



## Entering Time

All hours **worked** are entered under the **Worked Time Column**.

If you only use your home Department, which is set for you, enter your hours and hit save.

The screenshot shows the 'My Time Card' interface. At the top, there's a 'Pay Period' dropdown set to '01/06/2025 - 01/19/2025' and a 'Current' button. On the right, there's a 'No Approvals' status and an 'Action' dropdown with a 'Save' button highlighted by a red arrow. Below this is the 'Pay Period Summary' table. The table has columns for 'Category', 'Totals', and days from 'Mon, 01/06' to 'Tue, 01/21'. The 'Worked Time' row is highlighted with a red box, and the '100 - Admin' row is also highlighted with a red box. A red arrow points to the 'Save' button, and another red arrow points to the '100 - Admin' row. A third red arrow points to the 'Worked Time' row.

Category	Totals	Mon, 01/06	Tue, 01/07	Wed, 01/08	Thu, 01/09	Fri, 01/10	Sat, 01/11	Sun, 01/12	Mon, 01/13	Tue, 01/14
Exemptions										
Schedule Shift	0.00	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled
<b>Worked Time</b>										
<b>100 - Admin</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Off										
Pending Requests										
<b>Pay Items</b>										

To add additional Cost Centers to your day click + New Category

A pop-up box will come up, using the drop down select the Cost Center in each box: the Department box and Cost Center box. Then click save.

The screenshot shows the 'My Time Card' interface with the 'Add Category' pop-up box open. The pop-up box has two dropdown menus: 'Department' and 'Cost Center'. The 'Department' dropdown is set to '100 - Admin' and the 'Cost Center' dropdown is set to '210 Infant - ECP 210 Infant'. Red arrows point to these dropdowns. The 'My Time Card' interface shows the 'Pay Period Summary' table with the 'Worked Time' row highlighted. The '100 - Admin' row is also highlighted. The 'Add Category' pop-up box is open on the right side of the screen.

Category	Totals	Sun, 01/12	Mon, 01/13	Tue, 01/14	Wed, 01/15	Thu, 01/16	Fri, 01/17	Sat, 01/18
Exemptions								
Schedule Shift	0.00	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled
<b>Worked Time</b>								
<b>100 - Admin</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Off								
Pending Requests								
<b>Pay Items</b>								



Once you have added an additional Category to your Time Card, it will carry-over to future Time Cards, so moving forward you can just add hours for that Cost Center.

**For those with additional rates:** you will no longer need to apply your rates on your time card. Additional rates correlate to the cost center you choose.

**Using the example below:** Your Base Rate will be applied to your home department, and your Rate 2 will be applied for hours entered in cost center 205. Any time you enter hours under cost center 205 you will be paid at rate 2.

**New Pay Period** →

**CC Remains** →

My Time Card

Pay Period: 01/20/2025 - 02/02/2025

Pay Period Summary

Category	Totals	Sun, 01/26	Mon, 01/27	Tue, 01/28	Wed, 01/29	Thu, 01/30	Fri, 01/31	Sat, 02/01	Sun, 02/02
Exceptions									
Schedule Shift	0.00	Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled
Worked Time									
+ New Category									
100 - Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
205 - Nutrition   Work   205 Nutrition - ECP 205 Nutrition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Off									
Pending Requests									
+ New Category									
Pay Items									
+ New Category									
515 - Outpatient   515 Outpatient - Island Couns Ct 515 Outpatient	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### Adding Pay Items → On-Call Shifts and CCAT Services

To add On-Call shifts and CCAT Services Click + New Category under Pay Items.

A pop-up box will come up, Select the Cost Center in both the Department and Cost Center box.

Using the drop down in the Select Pay Item Earning box, select the shift then save.

**Search Employees**

**Add Category**

Department: 515 - Outpatient

Cost Center: 515 Outpatient - Island Couns Ct 515

Select Pay Item Earning: AOPA M-F

AOPA M-F

AOPA WKND

C 1ST M-F

C 1STs/S/H

My Time Card

Pay Period: 01/05/2025 - 01/19/2025

Pay Period Summary

Category	Totals	Sun, 01/12	Mon, 01/13	Tue, 01/14	Wed, 01/15	Thu, 01/16	Fri, 01/17
Exceptions							
Schedule Shift	0.00	Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled
Worked Time							
+ New Category							
100 - Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Off							
Pending Requests							
+ New Category							
Pay Items							
+ New Category							

The new Pay Item will be added to your time sheet, and will remain there for future time entry.

My Time Card

Pay Period: 01/06/2025 - 01/19/2025 < Current > No Approvals Action Save

Pay Period Summary Total Scheduled: 0.00 Total Hours: 0.00

Category	Totals	Sun, 01/12	Mon, 01/13	Tue, 01/14	Wed, 01/15	Thu, 01/16	Fri, 01/17	Sat, 01/18	Sun, 01/19
Exceptions									
Schedule Shift	0.00	Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled
Worked Time									
+ New Category									
100 - Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Off									
Pending Requests									
+ New Category									
Pay Items									
+ New Category									
515 - Outpatient / 515 Outpatient - Island Courts Ct 515	AOPA M-F								
Outpatient	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### Paycor Pay Items- On-Call Shifts/CCAT

#### Clinicians

- **AOPA M-F** = Clinician Open Access Shift outside of regular hours
- **AOPA WKND** = Clinician additional Saturday outside of normal rotation.
- **OPA WKND** = Clinician Saturday
- **Relief Cli** = Relief Clinician
- **MTCOC** = **Manager Clinician on-call**

#### CONNECT

- **C M-F** = CONNECT Monday-Friday
- **C S/S/H** = Connect Saturday/Sunday/Holiday
- **CCR** = CONNECT Response
- **S M-F** = CONNECT Supervisor Monday- Friday
- **S S/S/H** = CONNECT Supervisor Saturday/Sunday/Holiday

#### CCAT

- **CCAT V** = CCAT Verbal Translation
- **CCAT W** = CCAT Written Transcription

## Entering Holidays

Under Time and Hours – Use the + to add hours

Period Summary				Total Sched			
		Time and Hours			Pay		
Dates	Schedule	Time Entry	Department	Cost Center	Pay Item	Amount	Dep
Mon, 12/23	Not Scheduled	+ ▼			+		
Tue, 12/24	Not Scheduled	+ ▼			+		
Wed, 12/25	Not Scheduled	+ ▼			+		
Thu, 12/26	Not Scheduled	Add Punch(s)			+		
Fri, 12/27	Not Scheduled	Add Detail Punch			+		
Sat, 12/28	Not Scheduled	Add Time Off			+		
Sun, 12/29	Not Scheduled				+		
OT Week End							
Mon, 12/30	Not Scheduled	Add Hours			+		
Tue, 12/31	Not Scheduled				+		
Wed, 01/01	Not Scheduled	+ ▼			+		
Thu, 01/02	Not Scheduled	+ ▼			+		
Fri, 01/03	Not Scheduled	+ ▼			+		
Sat, 01/04	Not Scheduled	+ ▼			+		
Sun, 01/05	Not Scheduled	+ ▼			+		
OT Week End							

Then select Holiday

X
Hours Entry Details

Date  
Wed, 12/25/24

Hours Amount  
0

Start Time  
12:00 AM

Apply All Policies 
☒ Apply All

Earning  
Reg

Hol

Holiday

JUR

LICREIM

Select

Notes

**Entering Activities** – Activities should be entered on your time card for time spent on tasks outside of your normal job functions that you receive your base rate for.

Available Options:

- Onboarding activities – such as Orientation with Human Resources, Program Specific Orientation.
- CPR Recertification
- Non-Clinician Open Access Shifts
- Relias Training
- Emerging Leaders activities
- Professional Development Day
- Electronic Disposal Day
- Community Related Activities



- Staff Training on-Island
- Staff Training off-Island
- Staff Appreciation Day

To add an activity click on **+ New Category** under **Worked Time**. A pop-up will come up.

Using the drop down arrow select the Department, and under the **Activity Type** select the activity, then click save.

The screenshot shows the 'My Time Card' interface. On the right, a pop-up window titled 'Add Category' is open. It has two dropdown menus: 'Department' (set to '100 - Admin') and 'Activity Type' (set to 'Onboarding Activities'). Red arrows point to these dropdowns. In the background, the 'My Time Card' table is visible. Under the 'Worked Time' section, the '+ New Category' button is highlighted with a red box and a red arrow.

The Activity will be added to your Time Card

The screenshot shows the 'My Time Card' interface after the activity has been added. The 'Add Category' pop-up is no longer visible. The 'My Time Card' table now shows a new row for '100 - Admin | Onboarding Activities | 100 Admin - Admin' with a red box around it. A red arrow points to this row. The 'Totals' row shows 'Total Scheduled: 0.00' and 'Total Hours: 0.00'.

## Requesting Time Off

There are two options to request time off.

1. From your homepage

The screenshot shows the 'Time Off Summary' pop-up. It has a 'Request Time Off' button at the top. Below it, there are two sections: 'AccumBenefit - PTO' and 'AccumBenefit - Vacation'. The 'AccumBenefit - PTO' section shows an available balance of 180 HRS. The 'AccumBenefit - Vacation' section shows an available balance of 180 HRS. The 'Request Time Off' button is highlighted with a red box.

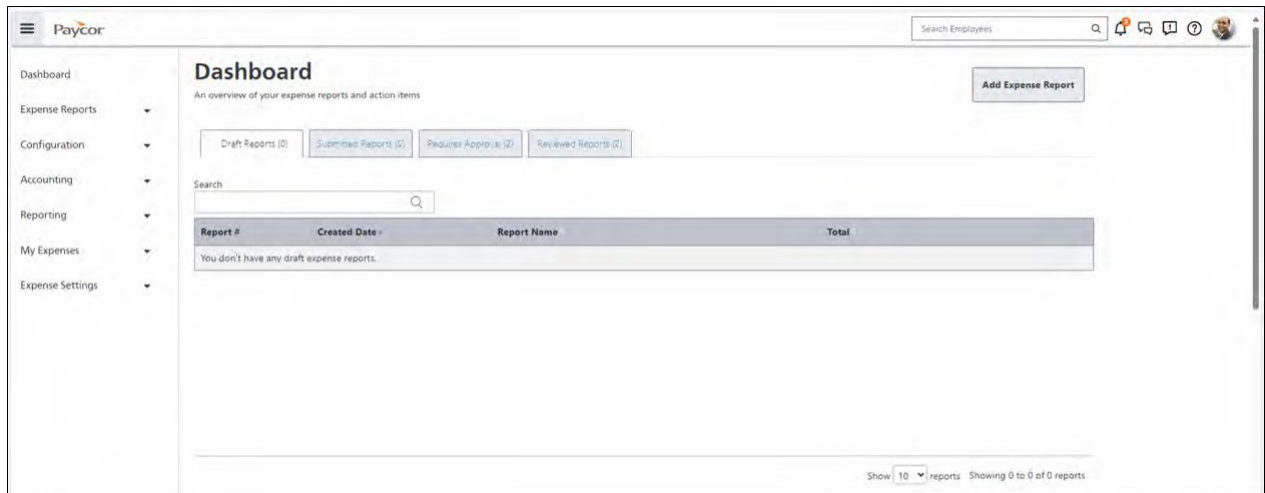
## 2. From your time card

Either option will open the Time Off Request Form.

Please be sure to enter the type of time off from the drop down.

## Expense Reports: Expenses and Reimbursements

Login to Paycor and go to Pay > Expense Management. The Expense Management dashboard appears.



To create a new expense report, you have these two options.

Either method you select displays the Expense Report screen.

### Option 1:

In the left menu, click My Expenses and then click Add Expense Report

**Option 2:** The Add Expense Report button:



The Expense Report screen appears ready to edit.

Complete these fields:

Report Name; Description; Department

**Expense Reports**  
Create and edit your expense report.

**\* Report Name**  
Enter a name

**Date**  
11/22/2024 to 11/22/2024

**Description**  
Enter a description

**Report Owner**  
Michele Patterson - #209

**Department**  
10 - Civonnati

**Status**  
Draft

**+ Expense** **+ Itemized Expense**

Date	Expense Item	Amount
------	--------------	--------

**Expense Item Form** **Attach & Scan Receipts**

**\* Date**  
MM/DD/YYYY

**\* Category**  
Select...

**\* Vendor Name**  
Enter Vendor Name

**\* Amount**  
\$0.00 USD

For your report, you will add one or more Expense Items. Your Expense Report might be made up of only a single Expense Item, or multiple Expense Items.

Example -On a recent business trip, you traveled by plane, stayed in a hotel, and purchased meals.

Click Attach Receipts to upload a receipt and autofill the date, amount, and vendor. Select an existing item from Receipt Gallery or add a new receipt via Upload Receipt.

**+ Expense** **+ Itemized Expense**

**Expense Item Form** **Attach & Scan Receipts**

**\* Date**  
MM/DD/YYYY

**\* Category**  
Select...  
Receipt Gallery  
Upload Receipt

**\* Vendor Name**  
Enter Vendor Name

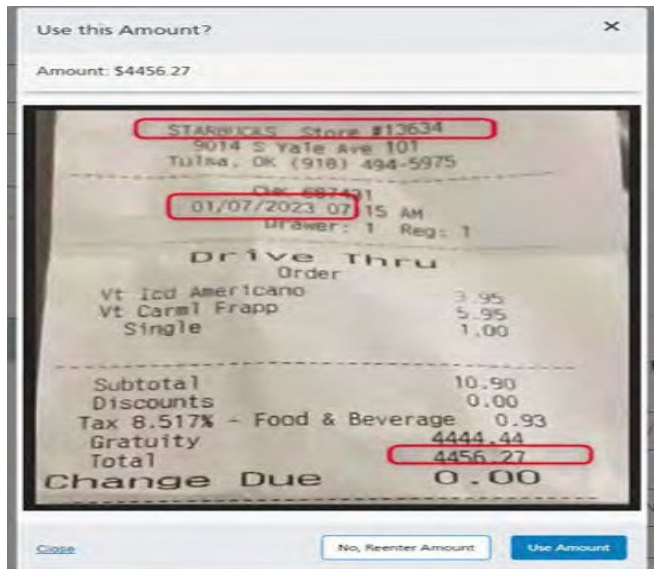
**\* Amount**  
\$0.00 USD

☒ Reimbursable Expense

**Notes**  
Enter a note

**Reset** **Save Item**

After selecting a receipt, verify the amount.



Review the Expense Item Form for corrections and completed missing fields.

Each is a separate Expense Item which makes up your total Expense Report.

For each Expense Item, complete these fields: Date; Category; Vendor Name; Amount (in US Dollars); Notes: Enter any relevant notes.

Expense Item Form Attach & Scan Receipts

\* Date  Calendar icon

\* Category Mileage

\* Vendor Name Mileage (auto)

\* Amount \$0.00 USD 0 miles @ 0.585 USD/ mile Update

☒ Reimbursable Expense

Notes Enter a note

When mileage is selected as the category the amount box will have an UPDATE link.

Clicking the update link will open a box and you can use the map to automatically calculate the distance and amount to be paid.

You also have the option to select roundtrip.



Click Save Item. The new Expense Item appears in the table on the left with these details:

Date; Expense Item; Vendor; Category; Amount.

To itemize an expense, click + Add Itemized Expense. Complete the fields and click Save Item.

The item appears in the table with the Itemized Expense label.

Date	Expense Item	Amount
11/22/2024	Mileage (auto) Mileage	\$11.70 USD

Total Reimbursable Amount: \$11.70 USD  
Total Non-Reimbursable Amount: \$0.00 USD

To add more Expense Items, on the left side click + Add Expense.

This clears out the Expense Item section on the right to add another item.

To edit an Expense Item you add in this report, on the right side click the row and the Expense Item section on the right updates with that information. Make your edits and click Update Item.

For any item in your un-submitted Expense Report, click the settings icon on the right to:  
Itemize; Duplicate that item; Move the item in the report; Delete the item

When you finish adding Expense Items to the report, do one of these:  
Click Save Report to save it in a draft form and work on it later.

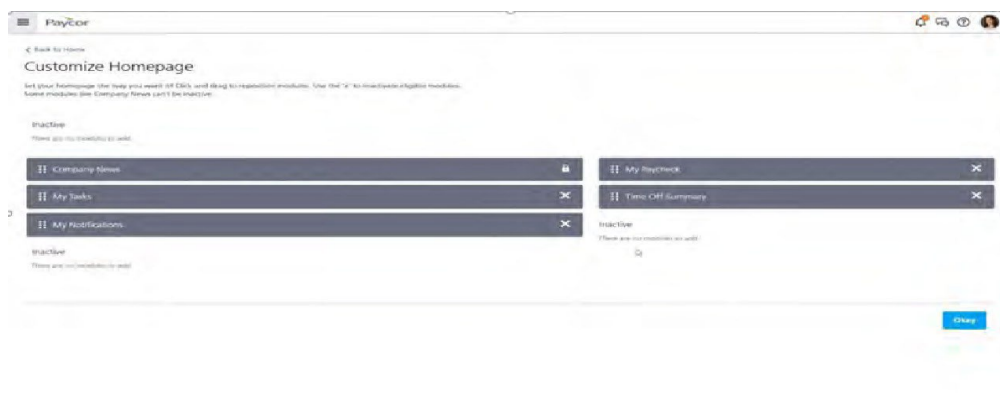
The Expense Report will appear on your dashboard in the Draft Reports tab.  
Click Submit Report to send it to the person designated to approve your expense reports.  
When the notification popup appears, click Yes, Submit.

The Expense Report will appear on your dashboard in the Submitted Reports tab.  
The approver will receive a notification and your Expense Report will appear in their Approval queue.

**\*\* You do not need to submit your timesheet, just save hours entered\*\***

## Homepage

### Customizing your Employee Homepage



Accessing your information click on the profile menu on the far right of your screen. Then click view profile.

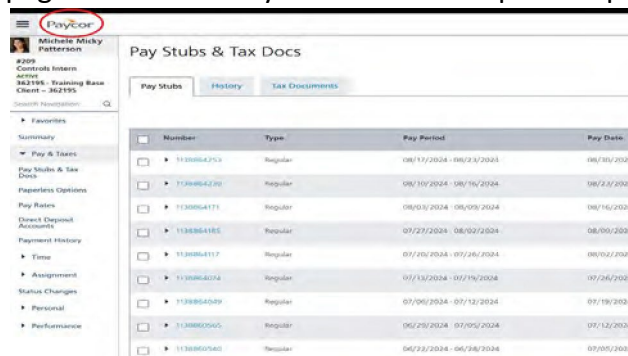


Your Profile Page will be displayed, with a menu on the left to review all information in your profile.

From this page you can Access:

Pay & Taxes	Time	Assignment	Personal	Performance
Pay Stubs & Tax Docs	Time Card	Assignment Info	Personal Info	Recognition
Paperless Options	Accrual Activity	Documents	Sync Personal Calendar	Talent Development
Pay Rates	Employee Security	Courses	I-9 Verification	
Direct Deposit Accounts	Labor Allocation	Custom Fields	Certifications	
Payment History	Labor Codes	Onboarding Checklist	Education	
		Status Changes	Skills	

To return to your homepage click on the Paycor icon at the top of the page



## Performance Reviews

You might receive an email with a link to Access the review directly.

After you log in, you will see the awaiting review in the My Tasks section of your Employee Portal.



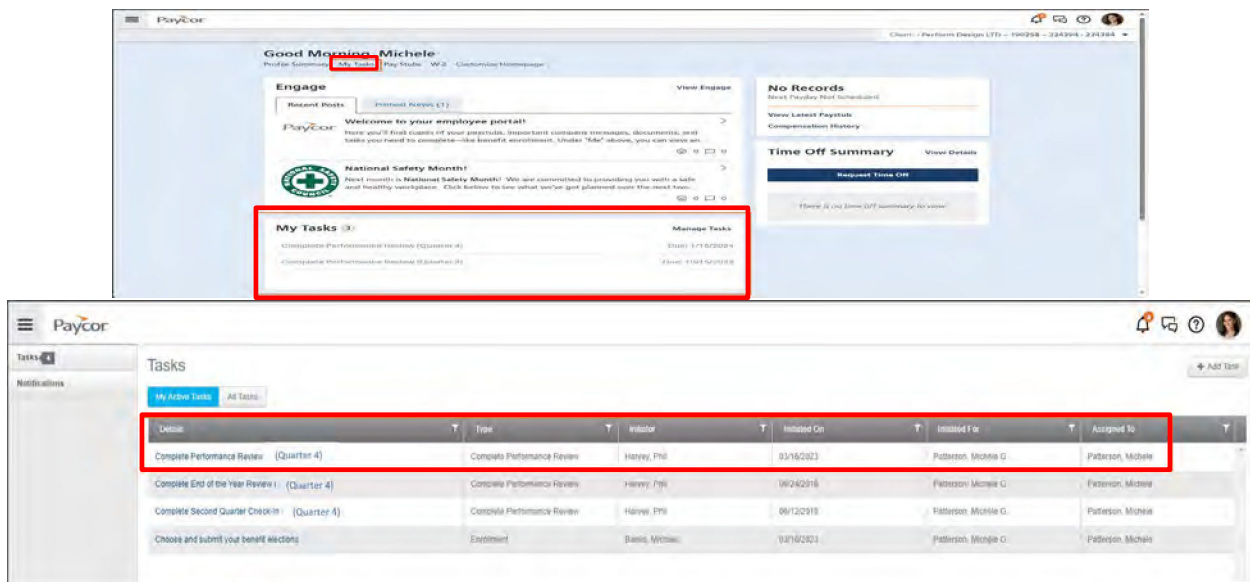
## Steps to Access and Complete Performance Reviews

Review forms **auto-save**, so you can exit at any time and go back to finish the form and Submit review. There are two places you can access a performance review after you login:

### Method 1. On your Employee portal:

In the **My Task** section, click the review in the list.

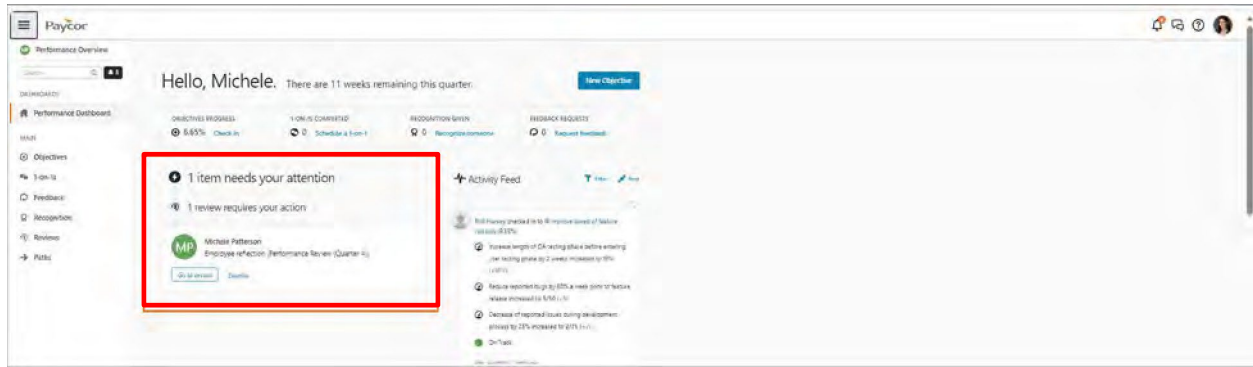
You can also go to the top under your name, click My Tasks, and when the My Active Tasks tab appears, click the review in the list and proceed to **Step 2**.



### Method 2. From the left menu, click People > Performance:

On the Performance Dashboard that appears, there will be a 1 review requires your action notification about your review.

Click Go to Review and the Review form appears for you to fill out. Go to Step 2.

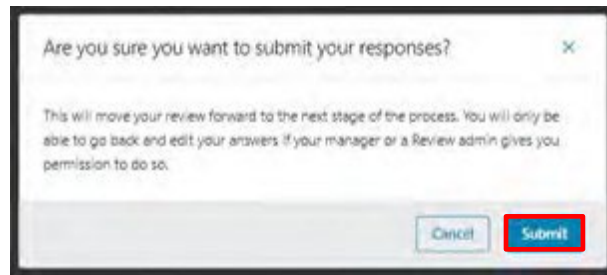


Note: Review forms depend on templates, and this sample form might not match the fields in your review form.

Complete each section in the form. In this example, the employee's manager is Phil Harvey who has not completed their portion and he is the next person to complete the review. When you finish each section, click Submit review.

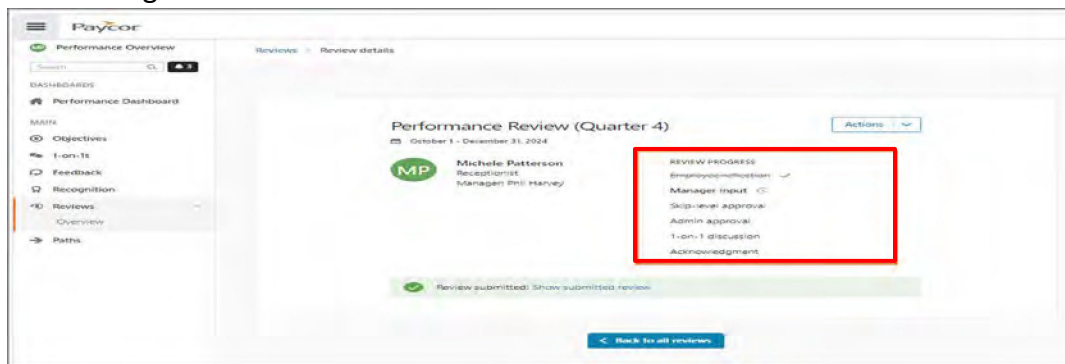
When the popup appears, click Submit. The review is automatically sent to the next reviewer in the process, most likely your manager.





After clicking Submit, a confirmation screen appears like the one shown here verifying the review was submitted. The review also disappears from your My Tasks list on your Employee portal.

Look in the REVIEW PROGRESS section and in this sample, the next person to complete the form is the Manager

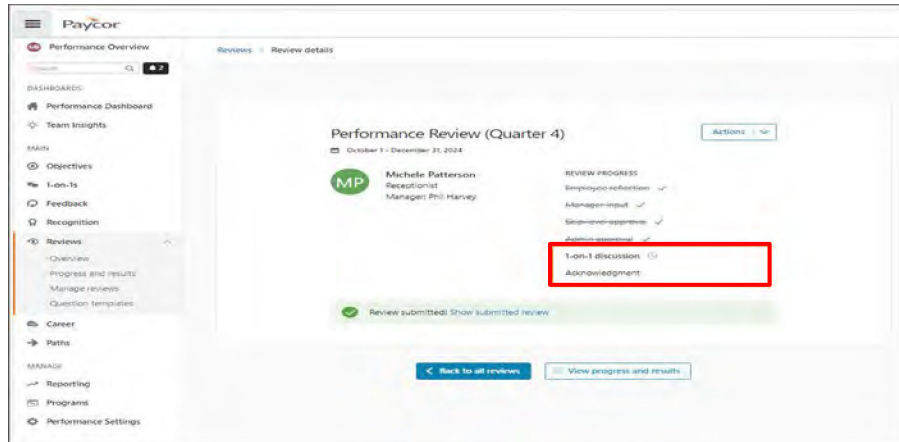


**Final Steps: Meet with Your Manager and Acknowledge the Review.**

After your manager and any other Review admin comments and approves your review, you will have a 1:1 meeting with your manager to talk about the review overall.

The final step after the 1:1 meeting is your acknowledgement: Your manager will send you an acknowledgement request.

You reply back and provide your acknowledgement on the review form and your review is complete.

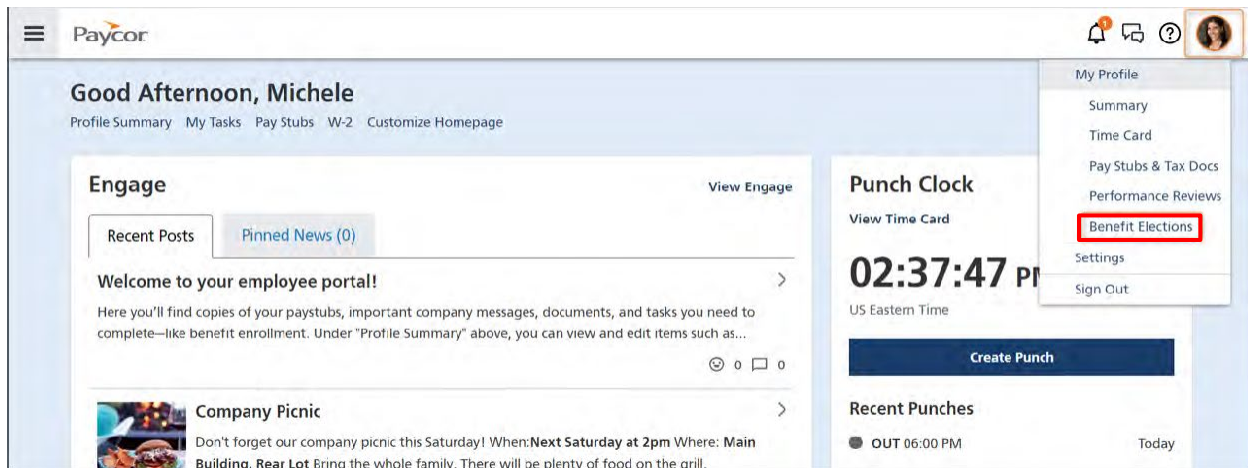


## Accessing My Benefits Online Portal

Login to Paycor. In the upper right of all Paycor screens, click the circle Profile Menu.

Note: This menu shows the employee's photo if one has been uploaded.

Select Benefit Elections.



From the Benefits Home screen, you can:

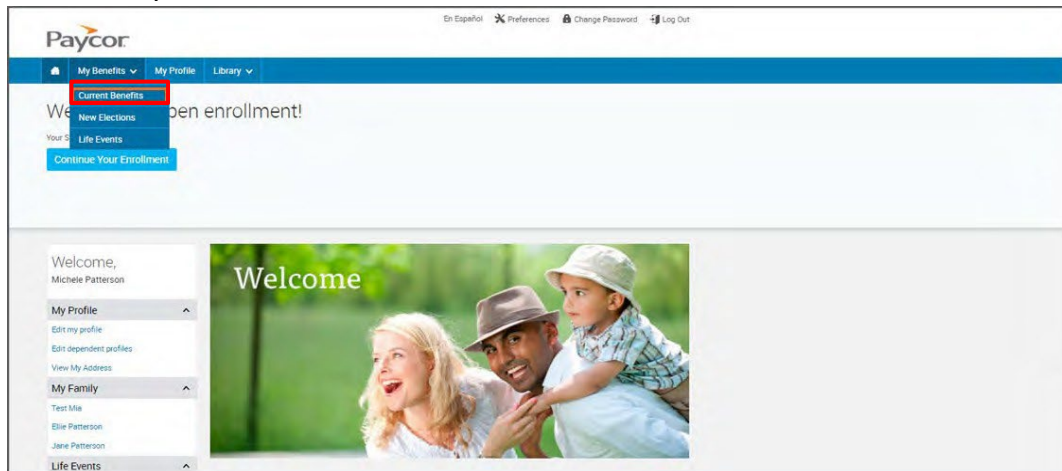
View your benefits; get information on the plans you're enrolled in; find carrier information; process a life event change that allows you to update your benefits, such as:

- Marriage: add a spouse
- Birth/Adoption of a child: add a new child
- Divorce: remove a former spouse
- Loss of coverage through a spouse's plan: allows you to add benefits
- View demographic information on file. This includes name, address, phone numbers and email addresses.

**Notes:** Demographic changes must be made in the Paycor system. Any data changes made there flow to the Benefits system overnight.

### Viewing Current Benefits

You can view your current benefit information by selecting Current Benefits when hovering over the My Benefits menu.



This takes you to a summary confirmation screen that shows all benefits you are enrolled in, pending enrollments, as well as who is covered and the cost. The per pay costs reflected on the page depend on whether or not the “Include pending costs” is selected and if there are benefits in a pending state.



### Additional Training Resources

Additional Training Resources

**Good Afternoon, Michele**  
 Profile Summary | My Tasks | Pay Stubs | W-2 | Customize Homepage

**Engage**  
 All Activity | Pinned News (0)  
**Company Picnic** 8/26/19  
 Don't forget our company picnic this Saturday! When: **Next Saturday at 2pm** Where: **Main Building, Bear Lot** Bring the whole family. There will be plenty of food on the grill.

**My Tasks** 3  
 Manual - Performance Review Due: 11/29/2024  
 Form Collection - Sign Sexual Harassment Training Completion Certificate Due: 11/24/2020  
 Enrollment - Choose and submit your benefit elections Due: 11/30/2015

**My Notifications** 0  
 There are no notifications to view.

**Punch Clock**  
 View Time Card  
**12:21:40 PM**  
 US Eastern Time  
 Create Punch

**Recent Punches**  
 OUT 06:00 PM  
 IN 01:00 PM  
 OUT 12:00 PM  
 IN 09:00 AM  
 Report a Missed Punch

**1 day**  
 Until Your Next Paycheck  
 View Latest Paystub  
 Compensation History

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 Knowledge Base  
 Search our articles, guides, and videos  
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 In-App Resources

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**How can we help you?**  
 Search our articles, guides and videos to get the knowledge and support you need.

Start Typing your question...

Popular topics: How Do I Manage Absence for Employees?, Paycor Mobile App, Employee Features

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