

# Online Check Stubs: Employee Guide

Instructions for Online Check Stubs for employees.

This article is for **employees**.

## Overview

- Paycor's Online Check Stub's service provides a secure area to view, print, and download your check stubs online.
- You can access your pay information at any time, from anywhere.

**Note:** Paycor's Online Services are best viewed with a display resolution of 1024x768 in the browsers and operating systems listed here: [Paycor System Requirements](https://paycor.helpjuice.com/http://www.paycor.com/system-requirements) (<https://paycor.helpjuice.com/http://www.paycor.com/system-requirements>).

## Registering as an Employee

- When you are granted access to one of Paycor's applications, an administrator at your company creates a record where your personal, contact and other information is stored.
- You receive an email asking you to register to access and update your information as designated by your employer.

**Note:** If you are an employee, your employer **must** have your **Date of Birth** and **Social Security Number (SSN)** entered into the system for you to register for a [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://www.paycor.com/>). User Name.

**Follow these steps to register as an employee:**

1. Do **one** of these:

- When you receive an email to **Register for your client account at Paycor**, click **the link in the email** you receive.

Dear Kyle,

As an associate of Perform Design LTD, you receive a Paycor account that will give you access to your employee information whenever you need it. To get started:

- 1 Register for an account at <https://enterprise.paycor.com/Accounts/UserRegistration/Register> with the following access code:  
**26FA1FE2-79485**
- 2 Complete a few simple steps and gain immediate access to your information.

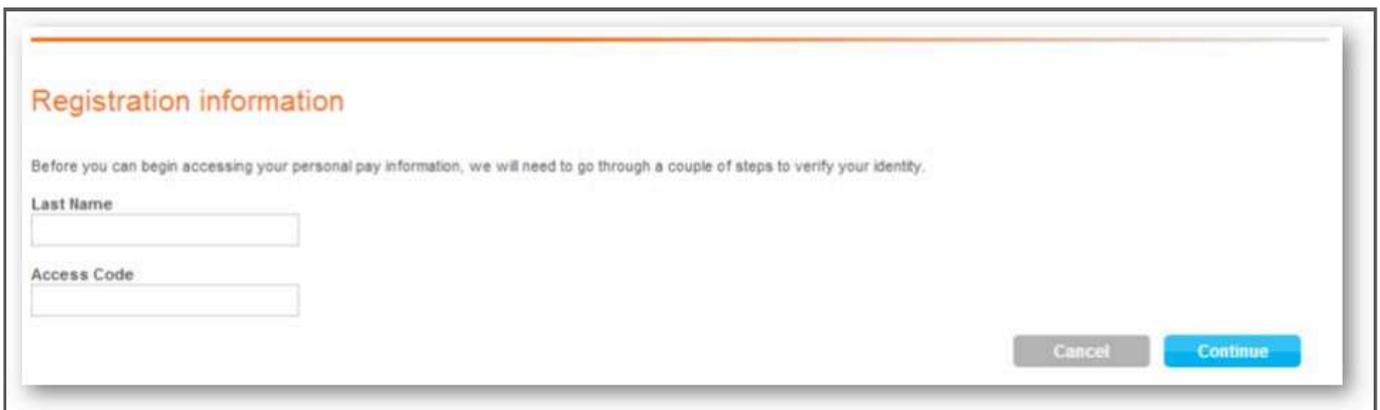
Please contact your manager or HR representative at Perform Design LTD with any questions.

-or-

- Go to [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://paycor.com/>):
  - **Skip** the User Name and Password fields and click **Register Here!**

2. On the **Registration information** page, enter your **Last Name** and **Access Code**. Click **Continue**.

**Note:** The access code is in the body of the registration instructions.



Registration information

Before you can begin accessing your personal pay information, we will need to go through a couple of steps to verify your identity.

Last Name

Access Code

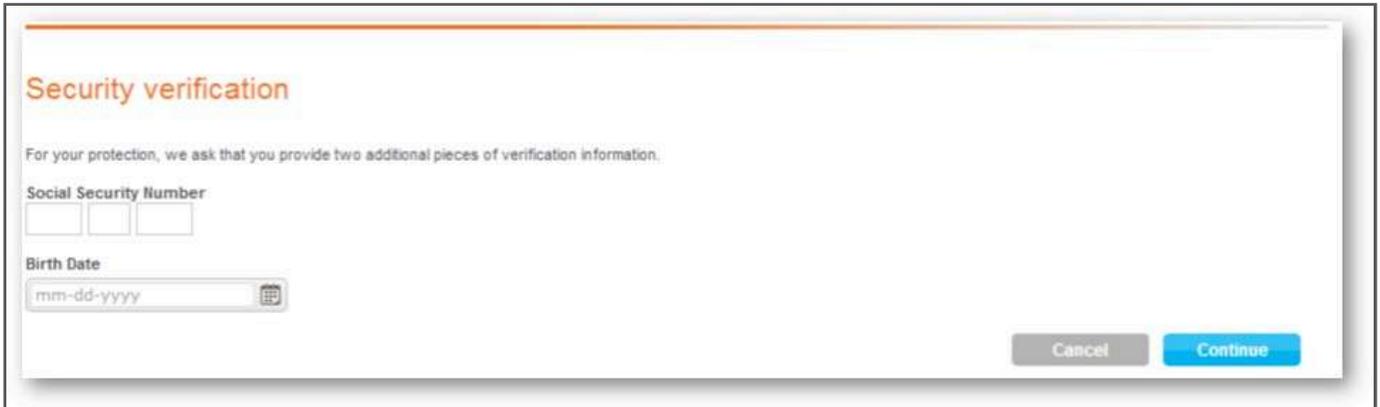
Cancel Continue

3. On the **Security verification** page, enter your **Social Security Number** and **Birth Date**. Click **Continue**.

**Notes:**

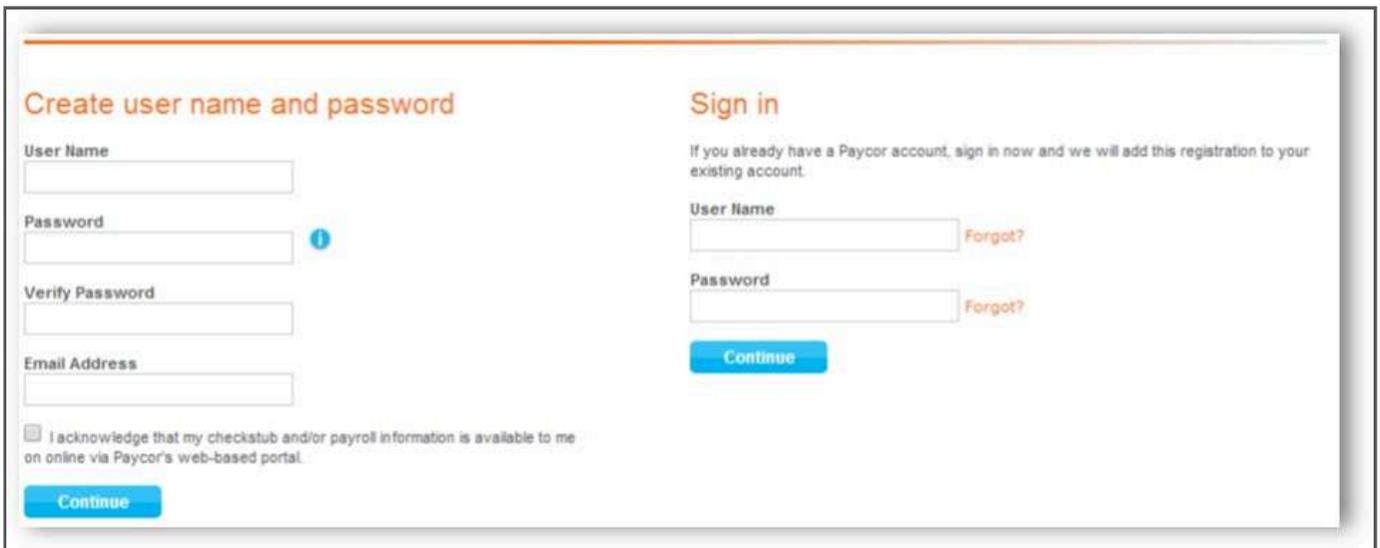
- This step is **only** required for employee users who receive paper registration instructions.
- Contacts do **not** see this screen.

4. On the **Create username and password** screen, enter a **User Name**, **Password**, and **Email Address**. Click **Continue**.



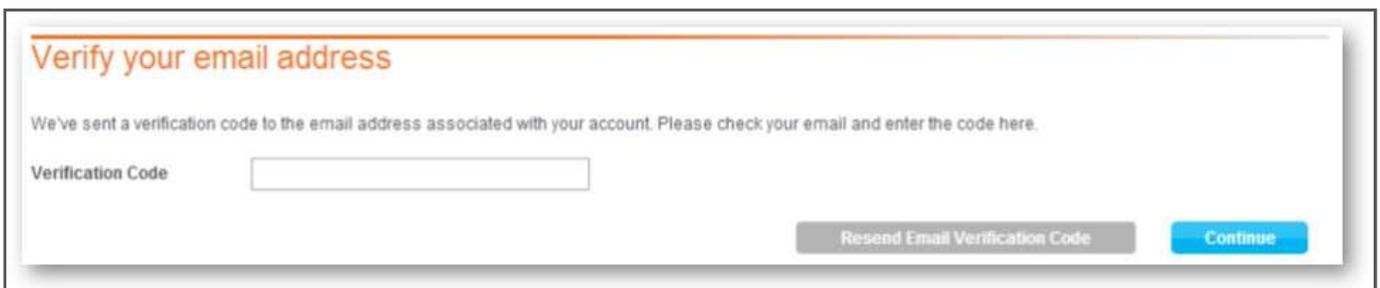
The screenshot shows a "Security verification" screen. At the top, it says "Security verification" in orange. Below that, a message reads: "For your protection, we ask that you provide two additional pieces of verification information." There are two input sections: "Social Security Number" with three separate input boxes, and "Birth Date" with a single input box containing the placeholder "mm-dd-yyyy" and a calendar icon. At the bottom right, there are two buttons: a grey "Cancel" button and a blue "Continue" button.

**Note:** If you **already** have a Paycor account, sign in and Paycor combines your new registration information to your existing account.



The screenshot shows two side-by-side registration options. On the left is the "Create user name and password" screen, which has four input fields: "User Name", "Password" (with a blue information icon), "Verify Password", and "Email Address". Below these fields is a checkbox with the text "I acknowledge that my checkstub and/or payroll information is available to me on online via Paycor's web-based portal." and a blue "Continue" button. On the right is the "Sign in" screen, which has a message: "If you already have a Paycor account, sign in now and we will add this registration to your existing account." It has two input fields: "User name" and "Password", each with a "Forgot?" link to its right. Below these is a blue "Continue" button.

5. On the **Verify your email address** page, enter the **Verification Code** sent to the email address you entered when creating your user name. Click **Continue**.



The screenshot shows a "Verify your email address" screen. At the top, it says "Verify your email address" in orange. Below that, a message reads: "We've sent a verification code to the email address associated with your account. Please check your email and enter the code here." There is a single input box labeled "Verification Code". At the bottom right, there are two buttons: a grey "Resend Email Verification Code" button and a blue "Continue" button.

6. On the **Update your security questions** page, select your **Security Questions** and enter your **Answers**. Click **Continue**.

**Update your security questions**

In the event you forget your user name or password, your security questions will be used to verify your identity.  
Please complete each question and do not use the same answer more than once.

Question 1  
What is your father's middle name? ▼

Answer 1

Question 2  
What is your favorite sport? ▼

Answer 2

Question 3  
Where is your favorite vacation spot? ▼

Answer 3

Question 4  
What was your high school's mascot? ▼

Answer 4

Save

7. After successfully registering, your home screen can look similar to the following depending on the services and access given to you by your company.

**Good Morning, Michael**  
Profile Summary My Tasks Pay Stubs W-2 Manage People Customize Homepage

**Alerts**

13 Compliance Warnings

1 Pending New Hire

**Engage** Moderation View Engage

All Activity Pinned News (0)

View Upcoming Celebrations!

Phil Harvey  
Hello New Posts  
beautiful-monarch-butterfly-flowers-blurry-natural-background-image-amazing-wings-sitting-blue-scenery-garden-violet-181368170.jpg 1 0

Phil Harvey View More

**My Team** Manage People  
Phil Harvey

**COVID-19 Support**  
We're keeping you updated during this uncertain time and have new information about the Paycheck Protection Program and more.  
Learn More

**Time Insights** View Dashboard

**Today** View All  
0 Unscheduled absence

**This Week** View All  
0 W/Overtime (0) total OT hours  
0 Approaching overtime

## How Do I View My Check Stub?

1. Go to [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://www.paycor.com/>) and click **Sign In**.
2. Enter your **User Name** and **Password**, then click **Sign In**.
3. At the top, under your name, click **Pay Stubs** to view your check stub information.

- You can see pay stubs up to **three (3) days before** your payday.
- Even if you find **errors**, you **cannot** change this pay stub (an already processed payrun).
  - Your administrator would have to run an additional payrun to correct the error.



4. A list of your paystubs appears.

Michele G Patterson  
#209 Receptionist  
ACTIVE  
255014 - SalesDemo - JPost - GA Base Client - 212909 - 255014

Pay Stubs & Tax Docs

Pay Stubs History Tax Documents

Select Year: 2024

Number	Type	Pay Period	Pay Date	Gross	Net	Actions
1136339094	Regular	05/09/2024 - 05/15/2024	05/22/2024	\$1,236.03	\$237.46	<a href="#">View PDF</a>
184079	Regular	03/07/2024 - 03/13/2024	03/20/2024	\$200.00	\$0.00	<a href="#">View PDF</a>
183707	Regular	02/22/2024 - 02/28/2024	03/06/2024	\$1,200.00	\$540.08	<a href="#">View PDF</a>
183674	Regular	02/01/2024 - 02/07/2024	02/14/2024	\$800.00	\$221.84	<a href="#">View PDF</a>
183642	Regular	01/25/2024 - 01/31/2024	02/07/2024	\$800.00	\$221.84	<a href="#">View PDF</a>
183428	Regular	01/18/2024 - 01/24/2024	01/31/2024	\$200.00	\$196.00	<a href="#">View PDF</a>
183419	Regular	01/11/2024 - 01/17/2024	01/24/2024	\$200.00	\$196.00	<a href="#">View PDF</a>

6. On the right, in the **Actions** column, click **View PDF** to see your Paystub.

FEIN: 67-8912345  
Pay Period 04/23/2023 - 05/13/2023  
Pay Date 05/23/2024

FITWH Filing Status: S

Earnings	RATE	HOUR/UNIT	CURRENT	YTD HOUR/UNIT	YTD
Salary			3,000.00		3,000.00
Auto			200.00		200.00
<b>Total</b>			<b>\$3,200.00</b>		<b>\$3,200.00</b>

**Total Hours Worked**

Taxes	CURRENT	YTD
FITWH	425.85	425.85
<b>Total</b>	<b>\$425.85</b>	<b>\$425.85</b>

**Net Pay** **\$2,774.15**

# Troubleshooting for Employees

I'm having trouble viewing my online check stubs. What steps can I take if I am receiving errors or the check stubs are not displaying properly?

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- Verify your device meets these Paycor [System Requirements](https://paycor.helpjuice.com/http://www.paycor.com/system-requirements) (<https://paycor.helpjuice.com/http://www.paycor.com/system-requirements>).
- Pop-up blockers:
  - Your pop-up blocker utility might prevent you from viewing your check stub by blocking or closing your browser when you click **Employee sign in**.
- Avoid this issue:
  - Hold down the **Ctrl** key while clicking Employee Sign In.
  - This overrides the pop-up blocker and allows the sign in screen to appear.
- Set your pop-up block program to both of these:
  - **Always allow pop-ups from this site**
  - Add **https://\*.paycor.com** to your list of **Trusted sites**.

I'm having trouble completing the registration process. What steps can I take to ensure I register right the first time.

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1. Verify your device meets these Paycor [System Requirements](https://paycor.helpjuice.com/http://www.paycor.com/system-requirements) (<https://paycor.helpjuice.com/http://www.paycor.com/system-requirements>).

2. Have these items available before you continue:

- **Your Email Address:**
  - Do **not** use a shared email address because sign in information is sent to this address.
- **Registration Instructions:**

- Provided by your employer, and include the **Access Code** that is required when signing up for a User Name.

## I've tried all of the troubleshooting steps above and I still cannot view or register for Online Check Stubs. What do I do now?

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- Contact your Payroll or Human Resources department.
- They are authorized to reset your access codes or they can call a Paycor technical support associate.

## Forgot Your Username?

### Follow these steps to retrieve your username:

1. Go to [Paycor.com](https://paycor.helpjuice.com/http://www.paycor.com/) (<https://paycor.helpjuice.com/http://www.paycor.com/>) and click **Sign In**.
2. Skip the **User Name** and **Password** fields. Click **Forgot your user name?**.
3. On the **Recover your user name** page, answer the question, **What is your E-mail Address?** Click **Next**.



Recover your user name

What is your Email Address?

Cancel Next

4. The next page asks you to answer one of the security questions you entered when signing up for your Paycor user name and password. Click **Next**.

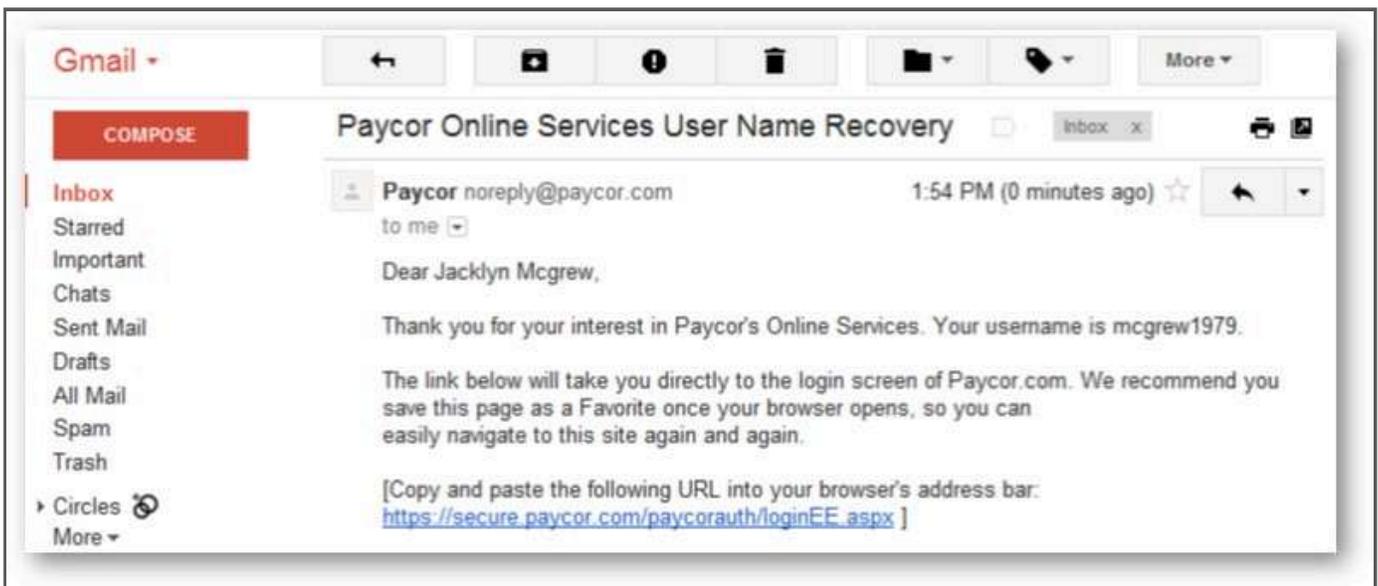
Recover your user name

Please answer the following question

What state were you born in?

Cancel Next

5. Go to your email, and recover your user name. Return to [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://www.paycor.com/>), and sign in.



## Forgot Your Password?

**Follow these steps to reset your password:**

1. Go to [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://www.paycor.com/>), and click **Sign In**.
2. Skip the **User Name** and **Password** fields. Click **Forgot your password?**.
3. On the **Recover your password** page, answer the questions, **What is your User Name?** and **What is your E-mail Address?** Click **Next**.

**Reset your password**

What is your User Name?

What is your Email Address?

4. The next page asks you to answer one of the security questions you entered when signing up for your Paycor user name and password. Click **Next**.

**Reset your password**

**Please answer the following question**

What state were you born in?

5. Go to your email, and recover your password. Return to [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://www.paycor.com/>) and sign in.

**Gmail** ▾

COMPOSE

**Inbox**

Starred  
Important  
Chats  
Sent Mail  
Drafts  
All Mail  
Spam  
Trash  
Circles   
More ▾

**Password Reset Confirmation from Paycor** Inbox x

**Paycor** noreply@paycor.com 1:36 PM (0 minutes ago) ☆  

to me ▾

Dear Jacklyn McGrew,

Your password for Paycor Online Services has been changed.

**NkZ+~ME9\$BR**

[Copy and paste the following URL into your browser's address bar:  
<https://secure.paycor.com/paycorauth/loginEE.aspx> ]

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This e-mail has been automatically created on behalf of Paycor.  
If you feel that this e-mail was sent to you in error,  
please contact Paycor at [noreply@paycor.com](mailto:noreply@paycor.com).

6. After signing in, you are prompted to change your password. Enter the password emailed to you, and enter a new password. Click **Change Password**.

**Change your password**

You are required to change your password. Please enter a new password below.

Passwords must meet the following complexity requirements:

- Must be between 7 and 12 characters.
- Must contain at least 1 upper case character.
- Must contain at least 1 lower case character.
- Must contain at least 1 numeric character.
- Cannot contain any of the following characters: []@()V.,>\_&#;=

Enter your current password:

Enter your new password:

Enter your new password again:

**Change Password**

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