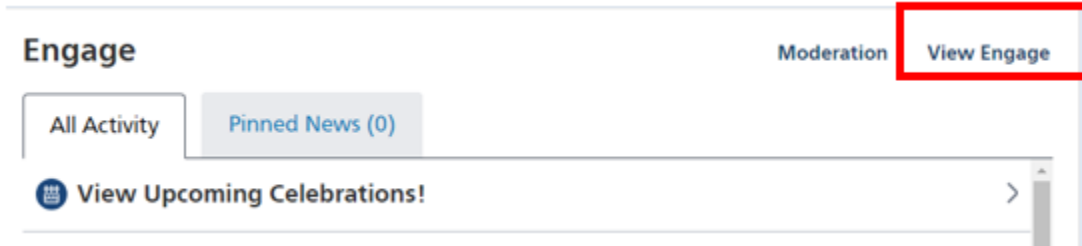


## RECOGNIZE YOUR CO-WORKER

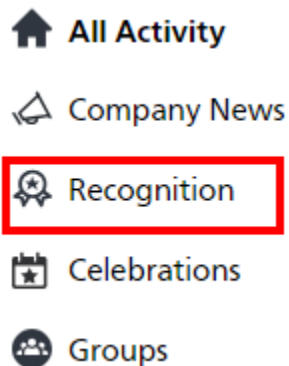
There are so many great things happening across our campus at Augustana College. Paycor provides a way for you to help us recognize your colleague's achievements and thank them for their contributions in support of our students, our campus, and our community. We encourage all employees to take advantage of the **Engage** feature of Paycor to say thank you to a colleague.

To begin, log in to Paycor at [www.augustana.edu/Paycor](http://www.augustana.edu/Paycor). You can always find the Paycor link on the Augustana website by going to the **Faculty & Staff** page, and looking under **Quick Links**. Use your Augustana Single Sign On Credentials (what you use to access your email and log into your computer) and go through the Duo multi-factor authentication process.

1. When you log into Paycor you will see the **Engage** menu near the top of your home screen. There you will see celebrations and recognitions that have been posted by employees. Click **View Engage** to post your own recognition.



2. You will again see a list of employee recognitions on this page. On the left of the screen is a menu. Select **Recognition** from this menu.




- Now you will see a blue **Recognize Someone** button available for you to begin entering details of the recognition you wish to make.







- Enter the employee(s) name and select them from the drop down list that appears. Enter the text of your recognition and select a recognition badge. Select to notify the recipient's manager of the recognition. The recognition will automatically post to the Paycor page for all employees to see. If you believe the employee would prefer to receive their recognition privately, you can select the button to Recognize quietly.


Recognize a team member! ×



Select a badge to represent this recognition

CORE VALUES    

Notify recipient's manager

Recognize quietly 

Cancel Recognize