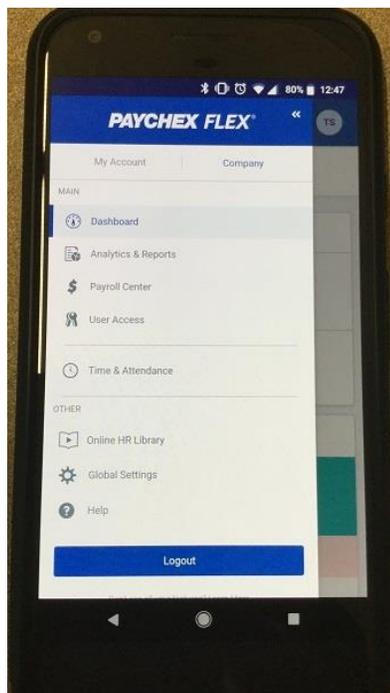


Logging into mobile app and getting to Time and Attendance

Download Paychex Flex App and login using your Paychex Flex credentials



Use the left menu bar to access Time and Attendance

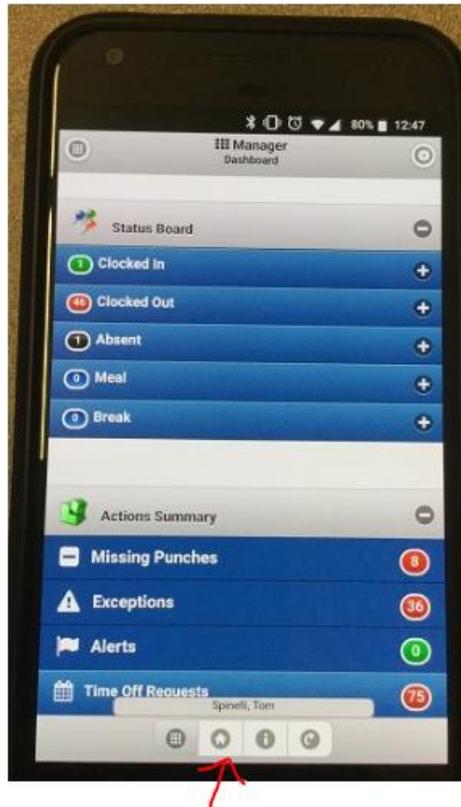


**Managers**

You will be brought to the Manager view. To switch to employee view, click on the HOME button at the bottom of the screen.

**Employees**

You will be taken directly to the Employee view. Go to next step



## CLOCKING IN AND OUT

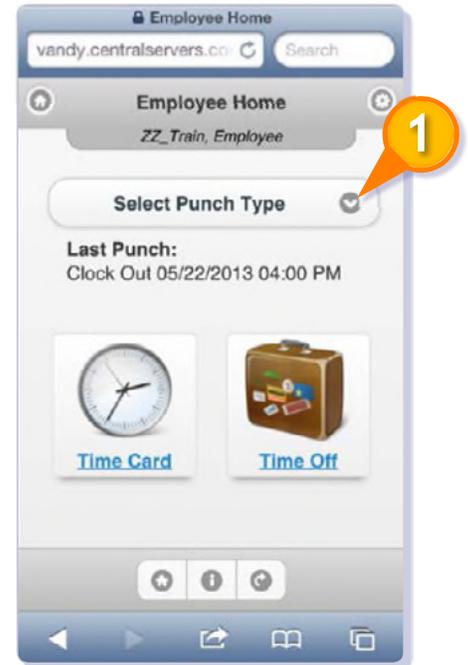
Once logged in, you can clock in and out via the mobile application. You begin on the Employee Home page.

To clock in:

1. Select the **Select Punch Type** drop-down menu. (1)
2. Select **Clock In**.

To clock out:

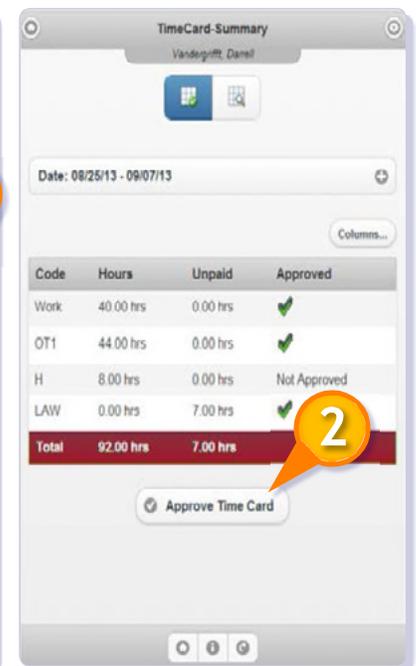
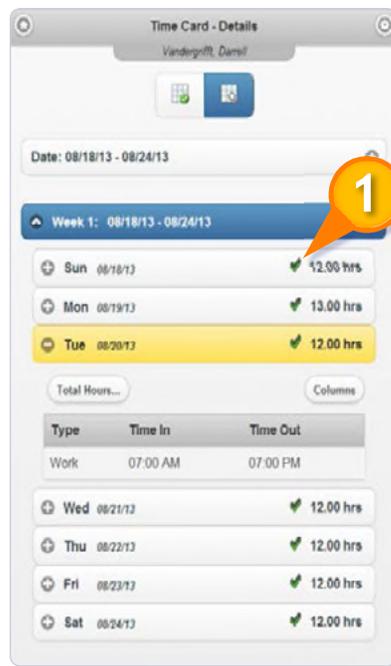
1. To punch out, select the **Select Punch Type** drop-down menu.
2. Select **Clock Out**.



## REVIEW AND APPROVE TIME CARDS

To review and approve time cards:

1. On the Time Card - Details screen, click next to the date to approve hours. (1)
2. Tap **Approve Time Card**. (2)

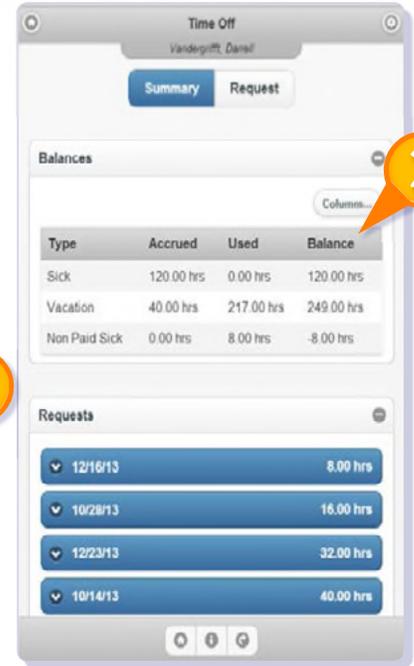


## REVIEW TIME OFF REQUESTS

You can both review and request time off in Paychex Flex Time.

To review time off requests:

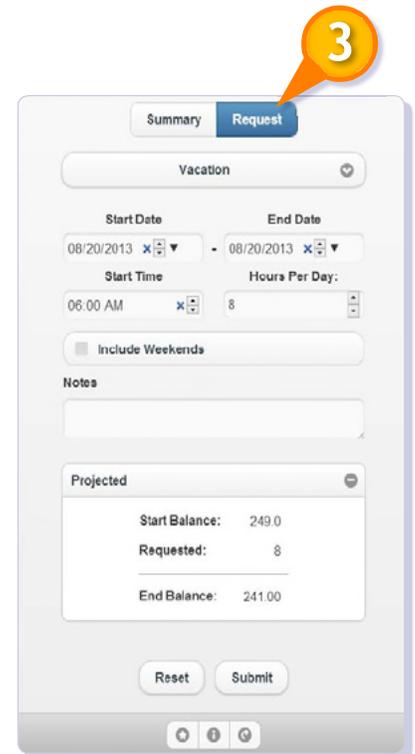
1. On the Employee Home page, tap **Time Off**. (1) The Time Off screen displays.
2. Review inputs, as needed: (2)
  - Type (Sick, Vacation, etc...)
  - Accrued balance
  - Used balance
  - Balance totals
  - Requests for time off



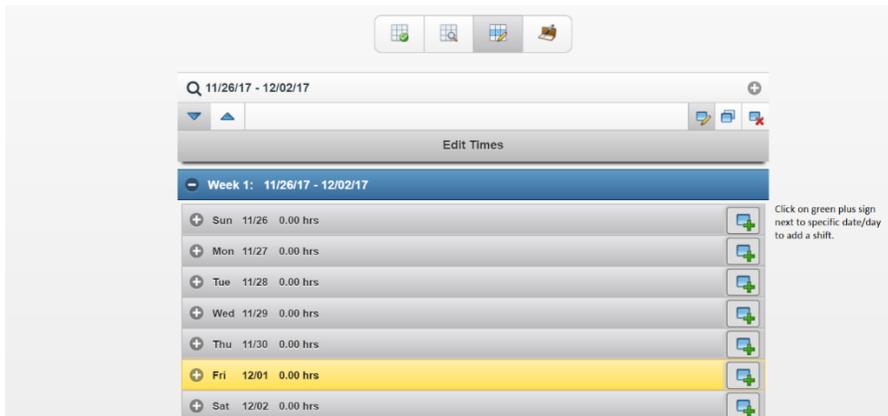
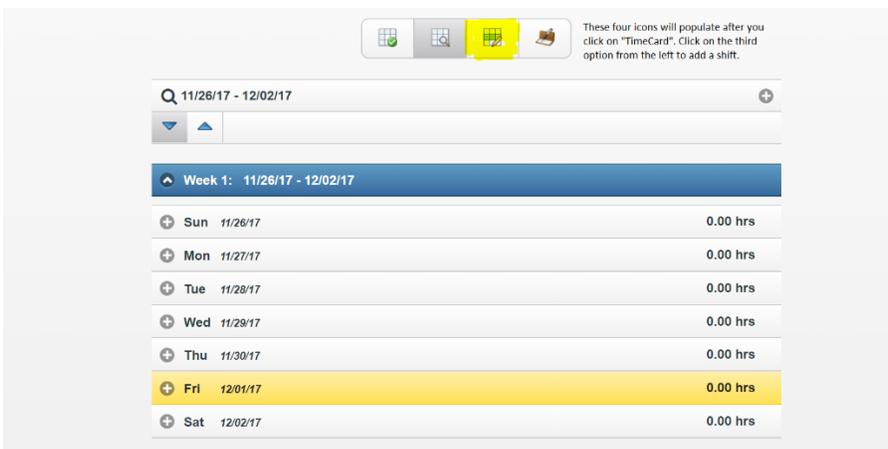
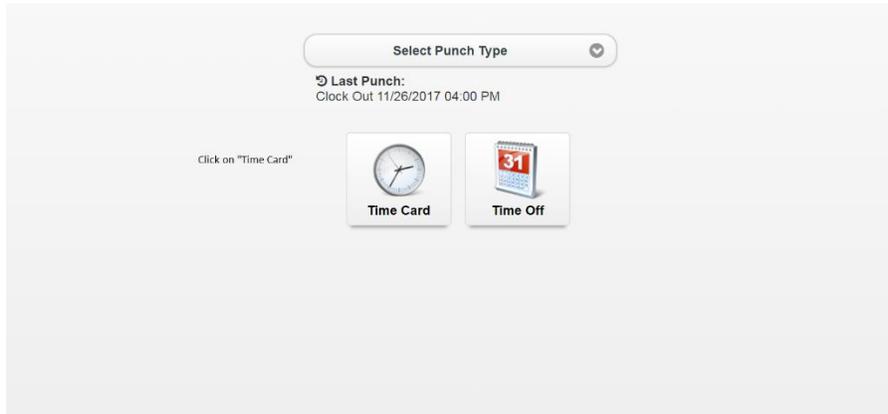
## REQUEST TIME OFF

To request time off:

1. On the Time Off screen, tap **Request**. (3)
2. Select the Pay Type from the drop-down menu.
3. Enter the **Start Date** and **End Date** for the request.
4. Enter the **Start Time** and **Hours Per Day** requested. Note, if the request involved weekends, select **Include Weekends**, as needed.
5. Enter any notes, as needed. Projected balances for the projected date range entered are displayed.
6. Tap **Submit** to submit the time off request. Your manager will receive the request.



## Mobile App Timesheet Entry





08:00 AM - 04:00 PM [Work] 8.00 hrs

To edit: Change the "Start" or "End" time and click on Edit at the bottom. This will submit any edits you made to the shift.

To delete: Click on "Delete" at the bottom to delete the shift.

Work

Start      End

08:00 AM    04:00 PM

**Org Units:**

Level 1

Unassigned

Level 2

Unassigned

Job Costing

Unassigned

Labor Distribution

Unassigned

Notes

Notes

Cancel   Edit   Delete

\*\*\*Note: If the employee needs to enter meal times, enter all the time for the rest of the day first, then enter the meal time. When entering the work time, enter in the full day with no gaps for the meal. For example, if I work from 8 am - 5 pm with lunch from 12 pm to 1 pm, I would enter start time 8 am and end time 5 pm, then meal from 12 pm to 1 pm. Without this step, the time card will show missing punch errors.\*\*\*