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:

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

Using the Paychex Flex Time Mobile Feature © 2015 Paychex, Inc. All rights reserved. PFT-4217-1511 2

### **REVIEW TIME OFF REQUESTS**

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

To review time off requests:

- 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



#### Summary Rec Vacation 0 Start Date End Date 08/20/2013 × - V - 08/20/2013 X - V Hours Per Day: Start Time \* 06:00 AM ×÷ Include Weekends Notes Projected 0 Start Balance: 249.0 Requested: 8 241.00 End Balance: Reset Submit 0 0 0

Colu

Balance

120.00 hrs

249.00 hrs

-8.00 hrs

G

8.00 hrs

16.00 hrs

32.00 hrs

40.00 hrs

### **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





	Add New Time					
	Work	0				
Enter a Start and End time and click on	Start End					
"Add".	08:00 AM 04:00 PM					
If adding "Org Units", select the applicable jobs/depts. from the drop down list before clicking "Add".	Org Units:					
	Level 1					
	Unassigned	Ø				
	Unassigned	0				
	Job Costing					
	Unassigned	0				
	Labor Distribution					
	unassigned	Ø				
	Notes					
	Notes					
	Cancel Add					
	Q 11/26/17 - 12/02/17	0				
To edit an entry that was previously submitted.						
click on the "Time card Entry" option from the	Edit Times					
top. It's the third icon from the left						
Click on the applicable	Week 1: 11/26/17 - 12/02/17					
day/date that needs to be edited.						
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Wed 11/29 0.00 hrs

Thu 11/30 0.00 hrs
 Eri 12/01 0.00 hrs

PAYCHEX					
		-			
	08:00 AM - 04:00 PM [Wo	rk] 8.00 hrs			0
To edit: Change the "Start" or "End" time and click on Edit at	Work				0
edits you made to the shift.		Start	End		
To delete: Click on "Delete" at the bottom to delete the shift		08:00 AM	04:00 PM		
bottom to delete the sint.	Org Units:				
	Level 1				
	Unassigned				$\odot$
	Level 2				
	Unassigned				$\odot$
	Job Costing				
	Unassigned				0
	Labor Distribution				
	Unassigned				$\odot$
	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.\*\*\*