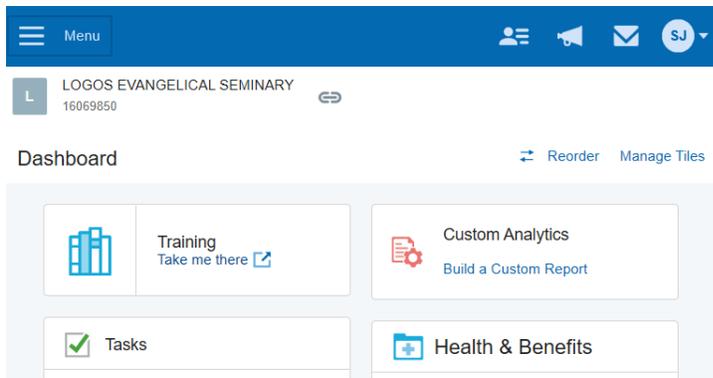


SOP PayChex (Web Browser) After initial setup, access to the Clock-in/Clock-out screen

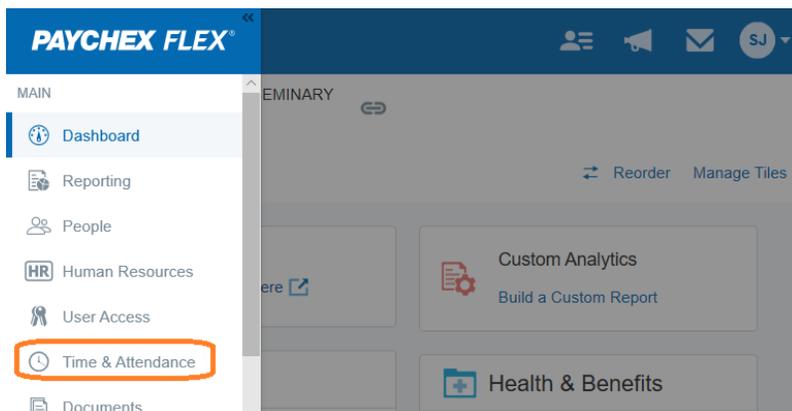
8/10/2020

After completing your initial setup,

If after logging into PayChex Flex, you are seeing a dashboard screen, similar to the following:



You will need to select **Time & Attendance** from the menu



Then you can see the main punch status and punch buttons screen:

02:48 PM

Last Punch: Clock In - 08/10/2020 08:33 AM



Clock Out

Mr, Chavira

Shift Duration: 6.25
Today's Hours: 6.25

Actions



Schedules



Time Off



Messages



Time Card

Reg	18.63
OT	0.00
Total	18.63

Reports



[End of SOP]