

## SOP PayChex Approve Time Cards as a Manager

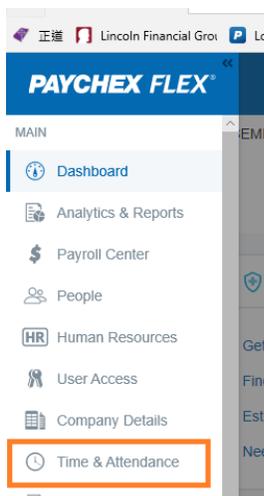
8/24/2020

Please use PC/Web Browser for Time Card Approval for those who report to you.

**Guideline: Time Card approval means you have reviewed your subordinates' Time Card and proof their work time entries are correct. Therefore, whenever possible, please approve day by day.**

Before Manager's Approval deadline.

Log into PayChex Flex, access menu, then select Time & Attendance



Under Manager Dashboard, click **Time Cards** tab. You can see a list of your subordinates.

Home Employees **Time Cards** Time Off Reports Payroll

Time Card Time Card Approvals

EE# Last First 95147 - Jin, Shanhuei

Pay Period: 08/11/2020 - 08/25/2020

Add Shift	Type	In	Org Unit	Type	Out
✓	Tuesday	08/11/2020			
✓		Clock In	06:50 AM	501//	
				Clock Out	10:36 AM

Make sure the Pay Period is correctly shown.(see above)

- Daily Approval:

Review or correct work entry on this day. If they are all correct, click on the daily approval checkbox (see below 8/14).

Day	Date	Time	Location	Activity	Duration	Rate	Total
<input type="checkbox"/>	Friday	08/14/2020					
<input type="checkbox"/>		Clock In	08:53 AM	501//501 F&A-Administrati...	Begin Meal	12:00 PM	3.12
<input type="checkbox"/>		Begin Meal	12:00 PM	501//501 F&A-Administrati...	End Meal	12:30 PM	0.50
<input type="checkbox"/>		Work	12:30 PM	501//501 F&A-Administrati...	Clock Out	01:46 PM	1.27
					Shift:		4.88 0.00 0.00
<input type="checkbox"/>		Clock In	01:50 PM	501//501 F&A-Administrati...	Clock Out	04:00 PM	2.17
					Shift:		2.17 0.00 0.00
<input type="checkbox"/>		Clock In	04:00 PM	501//501 F&A-Administrati...	Clock Out	04:10 PM	0.17
					Shift:		0.17 0.00 0.00
<input type="checkbox"/>		Clock In	04:11 PM	501//501 F&A-Administrati...	Clock Out	05:17 PM	1.10
					Shift:		1.10 0.00 0.00

This is an illustration when you click the daily approval checkbox: (see the newly created check marks)

Day	Date	Time	Location	Activity	Duration	Rate	Total
<input checked="" type="checkbox"/>	Friday	08/14/2020					
<input checked="" type="checkbox"/>		Clock In	08:53 AM	501//501 F&A-Administrati...	Begin Meal	12:00 PM	3.12
<input checked="" type="checkbox"/>		Begin Meal	12:00 PM	501//501 F&A-Administrati...	End Meal	12:30 PM	0.50
<input checked="" type="checkbox"/>		Work	12:30 PM	501//501 F&A-Administrati...	Clock Out	01:46 PM	1.27
					Shift:		4.88 0.00 0.00
<input checked="" type="checkbox"/>		Clock In	01:50 PM	501//501 F&A-Administrati...	Clock Out	04:00 PM	2.17
					Shift:		2.17 0.00 0.00
<input checked="" type="checkbox"/>		Clock In	04:00 PM	501//501 F&A-Administrati...	Clock Out	04:10 PM	0.17
					Shift:		0.17 0.00 0.00
<input checked="" type="checkbox"/>		Clock In	04:11 PM	501//501 F&A-Administrati...	Clock Out	05:17 PM	1.10
					Shift:		1.10 0.00 0.00

Repeating the step to complete all daily approvals.

At the end, please also review his/her pay period total work hours.

Total Summary				
		Work:	76.55	
		Meal:	3.50	
		Total	80.05	0.00 0.00

Go to the **Time Card Approvals** tab to confirm that you have completed your approval tasks.

Make sure Mgr column for ALL your subordinates are **Green**.

The screenshot displays the 'Time Card Approvals' interface. The 'Time Card Approvals' tab is selected. Step 1 - Select Filter shows the 'Current Pay Period' as 08/11/2020 - 08/25/2020. Step 2 - Review Employee Approvals and Step 3 - Review Manager Approvals show pie charts with categories: Fully Approved, Partially Approved, and Unapproved. Step 4 - Approve Time Cards shows a table with columns: Employee, Emp, and Mgr. The Mgr column for all employees is highlighted in green.

Employee	Emp	Mgr
Fang, Janet	Yellow	Green
Jin, Shanhuei	Yellow	Green
Kao, Tsai-Ling	Red	Red

Please log off from PayChex Flex.

[ End of SOP ]