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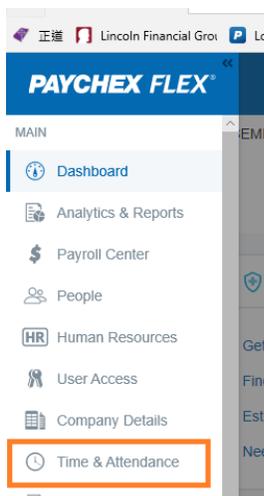
Under Manager Dashboard, click **Time Cards** tab. You can see a list of your subordinates.

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).

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

Repeating the step to complete all daily approvals.

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

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**.

Please log off from PayChex Flex.

[End of SOP]