SOP – for Logos Managers. Using PayChex MobileApp, How to switch between Manager and Employee Dashboard

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For manager/supervisor users of PayChex Flex mobile app

After your login, you may see the Dashboard as shown below (left)

From Menu , please select Time & Attendance Analytics & Report Payroll Center Ś A People LOGOS EVANGELICAL SEMINARY e **HR** Human Resources 16069850 S User Access Dashboard Manage Tiles Company Details Documents COVID-19 Resources  $\odot$ Time & Attendance 3 Health & Benefits Get data for PPP loan Find an SBA-approved lender 🔽 OTHER Estimate loan forgiveness amount Company Settings Need more help? Go to Help Center Help Center Don't see all your features? Learn More Security I Privacy

You are reaching the Manager Dashboard screen.



To switch to Employee Dashboard, Click on the Home icon,



Then you can request leaves, clock in/out, etc. for yourself.



To switch back to **Manager** Dashboard, please click on the icon.



Now you return to the **Manager** Dashboard.



[ End of SOP ]