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**
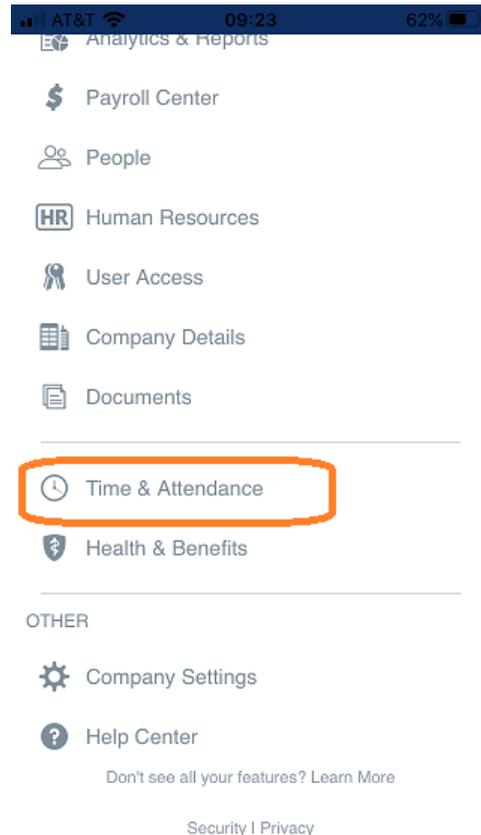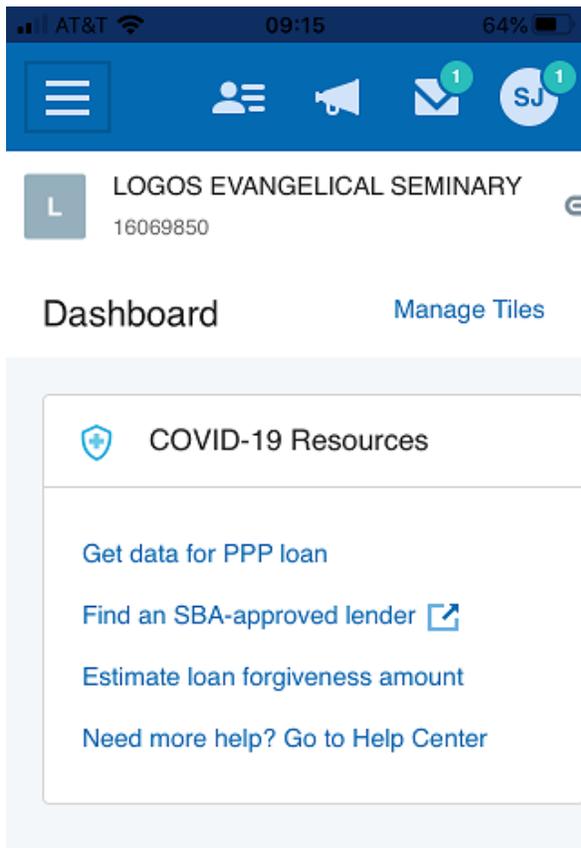
You are reaching the **Manager** Dashboard screen.

To switch to **Employee** Dashboard, Click on the Home icon,
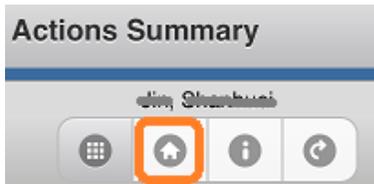
Then you can request leaves, clock in/out, etc. for yourself.
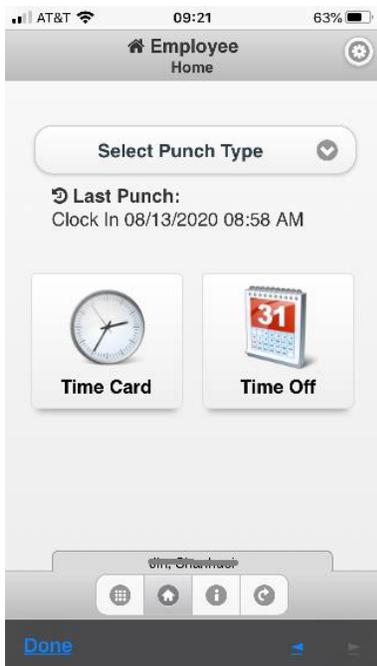
To switch back to **Manager** Dashboard, please click on the icon.
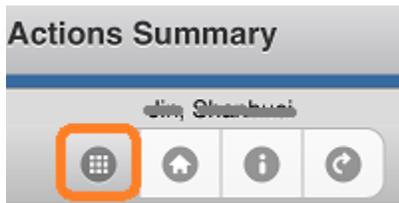
Now you return to the **Manager** Dashboard.

[End of SOP]