SOP PayChex use Time Sheet (電子工時表) feature to enter work hour entries

8/18/2020

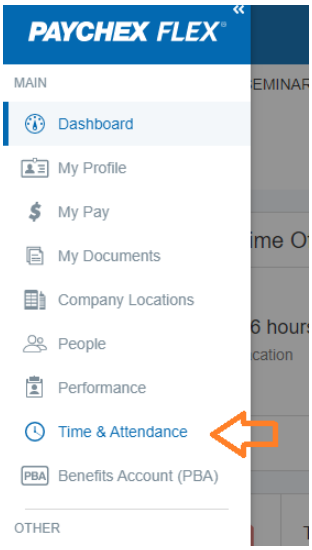
You are encouraged to use this Paychex feature to replace your paper time sheet. I still can report to your supervisor about your work hours.

Note: You may do this once a day, one every two days or once a week, etc. based on your habit.

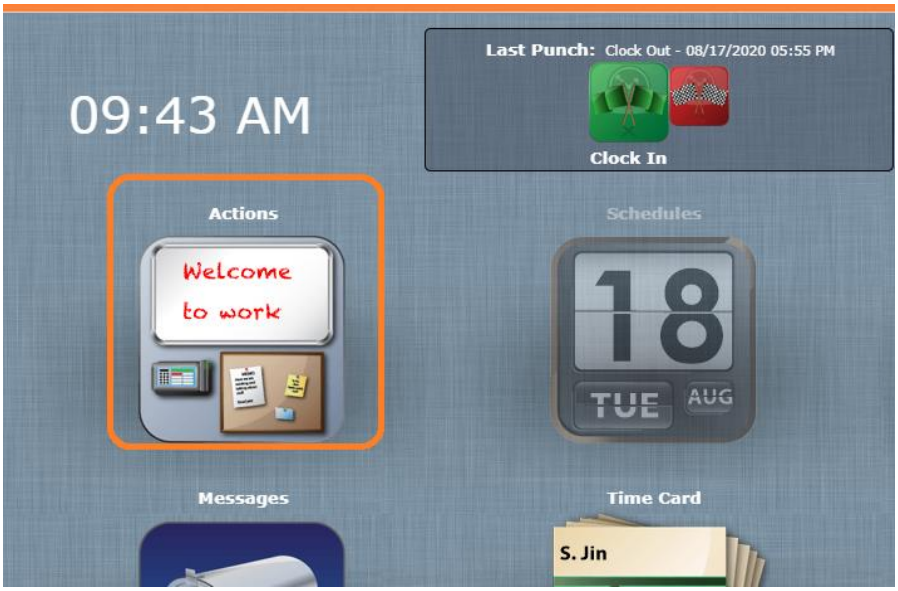
However, Do Not submit your work entries more than once a day.

After logging into PayChex Flex,

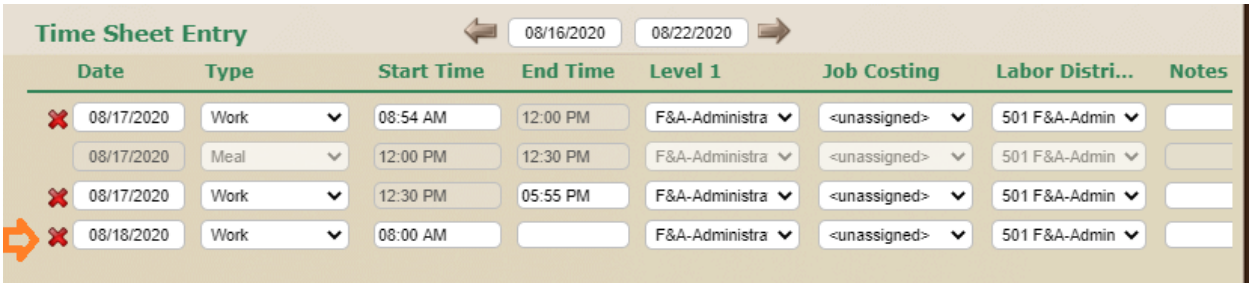
From memu, click on Time & Attendance.



Click on the Action icon:



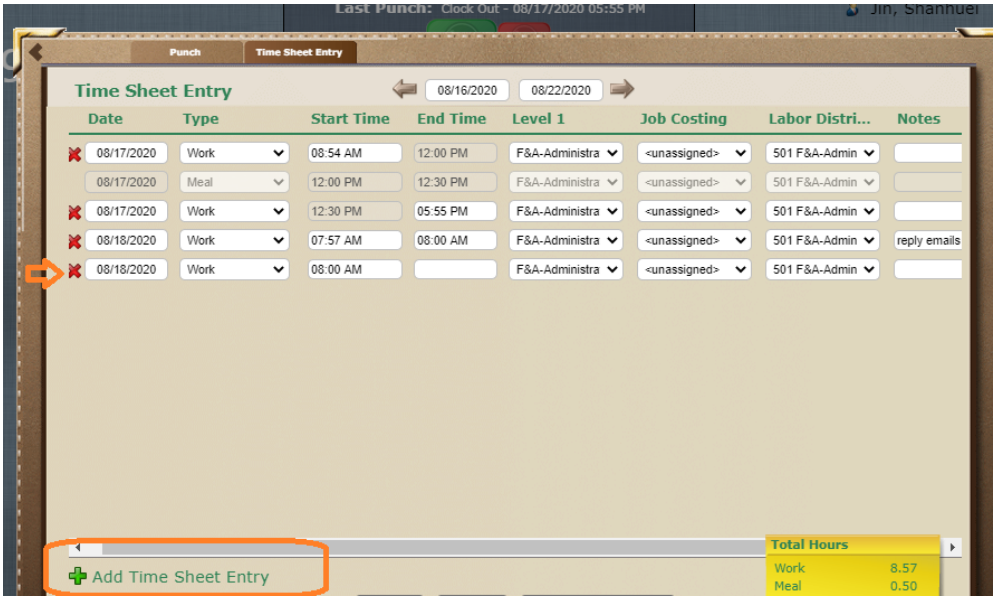
Under the **Time Sheet Entry** view, begin your work hour entry from the last row (as shown below)



Enter (or confirm) Date, Type (keep as Work), Start Time and End Time, Notes

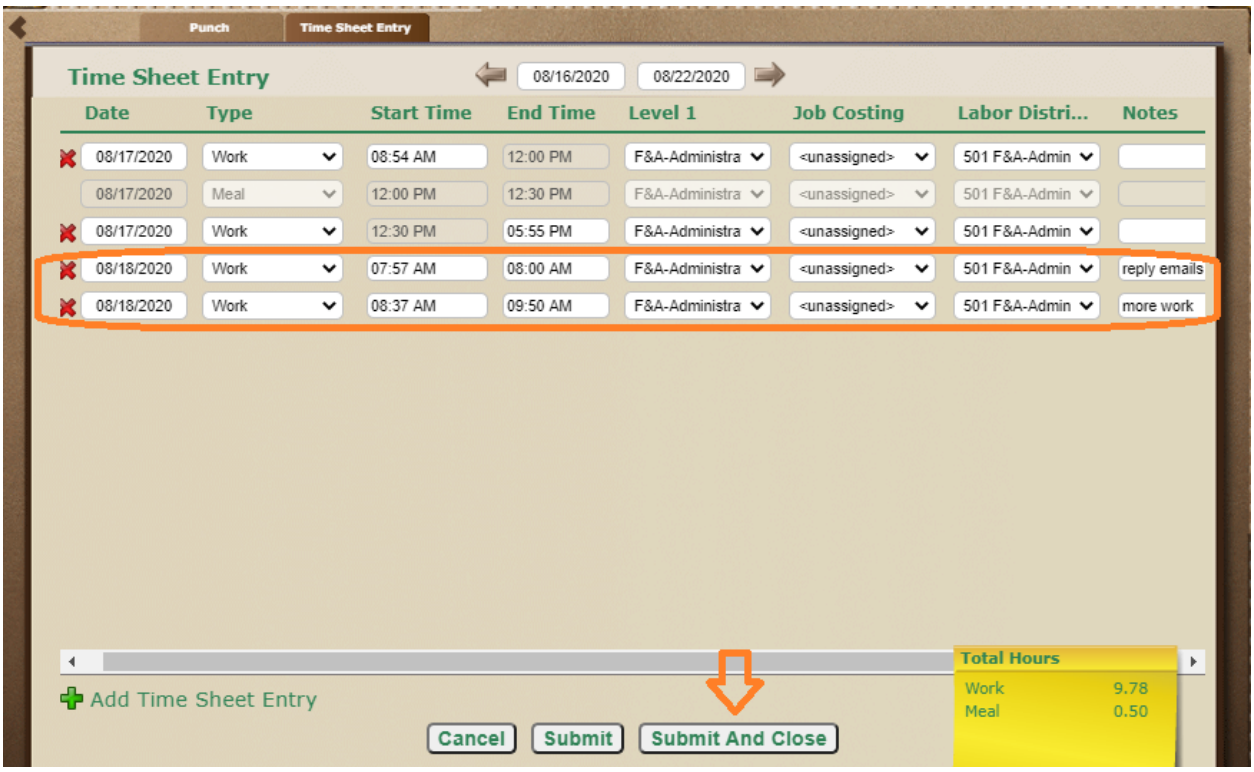
Note: be sure only enter completed work entries!

Then click on button **Add Time Sheet Entry** for a new row.

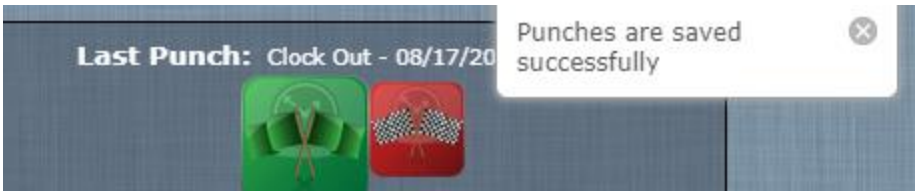


Here I completed two work entries for today, so I can click on Submit and Close.

Note: Submit your work entries no more than once a day.

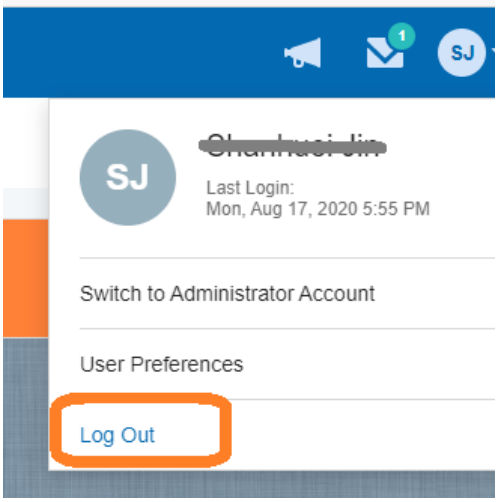


The Time Sheet Entry view is closed and you should receive a confirmation:



You may click on Time Card icon to see the work entries you have entered.

You may log off now.


SJ
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SJ
Last Login:
Mon, Aug 17, 2020 5:55 PM
Switch to Administrator Account
User Preferences
Log Out

[End of SOP]