

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

8/18/2020

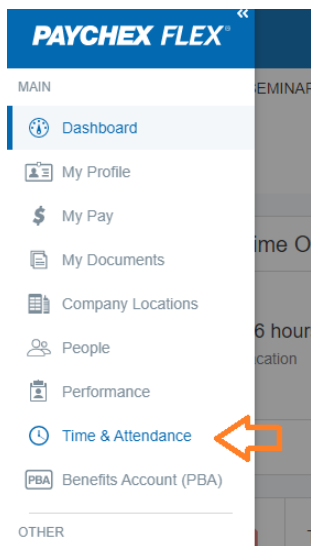
You are encouraged to use this Paychex feature to replace your paper time sheet. I still can report to your supervisor about your work hours.

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)

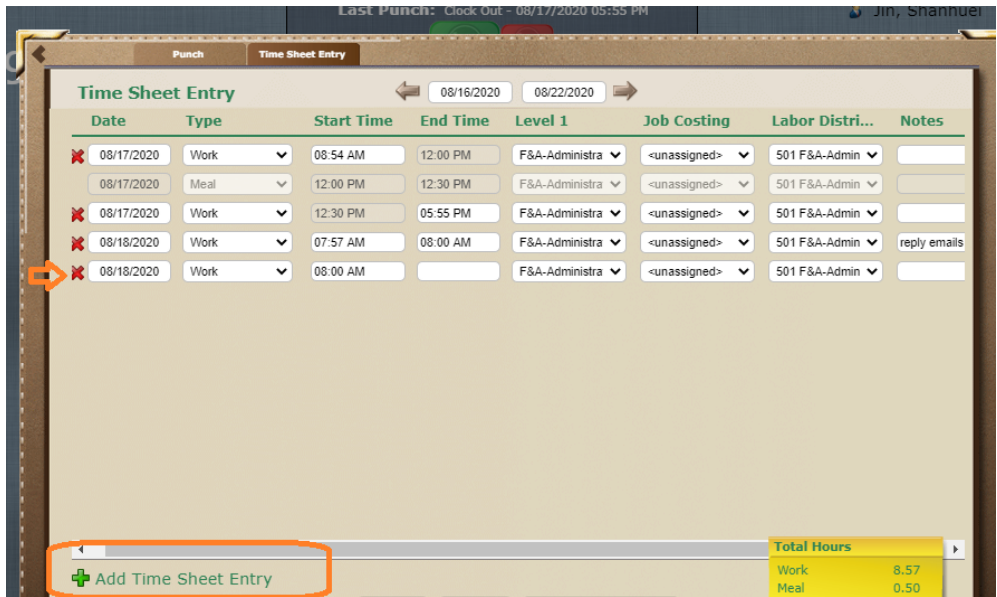
Time Sheet Entry		08/16/2020	08/22/2020					
Date	Type	Start Time	End Time	Level 1	Job Costing	Labor Distri...	Notes	
✘ 08/17/2020	Work	08:54 AM	12:00 PM	F&A-Administra	<unassigned>	501 F&A-Admin		
08/17/2020	Meal	12:00 PM	12:30 PM	F&A-Administra	<unassigned>	501 F&A-Admin		
✘ 08/17/2020	Work	12:30 PM	05:55 PM	F&A-Administra	<unassigned>	501 F&A-Admin		
✘ 08/18/2020	Work	08:00 AM		F&A-Administra	<unassigned>	501 F&A-Admin		

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

✘ 08/18/2020	Work	07:57 AM	08:00 AM	F&A-Administra	<unassigned>	501 F&A-Admin	reply emails
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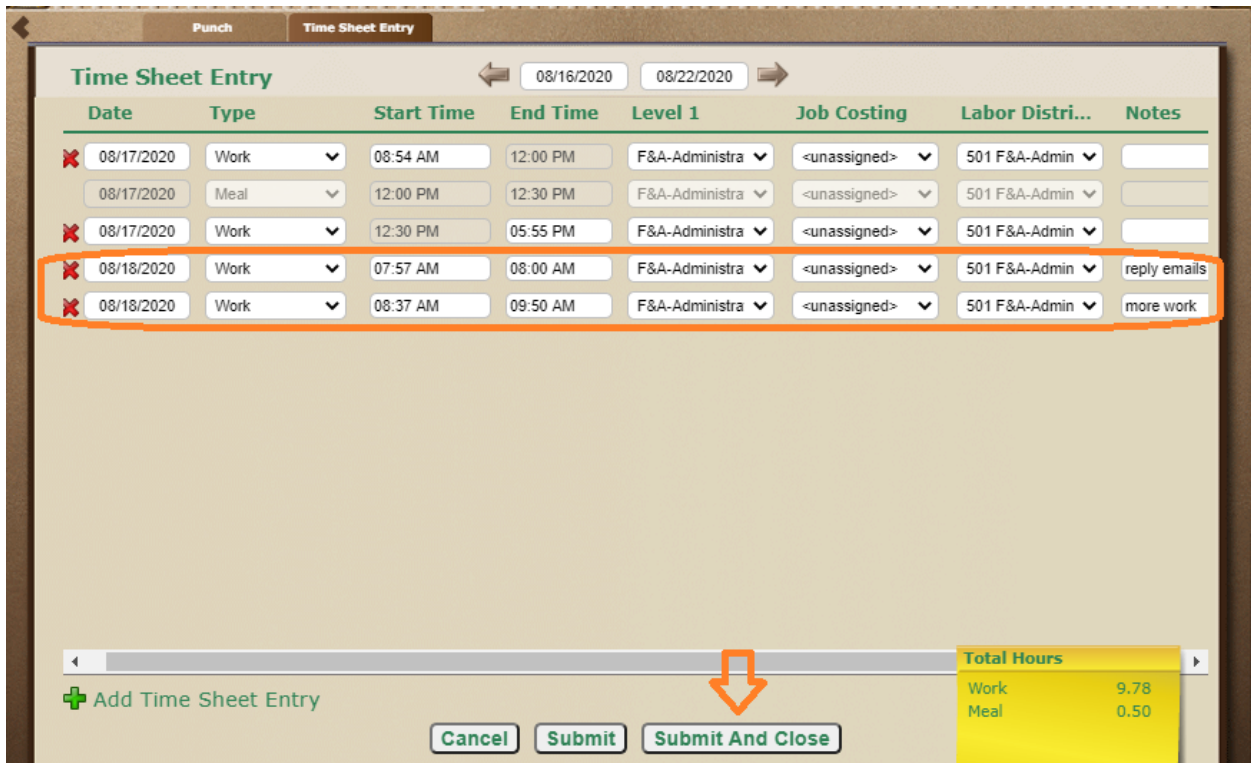
Note: be sure only enter completed work entries!

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.

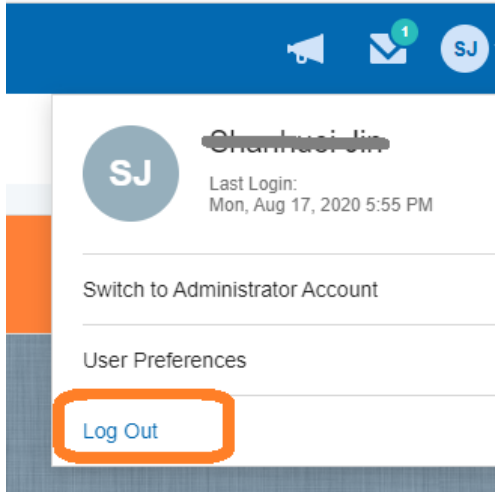


Time Card

08/11/2020 - 08/25/2020

Approval	Type	Day	Date	Time In	Time Out	Org Unit	Reg	OT	Unpaid	Notes
<input checked="" type="checkbox"/>	Work	Tue	08/11/2020	01:32 PM	05:39 PM	501	4.12	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Wed	08/12/2020	07:37 AM	12:00 PM	501	4.38	0.00	0.00	
<input type="checkbox"/>	Meal			12:00 PM	12:30 PM	501	0.50	0.00	0.00	
<input type="checkbox"/>	Work			12:30 PM	06:10 PM	501	5.67	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Thu	08/13/2020	08:58 AM	12:17 PM	501//501 F&A-Admin...	3.32	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Thu	08/13/2020	12:57 PM	05:14 PM	501//501 F&A-Admin...	4.28	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Thu	08/13/2020	05:20 PM	05:48 PM	501//501 F&A-Admin...	0.47	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Fri	08/14/2020	08:53 AM	12:00 PM	501//501 F&A-Admin...	3.12	0.00	0.00	
<input type="checkbox"/>	Meal			12:00 PM	12:30 PM	501//501 F&A-Admin...	0.50	0.00	0.00	
<input type="checkbox"/>	Work			12:30 PM	01:46 PM	501//501 F&A-Admin...	1.27	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Fri	08/14/2020	01:50 PM	04:00 PM	501//501 F&A-Admin...	2.17	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Fri	08/14/2020	04:00 PM	04:10 PM	501//501 F&A-Admin...	0.17	0.00	0.00	
<input type="checkbox"/>	Work	Fri	08/14/2020	04:11 PM	05:17 PM	501//501 F&A-Admin...	1.10	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Mon	08/17/2020	08:54 AM	12:00 PM	501//501 F&A-Admin...	3.10	0.00	0.00	
<input type="checkbox"/>	Meal			12:00 PM	12:30 PM	501//501 F&A-Admin...	0.50	0.00	0.00	
<input type="checkbox"/>	Work			12:00 PM	03:00 PM	501//501 F&A-Admin...	3.12	0.00	0.00	
<input type="checkbox"/>	Work	Tue	08/18/2020	07:57 AM	08:00 AM	501//501 F&A-Admin...	0.05	0.00	0.00	
<input type="checkbox"/>	Work	Tue	08/18/2020	08:37 AM	09:50 AM	501//501 F&A-Admin...	1.22	0.00	0.00	
							Total Hours			

You may log off now.



The image shows a user profile card in a software interface. At the top, there is a blue header bar with a speaker icon, an envelope icon with a '1' notification badge, and a circular profile icon with the initials 'SJ'. Below the header, the profile card features a circular profile picture with 'SJ' on a grey background, the name 'Chan Hui Jin' (partially obscured), and the text 'Last Login: Mon, Aug 17, 2020 5:55 PM'. Below the profile information are three menu items: 'Switch to Administrator Account', 'User Preferences', and 'Log Out'. The 'Log Out' button is highlighted with an orange rounded rectangle.

SJ

Chan Hui Jin

Last Login:
Mon, Aug 17, 2020 5:55 PM

Switch to Administrator Account

User Preferences

Log Out

[End of SOP]