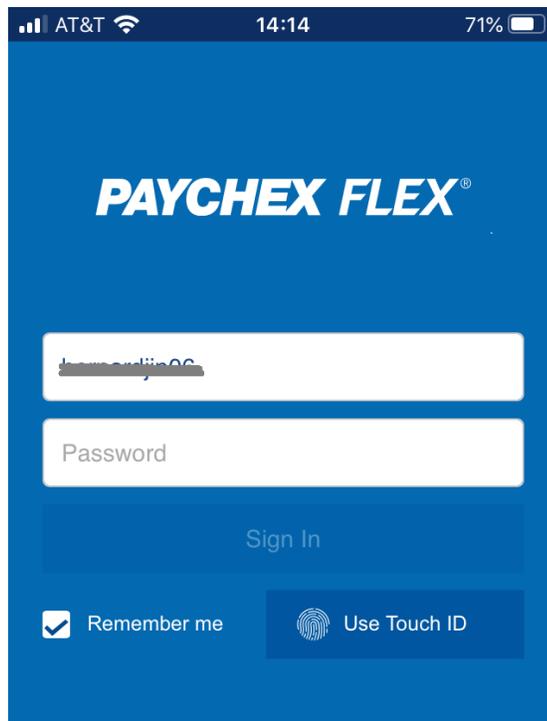


SOP How to Use PayChex Mobile App to Punch in and out (with screenshot)

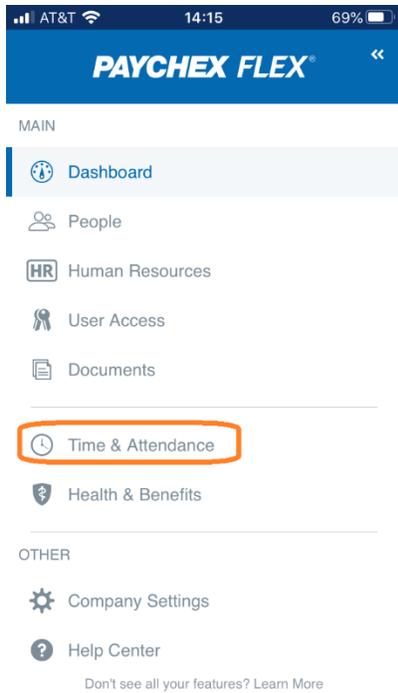
11/19/2020



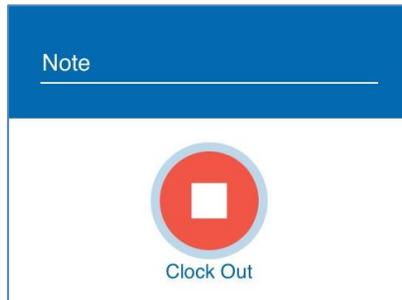
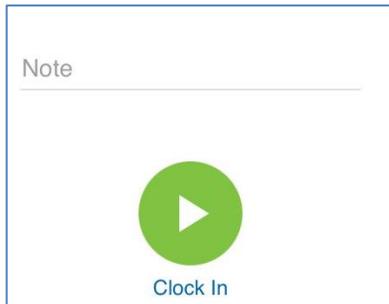
[Forgot Username or Password?](#)

[Try it out](#)





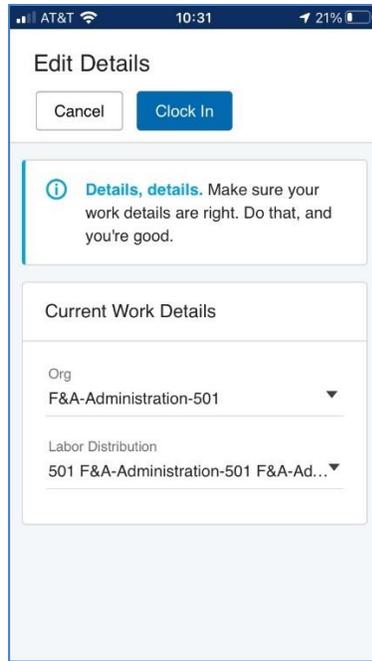
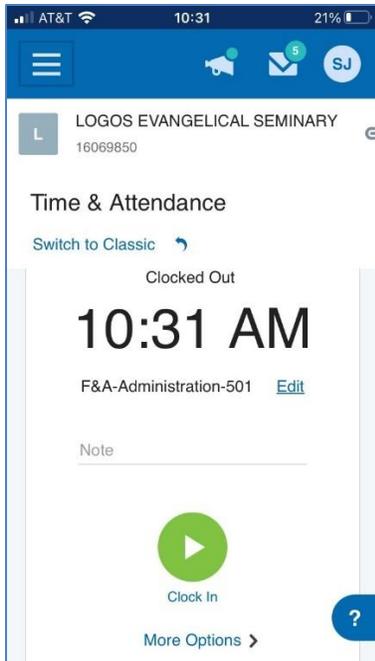
You may see either a Green Button or a Red Button: depend on your current punch status:



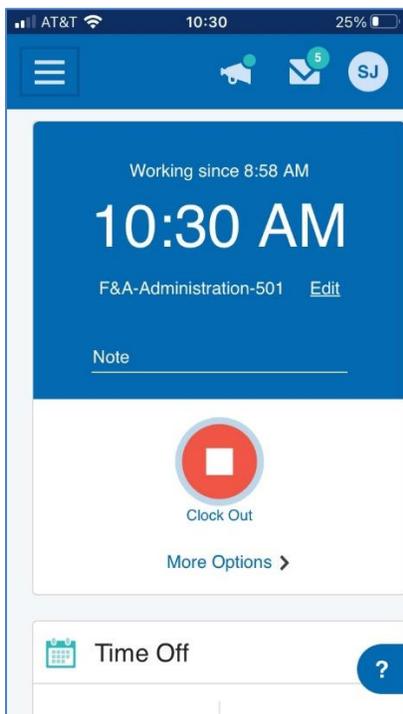
To Clock in is a two-step task:

(If you need enter a brief Note, please do so at Note line before clock in) [If you enter detail notes, please use PC/laptop for this task]

Click the Green button then the Clock in Blue button (as shown below)



To Clock out is a one-step task:



To read your Time Card (to confirm your punch record): Still under Time and Attendance screen.

Time Card

Date	Type	Time In / Time Out	Org	Total Hours
Wed, Nov 11	Work	8:17 AM - 12:00 PM	F&A-Administration-501	3.72h
	Meal	12:00 PM - 12:30 PM	F&A-Administration-501	0.50h

[End of SOP]