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

11/19/2020





Forgot Username or Password?



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?	Help Center Don't see all your features? Learn More					

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

Note	Note
Clock In	Clock Out

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.

Nov 11 - Nov 2	25 Current Week Period			WORK TOTAL HOURS 51.67h 51.67h
Time Card				Approve All Edit
Date	Туре	Time In / Time Out	Org	Total Hours
Wed, Nov 11	Work	8:17 AM - 12:00 PM	F&A-Administration-501	3.72h
UNAPPROVED	Meal	12:00 PM - 12:30 PM	F&A-Administration-501	0.50h

[End of SOP]