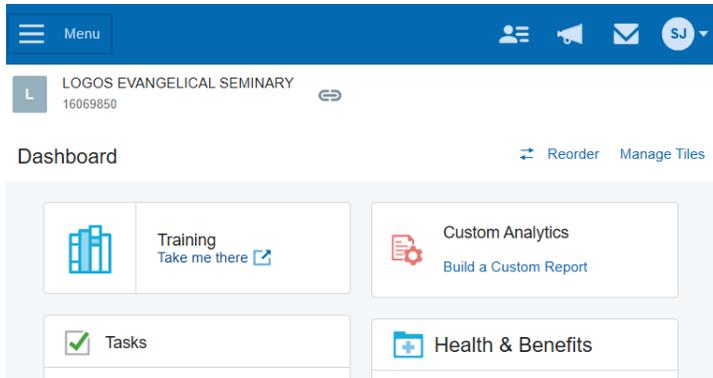


SOP PayChex Flex How to punch in/punch out via a web browser (Web Punch) for Logos coworkers. [New Interface since 10/2020]

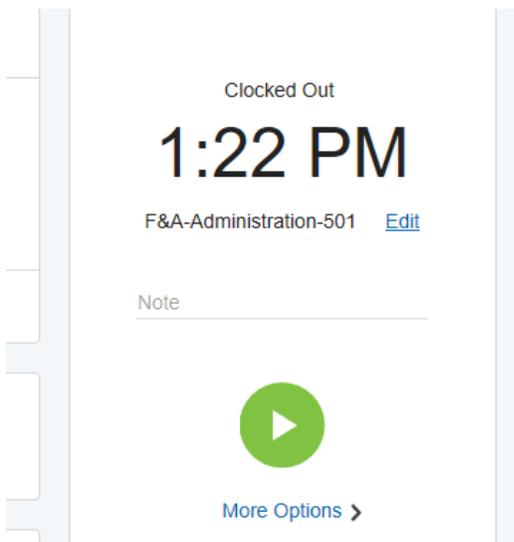
11/18/2020

If after logging into PayChex Flex, you are seeing a dashboard screen, similar to the following:

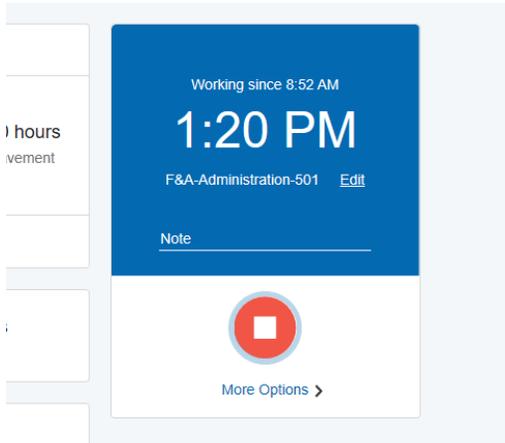


You will notice the **Clock in / Clock out “Tile”**

When you are **Not Clocked in** (under “Clocked Out” status), it looks like



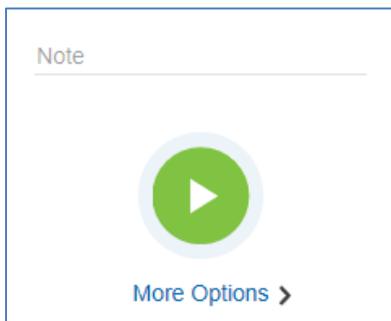
When you are under **“Clocked in” status**, it is looks like



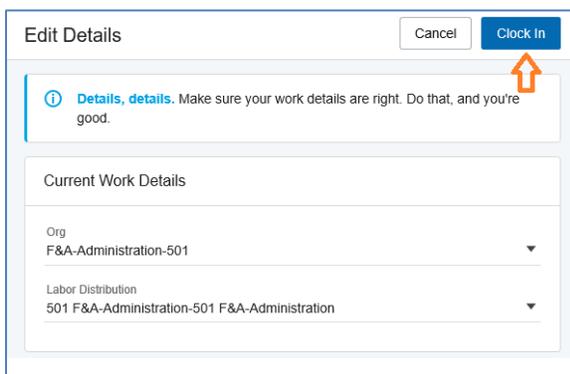
[To Clock in – two steps]

When you want to clock in for work.

Enter a **Note** (if necessary) then click on the Green button



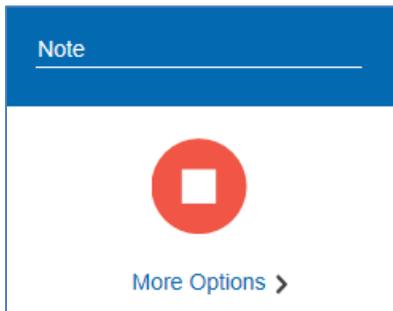
Change department setting (ONLY if working under a different department/office)



Click on the **Clock in** button to complete this Clock in.

[To Clock out – one step]

When you are ready to Clock out (leave from work):



Enter a **Note** (if necessary) then click on the Red button.

Then click on the Red button to complete your clock out.

[End of SOP]