

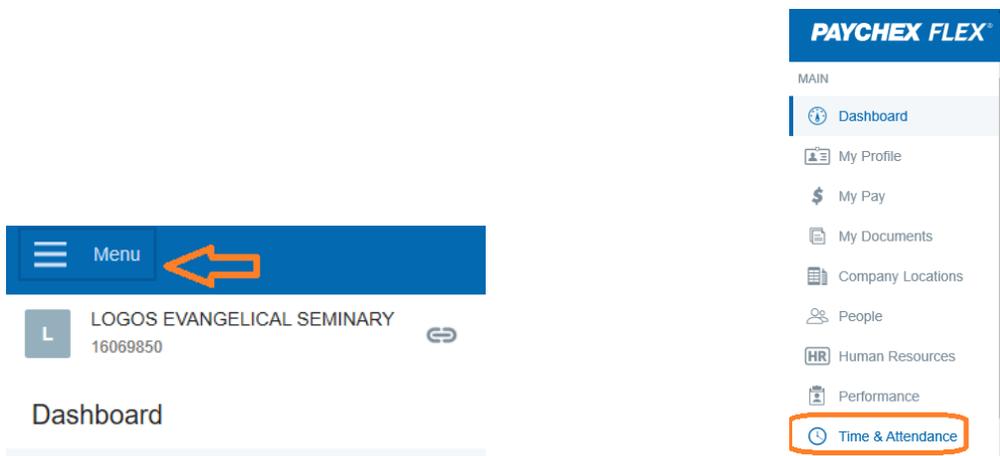
SOP PayChex How to submit/approve your time card before or at end of pay period (under new user interface since Oct. 2020)

12/10/2020

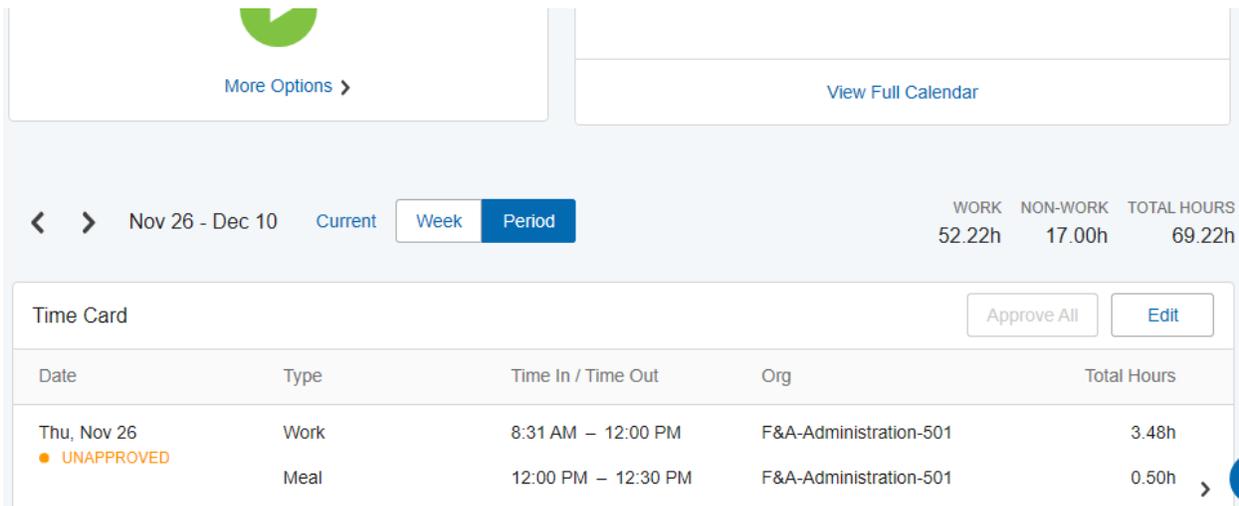
Important: This step means you have reviewed/verified that all entries on your Time Card for this pay period are correct!!

From Employee **Dashboard** screen

Under Menu, Select **Time & Attendance**



Scroll down you will see the time card in new format:



Then you may approve your time card's entries **Day by Day** (for the date with ● UNAPPROVED) or by **Entire Time Card** (check "Approve All") .

To approve **one day's** work entries, click on the UNAPPROVED text

Date	Type
Thu. Nov 26	Work
● UNAPPROVED	Meal
	Work

Then click on Approve Day button as shown below.

Thu, Nov 26 ×

	REGULAR	TOTAL HOURS
	5.35h	5.35h

Time Card ➔ Approve Day

To approve all work entries on your Time Card in one shot, Click **Approve All** button to the right side (see below)



Nov 26 - Dec 10

Current

Week

Period

WORK 61.87h NON-WORK 17.00h

Time Card



Date	Type	Time In / Time Out	Org	Total
Thu, Nov 26 ● APPROVED	Work	8:31 AM – 12:00 PM	F&A-Administration-501	
	Meal	12:00 PM – 12:30 PM	F&A-Administration-501	

[End of SOP]