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

		P/	PAYCHEX FLEX [®]	
		MAIN		
		٢	Dashboard	
		<u></u>	My Profile	
		\$	My Pay	
		E	My Documents	
			Company Locations	
LOGOS EVANGELICAL SEMINARY 16069850	0	2	People	
		HR	Human Resources	
			Performance	
Dashboard		S	Time & Attendance	

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

,	More Options >		View Full Calendar	
< > Nov 26 - De	ec 10 Current Week	C Period	work 52.22h	NON-WORK TOTAL HOURS 17.00h 69.22h
Time Card			Ар	prove All Edit
Date	Туре	Time In / Time Out	Org	Total Hours
Thu, Nov 26 Work	Work	8:31 AM - 12:00 PM	F&A-Administration-501	3.48h
UNAPPROVED	Meal	12:00 PM - 12:30 PM	F&A-Administration-501	^{0.50h} >

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



Then click on Approve Day button as shown below.

Thu, Nov 26		×
	REGULAR 5.35h	TOTAL HOURS 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)

∢ 	ec 10 Current	Week Period	woi 61.87	rk non-work 7h 17.00h
Time Card			⇒(Approve All
Date	Туре	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]