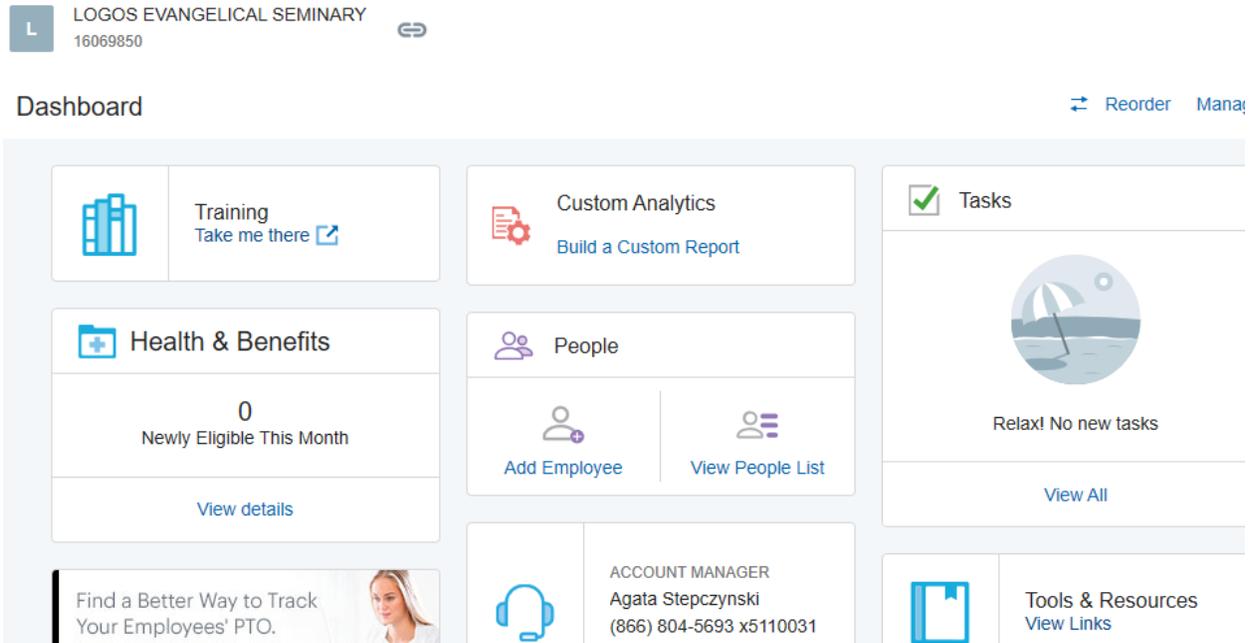


SOP – for Logos Managers. How to switch between **Manager** and **Employee** Dashboard

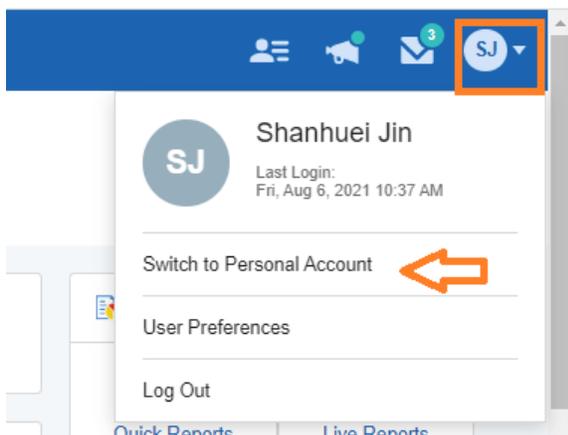
Date: 8/5/2021

For **manager/supervisor users** of PayChex

After your login, you should see Manager/Administrator View's Tile Style Dashboard

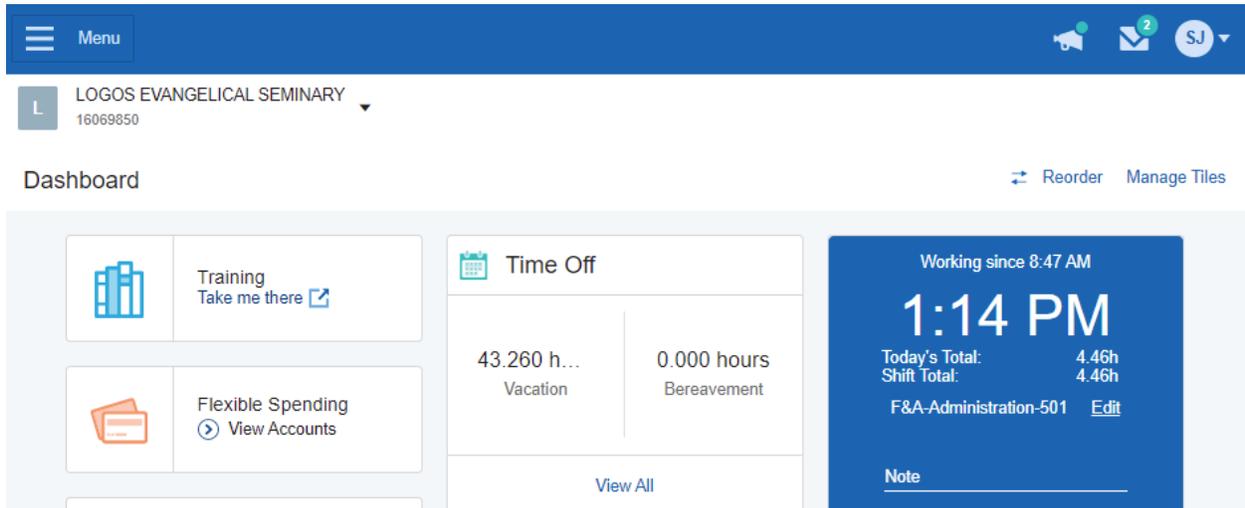


From upper right corner, please click on your name initial circle



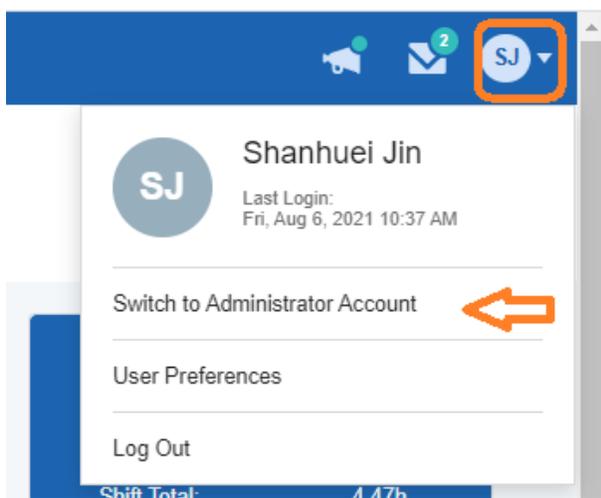
To switch to your **Personal Account** dashboard, please click on **Switch to Personal Account** (such as to download your paystub or request time off)

This is an example of Personal Account View Dashboard:



To switch back to Manager or Administrator view:

Click on your name initial circle, then select **Switch to Manager** or **Administrator Account**



Then you are back to Manager /Administrator Dashboard.

[End of SOP]