

SOP PayChex use Time Sheet (電子工時表) feature to enter work hour entries

11/5/2021

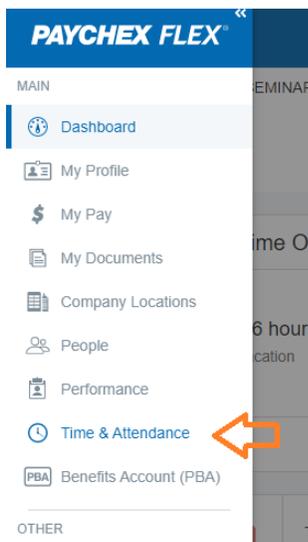
[For limited coworkers who unable to use punch in/punch out to record time] You are encouraged to use this Paychex feature to replace your paper time sheet.

Note: You may do this once a day, one every two days or once a week, etc. based on your habit.

However, please remember to approve (self-approve) your time card before self-approval deadline.

After logging into PayChex Flex,

From **Menu**, click on Time & Attendance.



Scroll down until you see Time Card Details:

LOGOS EVANGELICAL SEMINARY
16069850

Time & Attendance Optic

Overview Calendar

Working since 8:51 AM

11:02 AM

Today's Total: 2.19h
Shift Total: 2.19h

F&A-Administration-501 [Edit](#)

Note

My Agenda

You've got nothing planned in the near future.

Click on the Action icon:

< > Oct 26 - Nov 10 Current Week Period

WORK 46.37h NON-WORK 8.00h TOTAL HOURS 54.37h

Time Card					Approve All	Edit	⋮
Date	Type	Time In / Time Out	Org	Total Hours			
Tue, Oct 26 ● UNAPPROVED	Vacation		F&A-Administration-501	1.00h			
	Work	9:06 AM – 12:20 PM	F&A-Administration-501	3.23h	>		
	Work	3:30 PM – 5:11 PM	F&A-Administration-501	1.68h			

Find the date (use **Nov 3** as an example) and click **Add Entry**

Wed, Nov 3	Work	08:48 AM	12:00 PM	F&A-Administration-501	In Office 8:20am	3.20h
	Meal	12:00 PM	12:30 PM	F&A-Administration-501		0.50h
	Work	12:30 PM	05:15 PM	F&A-Administration-501		4.75h

[Add Entry](#)

Now begin your work hour entry from the last row (as shown below) [make sure your keyboard is in **English** input mode]

Work	▼	05:20 PM	05:35 PM	F&A-Administration-501
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↑
You may enter as 17:35

Additional Note: If you are not working under your default Dept., you will need to click on the Org such as F&A-Administration-501 to update Both Org and Labor Distribution.

You may click on **Add Entry** to create more work entries.

IMPORTANT!! After completed, please scroll to the Time Sheet top area, and click on **Submit**. This ends the Edit mode.

Navigation: < > Oct 26 - Nov 10 Current Week Period

TOTAL HOURS: 54.62h

Edit Time Card

Buttons: Autofill, Cancel, **Submit** (highlighted)

Then you can see your new entries being added.

Wed, Nov 3	Work	8:48 AM – 12:00 PM	F&A-Administration-501	3.20h
● UNAPPROVED	Meal	12:00 PM – 12:30 PM	F&A-Administration-501	0.50h
	Work	12:30 PM – 5:15 PM	F&A-Administration-501	4.75h >
	Work	5:20 PM – 5:35 PM	F&A-Administration-501	0.25h

You may log off now.

Profile: SJ, ~~Chantusi Jin~~

Last Login: Mon, Aug 17, 2020 5:55 PM

Options: Switch to Administrator Account, User Preferences, **Log Out** (highlighted)

[End of SOP]