

Employee Punching at the Proximity Time Clock

To track the amount of time worked, your company provides badge clocks for time punching. Paychex® Flex Time Proximity Time Clocks have the option of using touch screen keypad entry or a proximity badge.

1. To begin, wave your badge just to the right of the time clock touch screen or use the keypad (1) to enter your badge number.



2. Tap a punch option: (2)

- Clock In
- Clock Out
- Start Break
- End Break
- Start Lunch
- End Lunch

Clock displays a success message.

i If your administrator has the *Swipe and Go* feature turned on, you will not need to tap a punch option.

Employee Punching at the Proximity Time Clock - continued

COMMON CLOCK MESSAGES

The following messages may display on the time clock when entering a punch.

Invalid Badge

This message displays if the badge being used is not assigned to an employee.

Changing Departments

A labor level or org unit indicates the area or department of the company in which the employee may work. Divisions, Branches, and Departments are labor levels or org units defined by your company. To change the labor level or org unit in which you are working:

1. Wave your badge just to the right of your time clock touch screen or use the keypad to enter your badge number.
2. Tap **Transfer**.
3. Choose the appropriate labor level or org unit. If you are unsure of the entry method your company uses, contact your administrator for assistance.
4. Tap **OK**.

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MORE OPTIONS

The Paychex® Flex Time Proximity Time Clock has additional functionality including the ability to view punches, view schedules, add pay adjustments, approve hours worked, and submit/review Paid Time Off (PTO) requests.

To access these functions, at the time clock:

1. Wave your badge just to the right of your time clock touch screen or use the keypad to enter your badge number.
2. Tap **More Options**.
3. Tap the desired function and make entries, as needed.

