

Using the Paychex Flex Time Mobile Feature

This document explains how to use the Paychex Flexsm Time mobile Web application to clock in and out, approve your time card, and request time off.

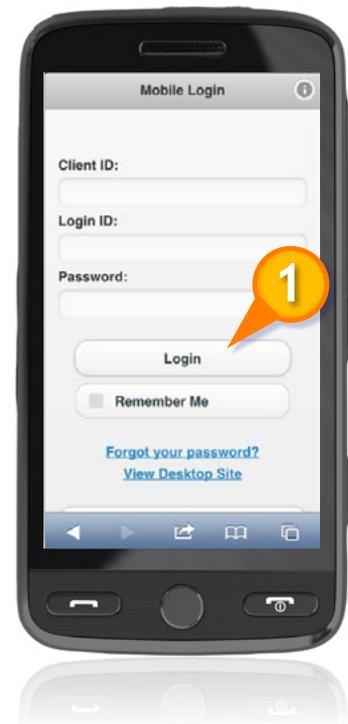
Logging in to Mobile

On your mobile device, open a browser and enter your login credentials. If you are unsure of the login URL or your credentials to use, see your manager for details. The credentials needed include:

- Client ID: (Your Company's ID)
- Login ID: (Your Personal Login)
- Password: (Your Personal Password)

Once you've entered these items, tap **Login**. **(1)** To have the application "remember" your login credentials including your Client ID and Login Id, select **Remember Me**.

From this login screen, tap **Forgot your password?** to get login support or tap **View Desktop Site** to display the desktop version of Paychex Flex Time.



CLOCKING IN AND OUT

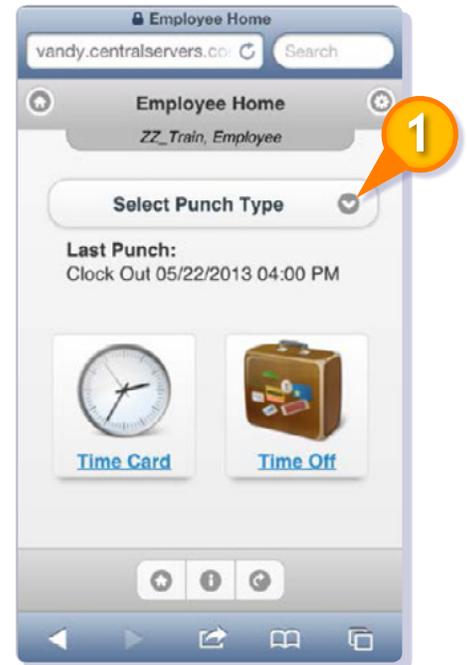
Once logged in, you can clock in and out via the mobile application. You begin on the Employee Home page.

To clock in:

1. Select the **Select Punch Type** drop-down menu. (1)
2. Select **Clock In**.

To clock out:

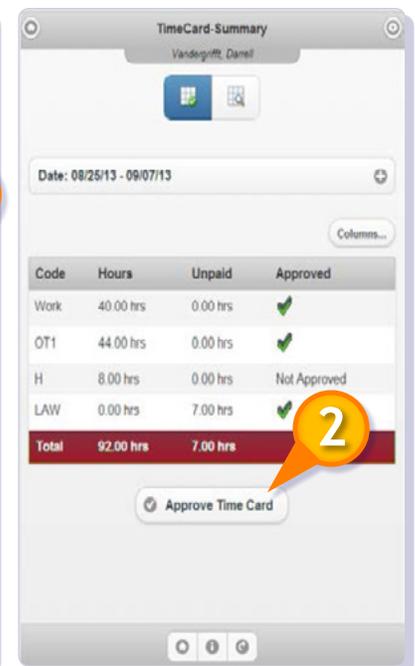
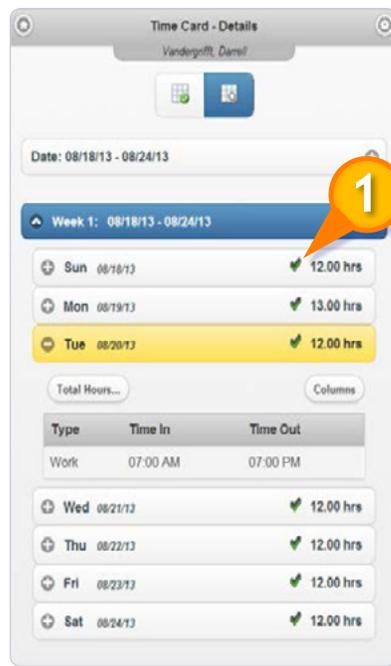
1. To punch out, select the **Select Punch Type** drop-down menu.
2. Select **Clock Out**.



REVIEW AND APPROVE TIME CARDS

To review and approve time cards:

1. On the Time Card - Details screen, click next to the date to approve hours. (1)
2. Tap **Approve Time Card**. (2)

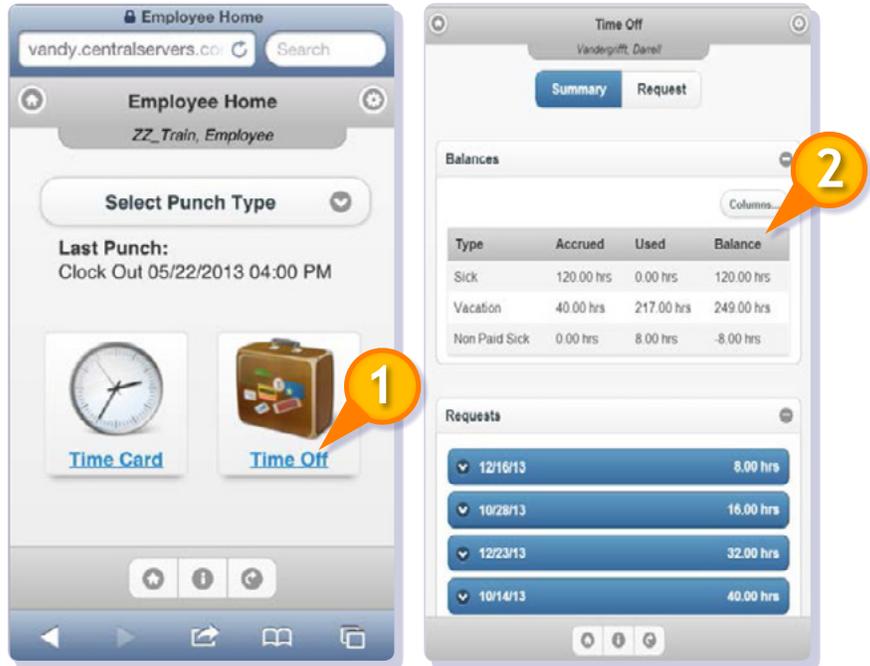


REVIEW TIME OFF REQUESTS

You can both review and request time off in Paychex Flex Time.

To review time off requests:

1. On the Employee Home page, tap **Time Off**. (1) The Time Off screen displays.
2. Review inputs, as needed: (2)
 - Type (Sick, Vacation, etc...)
 - Accrued balance
 - Used balance
 - Balance totals
 - Requests for time off



REQUEST TIME OFF

To request time off:

1. On the Time Off screen, tap **Request**. (3)
2. Select the Pay Type from the drop-down menu.
3. Enter the **Start Date** and **End Date** for the request.
4. Enter the **Start Time** and **Hours Per Day** requested. Note, if the request involved weekends, select **Include Weekends**, as needed.
5. Enter any notes, as needed. Projected balances for the projected date range entered are displayed.
6. Tap **Submit** to submit the time off request. Your manager will receive the request.

