

Once you log into Paychex click on the **“Time and Attendance”** under the menu items on the left hand side of the page. You will see the following dashboard.

To access your time card just click on the little **“Actions”** item, which says **“Welcome to work”**.

The screenshot displays the Paychex Flex dashboard for user Karen Butler. The dashboard features a navigation menu on the left with options: My Account, Company, Dashboard, My Profile, My Pay, and Time & Attendance. The main content area shows a clock at 07:50 AM and six interactive tiles:

- Actions:** A tile with a "Welcome to work" message and icons for a calendar and a document.
- Schedules:** A calendar tile showing the date 27 THU DEC.
- Time Off:** A tile with a beach scene and a beach umbrella.
- Messages:** A tile with a mailbox icon.
- Time Card:** A tile showing a summary for K. Butler with the following data:

Category	Amount
Reg	16.00
OT	0.00
Total	16.00
- Reports:** A tile with a line graph and document icons.

The bottom of the screen shows the Windows taskbar with various application icons and a system tray displaying the time 7:48 AM on 12/27/2018.

Click on the bottom left of the page “+ Add Time Sheet Entry”. By doing this you add entries for days to enter your time. You will have to change the date for each one as you fill out your time card.

Enter each date and the hours for each day. Please make sure you enter “AM” and “PM” otherwise you’re end time for the day will default to “AM”. Be careful each week is listed separately. After you have completed one week click on the arrow to the right of the next to start the next week.

Once completed entering your time click on the “Submit and Close” button.

The screenshot displays the Paychex Flex Time Sheet Entry interface. The main window shows a table of time entries for the week of 12/30/2018 to 01/05/2019. The table has columns for Date, Type, Start Time, End Time, Department, Job Costing, Labor Distri..., and Notes. The entries are as follows:

Date	Type	Start Time	End Time	Department	Job Costing	Labor Distri...	Notes
12/30/2018	Work	08:30 AM	07:28 AM	SBHC ADMIN #	unassigned	13300A SBHC	
12/30/2018	Work	09:30 AM	12:30 AM	SBHC ADMIN #	unassigned	13300A SBHC	
12/30/2018	Work	01:30 PM	03:30 PM	SBHC ADMIN #	unassigned	13300A SBHC	
01/01/2019	Holiday	08:00 AM	04:00 AM	SBHC ADMIN #	unassigned	13300A SBHC	
01/02/2019	Work	09:30 AM		SBHC ADMIN #	unassigned	13300A SBHC	

At the bottom right, a yellow sticky note is placed over the 'Total Hours' section, which shows 5.43 for Work and 8.00 for Holiday, totaling 13.43 hours.

Buttons at the bottom of the window include: + Add Time Sheet Entry, Cancel, Submit, and Submit And Close.

To approve your time card, you can click on the “Time Card” item in the middle of second line.

01:11 PM

Tsal, Iris

**Actions**

Welcome to work

**Schedules**

27 THU DEC

**Time Off**

**Messages**

**Time Card**

I. Tsal	
Reg	0.00
OT	0.00
Total	0.00

**Reports**

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1:10 PM  
12/27/2018

This is where you can view your time sheet and approve it. Please make sure you click “**approve all**” on the bottom left and then and “**save**”.

The screenshot displays the Paychex Flex Time Card interface. The main content area shows a table with the following data:

Approval	Type	Day	Date	Time In	Time Out	Org Unit	Reg	OT	Unpaid	Notes
	Work	Mon	12/24/2018	08:00 AM	04:00 PM	13300A//13300A SB...	8.00	0.00	0.00	

At the bottom of the interface, there are buttons for "Approve All" and "Save". A "Total Hours" summary box on the right shows:

Total Hours	
Work	8.00
Total	8.00

The interface also includes a navigation menu on the left with options like "Dashboard", "My Profile", and "Time & Attendance". The top navigation bar shows the company name "Child and Family Agency of Southeastern CT Inc" and the user ID "14087740".