

Instructions for installing and using Paychex Flex Mobile Timekeeping

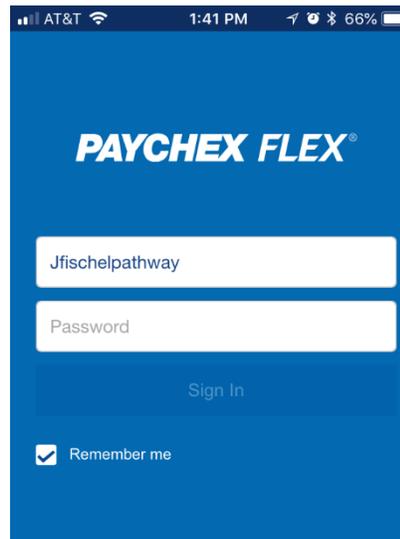
Installing the app

Navigate to your app store (or comparable area for Android phones) and search for/download Paychex Flex app

Follow the instructions for installation and upon completion of installation, tap the app

Using the app

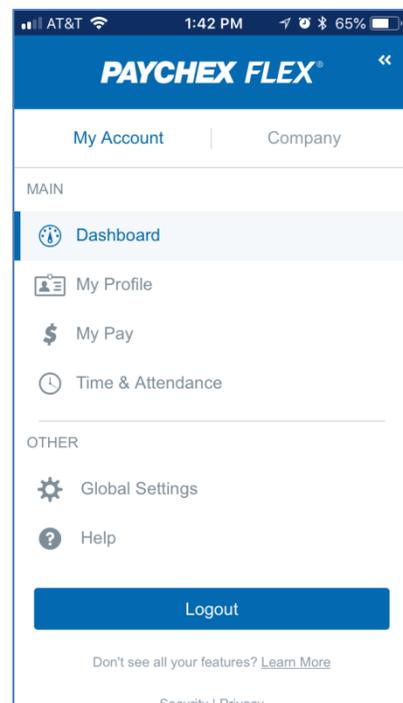
The app you're using should look like this:

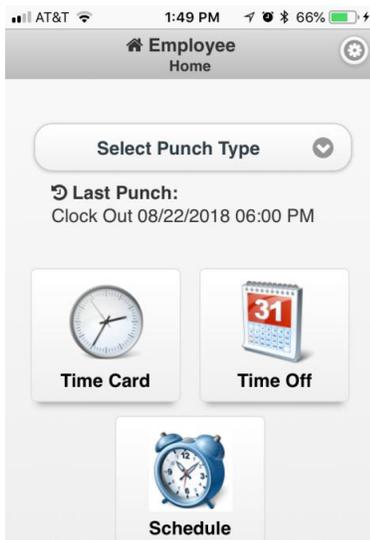


[Forgot Username or Password?](#)

Enter the same login and password you use for the regular site and you should end up at this screen.

Tap Time & Attendance





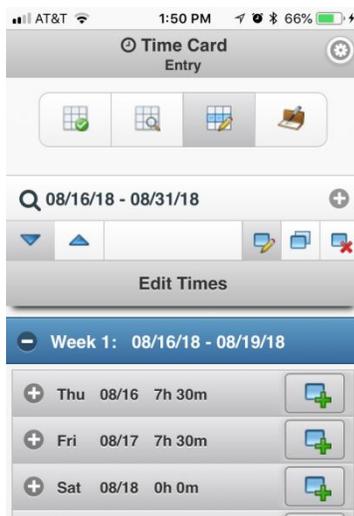
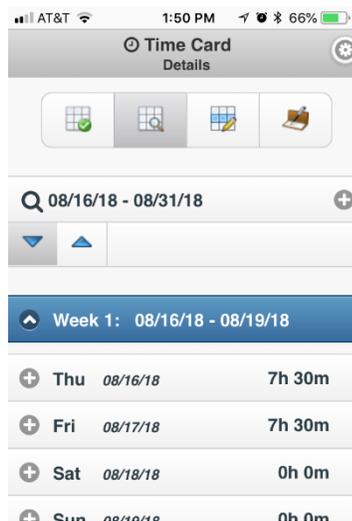
You will be directed to this screen:

Please note that the icons available under your name may be different from this screen.

Tap "Time Card" to enter time
Tap "Time Off" to enter time off

Selecting "Time Card" will produce this screen:

The "Magnifying glass" option will show this view of the timesheet summary.



To enter your time, tap the icon with the shaded blue row and you will see this screen:



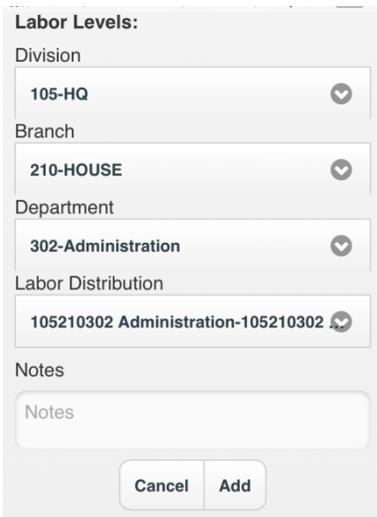
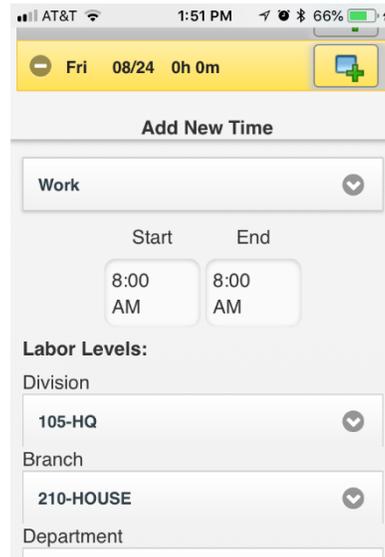
Tap the plus sign icon to the right of the day you want to enter

You will get this screen:

From the dropdown (above start and end), make sure the hours type is aligned with the hours you're entering. For example, if it's work hours, it should be "work". If it's for sick time, it should be "sick".

Enter the start and end times by tapping each area and using the wheels provided. Please make sure to specify "AM" or "PM".

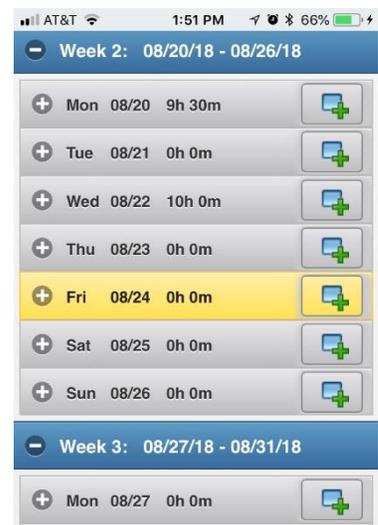
DO NOT CHANGE ANYTHING BELOW LABOR LEVELS!



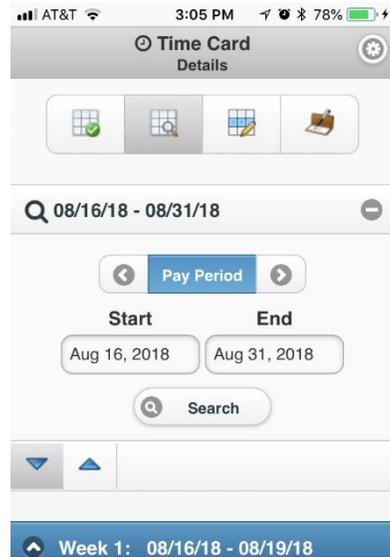
When you're done entering your time for that item, scroll down until you see this.

Tap "Add"

You will return to this screen:



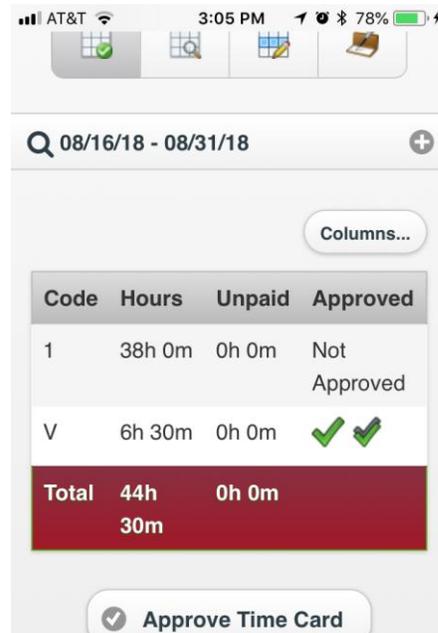
Now you can repeat steps to record any additional time entries



To view your time in summary view, use the "magnifying glass view":

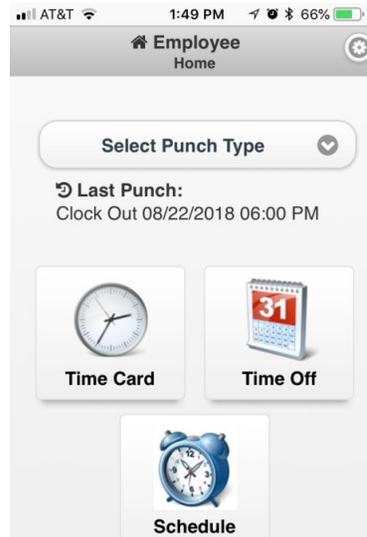
You can change the period of days to view your total hours at the bottom of the screen.

To approve your time, use the far left icon with the green check mark:



To **request time off**, go to the time and attendance home page

Tap "Time Off"



To view **your leave balances and history of leave requests** tap the checkmark.



To **request time off**, tap the plus/add button



Select the appropriate leave from the dropdown list

Enter the start and end date requested

Enter the start time for the leave requested and the Total hours PER day requested. A typical work day is 7.5 hours.

You can scroll down to view this additional information.

Enter a brief note explaining the reason for the leave

Based on the leave requested, you will see the projected leave balance once it is approved. If you will have a negative end balance, speak with your supervisor to discuss the status and implications.

Start Date	End Date
Sep 6, 2018	Sep 6, 2018

Start Time	Hours Per Day:
8:00 AM	7.5

Include Weekends

Notes

Projected

Start Balance:	4.85
Requested:	7.50
End Balance:	-2.65

Reset Submit