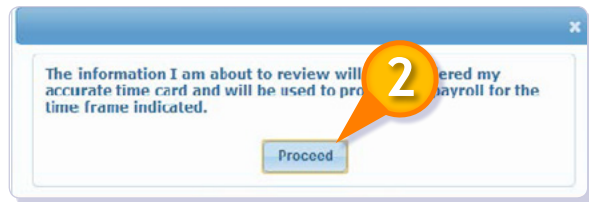
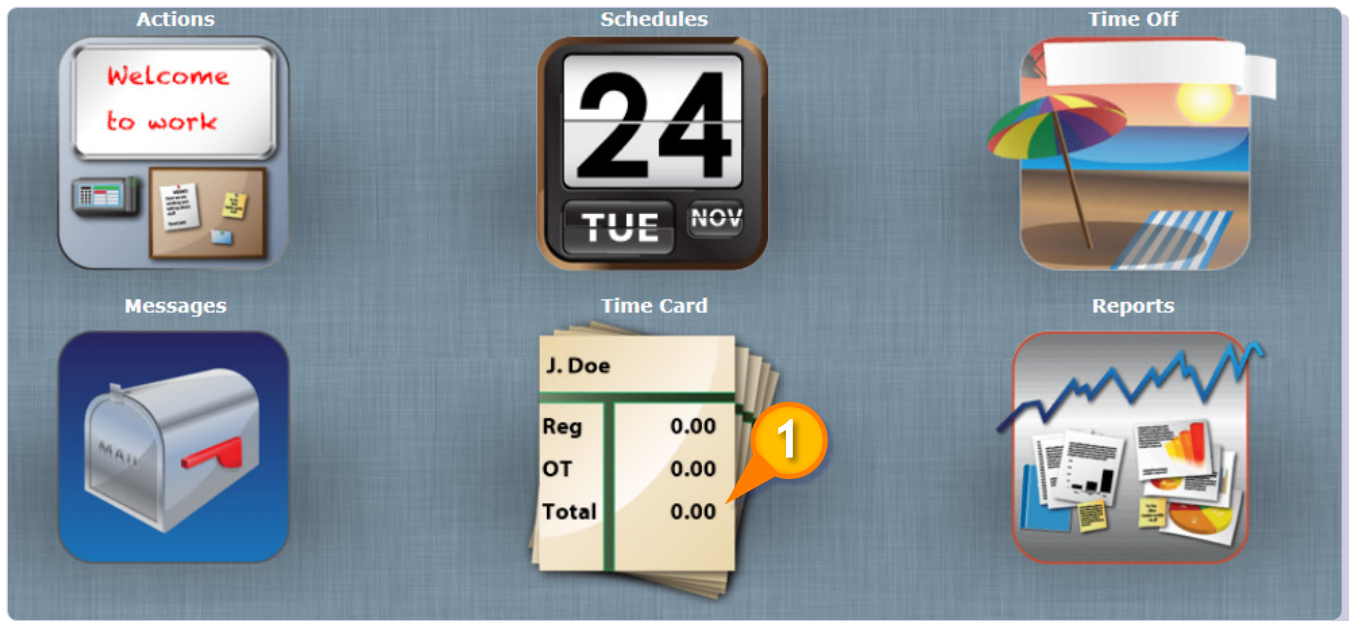



# Approving Time Cards in Paychex Flex Time

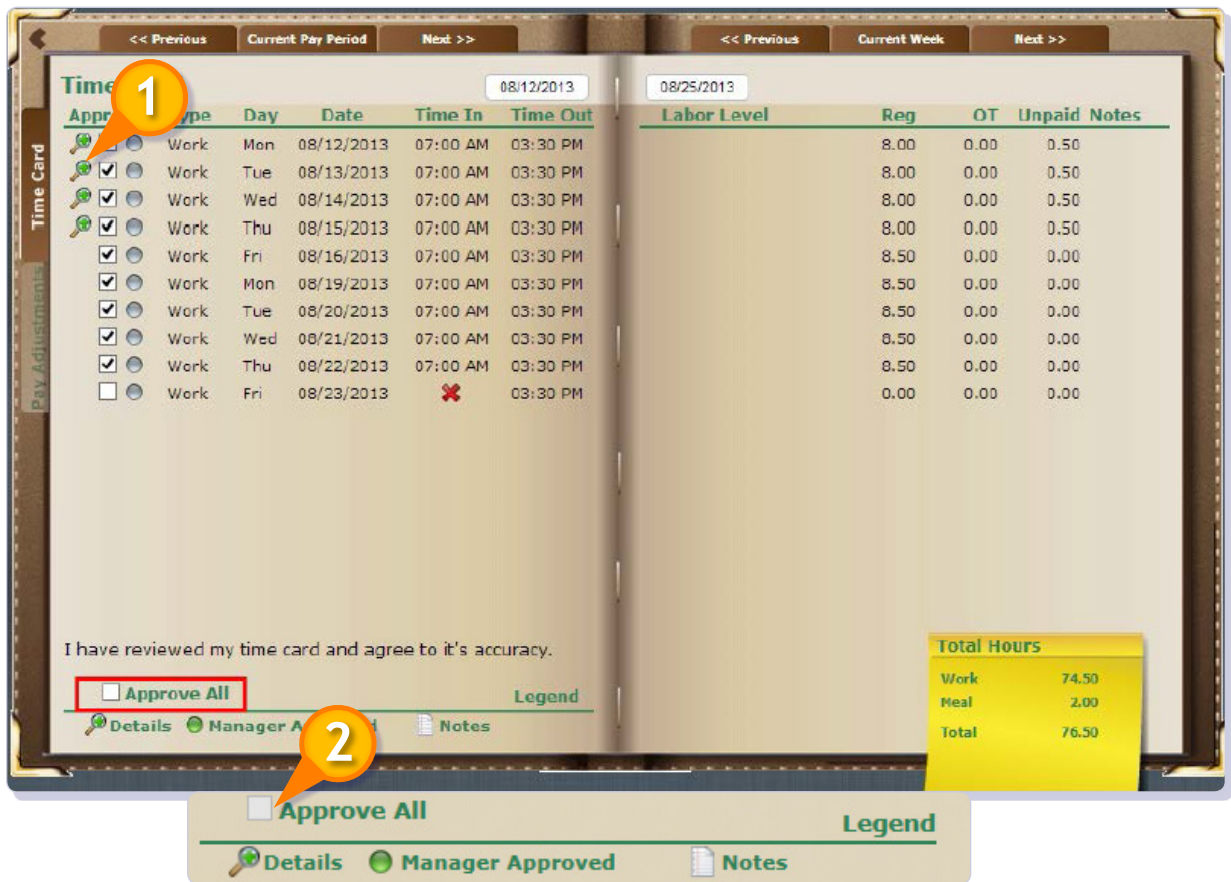
As an employee, you can approve your time cards in Paychex Flex<sup>sm</sup> Time. Before approving your time card and hours worked, review the hours in the application to ensure they are accurate. To review your hours:



1. On the Employee Dashboard, click the Time Card. (1)
2. If an acknowledgement window displays, click **Proceed**. (2)



## Approving Time Cards - continued

- On the time card, to the left of the transaction, click the magnifying glass. (1) Additional details display. Confirm the data is correct. Note, a missing punch displays as .
- Select the box to the left of the transaction to approve, or click **Approve All** (2) at the bottom of the time card screen to approve the time card. Your time card is sent to your manager for his approval.



Time Card	Appr	Type	Day	Date	Time In	Time Out	Labor Level	Reg	OT	Unpaid	Notes
	<input type="checkbox"/>	Work	Mon	08/12/2013	07:00 AM	03:30 PM		8.00	0.00	0.50	
<input checked="" type="checkbox"/>	Work	Tue	08/13/2013	07:00 AM	03:30 PM		8.00	0.00	0.50		
<input checked="" type="checkbox"/>	Work	Wed	08/14/2013	07:00 AM	03:30 PM		8.00	0.00	0.50		
<input checked="" type="checkbox"/>	Work	Thu	08/15/2013	07:00 AM	03:30 PM		8.00	0.00	0.50		
<input checked="" type="checkbox"/>	Work	Fri	08/16/2013	07:00 AM	03:30 PM		8.50	0.00	0.00		
<input checked="" type="checkbox"/>	Work	Mon	08/19/2013	07:00 AM	03:30 PM		8.50	0.00	0.00		
<input checked="" type="checkbox"/>	Work	Tue	08/20/2013	07:00 AM	03:30 PM		8.50	0.00	0.00		
<input checked="" type="checkbox"/>	Work	Wed	08/21/2013	07:00 AM	03:30 PM		8.50	0.00	0.00		
<input checked="" type="checkbox"/>	Work	Thu	08/22/2013	07:00 AM	03:30 PM		8.50	0.00	0.00		
<input type="checkbox"/>	Work	Fri	08/23/2013			03:30 PM	0.00	0.00	0.00		

Total Hours	
Work	74.50
Meal	2.00
<b>Total</b>	<b>76.50</b>