Paychex Flex ~ Time & Attendance
Project Reach

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Moving to Paychex Flex Time & Attendance

Why are we switching to a web-based timekeeping system?

A decision was made to migrate to a web-based timekeeping system in order to improve efficiency and reduce costs. It also allows the Foundation to comply with the California Wage Theft Protection Act and remain in compliance with Article 4, Section 7 of the California Wage Order. These laws requires the Foundation to report the "precise time" that non-exempt employees work and the way in which time worked must be recorded.

I am a non-exempt hourly employee. Why am I required to clock in and out daily?

The California Wage Theft Protection Act greatly increased employer obligations, penalties, and liabilities. One of the requirements under this law is to keep a record of "precise time" a non-exempt employee works each day. The Wage Theft Act requires the Foundation to ensure that employees' actual working time is tracked accurately.

Please note that that this law was designed to protect employees and to ensure they are being paid fairly. Non-exempt employees are subject to the overtime provision under the Fair Labor Standards Act (FLSA). For any work done in excess of 8 hours in a work day and 40 hours in one workweek, the employee is paid one and one-half times the regularly hourly rate.

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Automated Time & Attendance Management ~ What will Paychex do for You...

Automated time management brings new capabilities and significant enhancements...

Employees Can:	Managers and T&A Approvers Can:

❑ Clock in and out
    ▪ Time Clock ~ Campus Dining Employees Only
    ▪ Desktop Computer, Laptop, Mobile Device, or iPad
❑ Submit timesheets
❑ Review schedules
❑ Review hours
❑ View vacation, sick, and personal time accrued
❑ Request time off
❑ Generate reports *(for themselves only)*
❑ Communicate with their managers and T&A approvers
❑ Access and update information: check stubs, direct deposit, W-2s, and personal information
	❑ Manage employee data
	❑ Review employee timesheets
	❑ Edit employee timesheets
	❑ Approve employee timesheets
	❑ Generate schedule for employees
	❑ Send messages to employees
	❑ Track vacation, sick, and personal time off
	❑ Review, approve, and deny time off
	❑ Transfer and allocate hours by department
	❑ Generate reports (attendance summaries...timesheets, time off, exceptions, departmental, and customized reports)
	❑ 24/7 Access to Paychex

Using Paychex Flex is one more way to make your work...and your life...better!

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Bi-Weekly Pay Conversion

	Semi-monthly Pay	Bi-weekly Pay *(non-exempt hourly employees)*
Pay Cycle	**Non-Exempt Hourly Monthly Pay Periods:** ❑ 23rd through 8th ❑ 9th through 22nd	Pay Period: ❑ Sunday to Saturday ❑ Up to 80 hours in each pay period ❑ Pay day is 6 calendar days after the pay period ends
# of Paychecks per Year	24	26
Paycheck Date	15th and last day of each month	**Every other Thursday** *(1st pay date is 1/17/19)*

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Timekeeping Rules

1. Employees must comply with Foundation policies established to meet the requirements of all wage and hour laws and payroll-related regulatory compliance. As a Foundation employee, you're required to be familiar with polices outlined in the employee handbook that is available on the CSUDH Foundation website.
   - https://www.csudhfoundation.com/wp-content/uploads/2018/04/employee-handbook_csudh-foundation-fy-17-18-1.pdf

2. Employees must accurately and honestly report time worked

3. Record Time Daily – Non-Exempt Hourly Employees
   - Clock in at the Start of your Shift
   - Clock out at the End of your Shift
   - Clock out for your Meal Break
   - Clock in when returning from your Meal Break
   - A Meal Break is required if working **no more than 6 hours**
     - A signed meal break waiver must be on file for all employees who elect to **not** take a meal break, when working no more than 6 hours in a work day. *A meal break is required if you work more than 6 hours in a work day. Non-exempt hourly employees cannot choose to waive meal breaks if they work more than 6 hours in a work day.*
   - Advance approval is required for all hours worked beyond the regular work schedule for non-exempt hourly employees
   - **Employees who work beyond their regularly scheduled work hours, including overtime or an off-schedule work hour, without prior authorization by their supervisor/manager are subject to disciplinary action, which may include termination of employment.**

4. Employees are expected to follow the established procedures in keeping an accurate record of hours worked by clocking in and out
5. Under no circumstances may an employee clock in or out for another employee...**no buddy punching**
6. Managers and Designated Time & Attendance Approvers are authorize to edit *(enter, update, or correct)* employee time cards
7. Employees who work offsite will be able to **clock in and out when they check in at their assigned location and check in point**
8. Foundation does **not have a comp policy**, therefore, comp time is not available
9. Employees that **habitually** do not clock in and out are subject to disciplinary action, up to and including termination.

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- ❑ **Interested in signing up for Direct Deposit...**
  1. Obtain a direct deposit form from CSUDH Foundation website...
     - ❑ Go to https://www.csudhfoundation.com/forms/ located under Payroll Forms, scroll down to **PAYROLL FORMS** and click **DIRECT DEPOSIT and DIRECTPAY GROUP Signup**
  2. Pick up a direct deposit form from Foundation office
  3. Contact Foundation HR and request a direct deposit form emailed to you

     The original copy is required...copies not accepted

- ❑ **Requirements: voided check or a bank account printout showing employee as the account holder**

- ❑ **It can take up to two (2) pay periods for direct deposit to go into effect.**

Safe. Simple. Secure.

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Paychex Employee Dashboard

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Paychex Time Mobile App
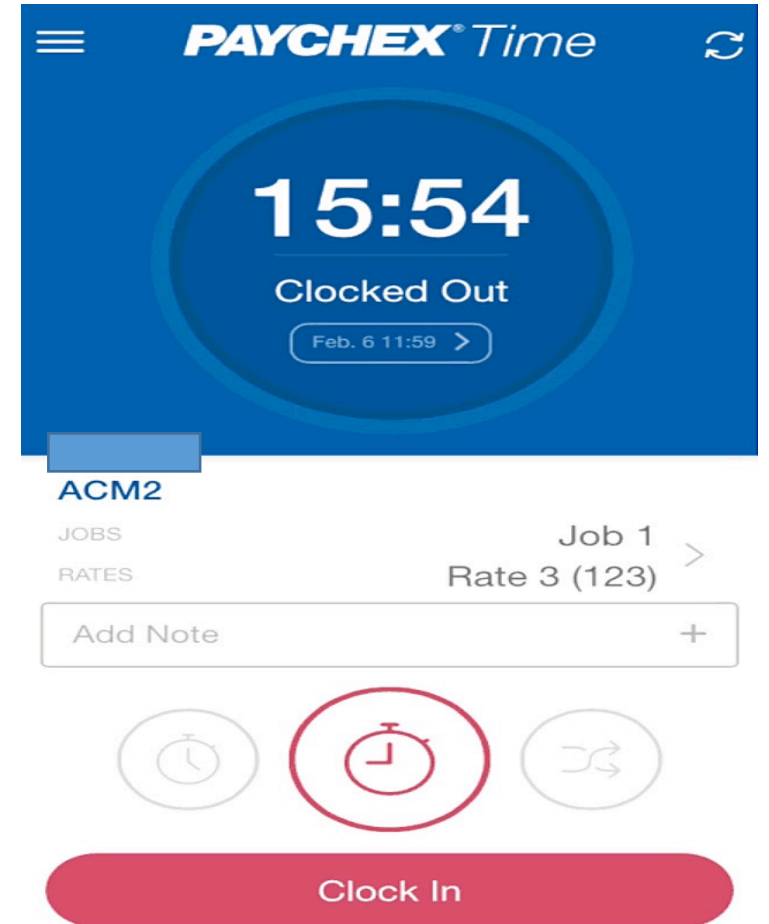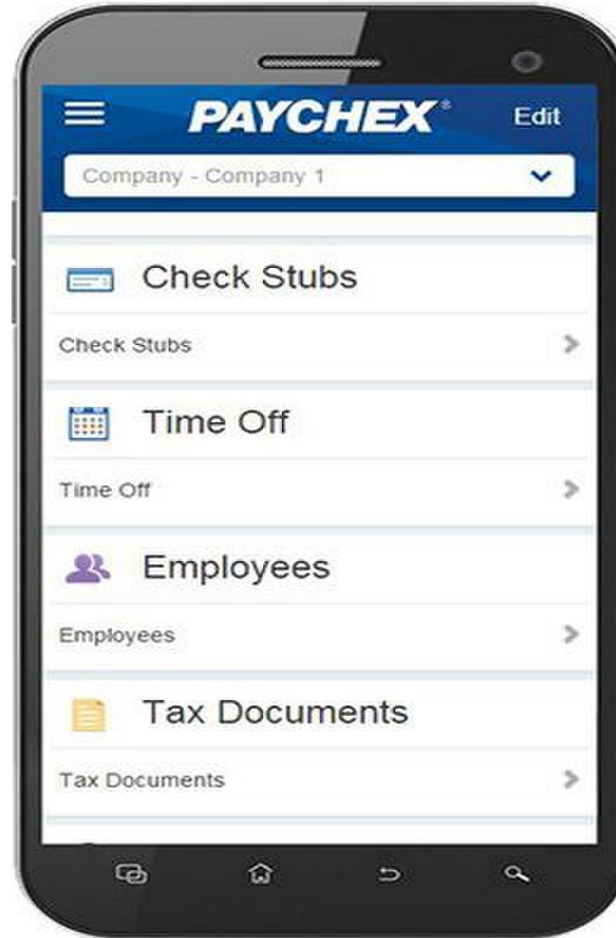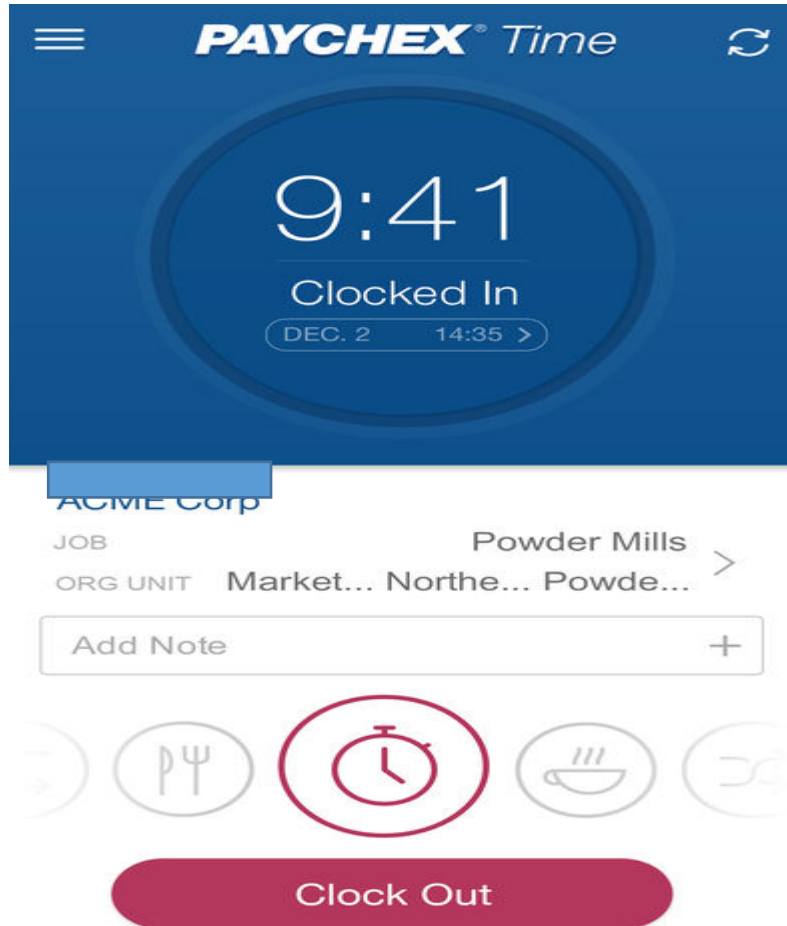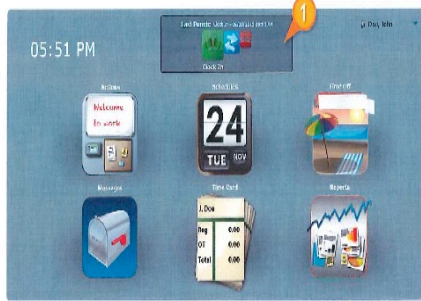
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Paychex How To Guides

Available on the CSUDH Foundation website
https://www.csudhfoundation.com/services/human-resources/

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Frequently Asked Questions

1. Why do I need to register?
   ➢ Registration will activate your account and allow you to create your password and other security related items for Paychex Employee Services. This password will provide you access to your employee services account online.
2. How do I register?
   ➢ To register, simply select "Register for a new account" on the login screen.
3. How do I get my password?
   ➢ You will be prompted to create your password during the registration process. Passwords must be between 8 and 32 alphanumeric characters and case sensitive.
4. What is the next step after registration?
   ➢ Log into your employee services account to gain access with your newly created password. You can also edit your personal information using the links in the left menu after you log in.
5. How do I login?
   ➢ Enter your username and password at the sign on screen and select your image. Passwords are case sensitive and should be entered exactly as you created it at registration.

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6. What happens if I forget my user name?
   ➢ Click on "Forgot User Name, Password, or Image" under login assistance. Once you successfully enter the requested information, you will be provided with your user name.
7. What happens if I forget my password?
   ➢ Click on "Forgot User Name, Password, or Image" under login assistance. Once you successfully enter the requested information, you will be able to recreate your account password. At that point, you may log into your account with this new password.
8. What is Paychex doing to protect the privacy of my account information?
   ➢ Paychex employs the latest technology to protect your information and uses private questions and answers that only you know. For more information, access the Paychex Privacy/Security statement.
9. What else should I do to protect the privacy of my account information?
   ➢ Never give your password to anyone. If you are using a computer that others have access to, always exit the site and close your browser after you have finished viewing your account.

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Just a friendly reminder . . .

Time & Attendance Summary

All Employees	Non-Exempt *(hourly)* Employees
On 12/30/18, Foundation is moving to an automated web-based time and attendance system and all timekeeping functions will be done online	Required to clock in and out daily ▪ Time arrived to work ▪ Time leaving for lunch and time returned from lunch ▪ Time leaving for the day *(hourly employees do not have to clock out for rest [10 min] breaks)*
Self Registration *(no registration...no paycheck)*	Employees who work **offsite**, will only be able to clock in when they check in at their assigned location
All time off balances will be available online	New pay dates: Bi-weekly ▪ *Up to 80 hours each pay period* ▪ (every other Friday)
All time off requests must be submitted and approved online	No **comp time**...hourly employee must be paid for all hours worked
Advance pay for employees who have direct deposit will **stop** *(effective: the first paycheck in 2019)*	No **buddy punching**...buddy punching is against policies and procedures and may result in disciplinary action, up to and including termination
Meal waiver must be on file with HR to waive a meal break *(lunch)*	**Habitual failure** to clock in and out daily may result in disciplinary action, up to and including termination
Live checks not picked up within 10 days after the pay date will be mailed to the employees address on file. Paper check stubs will no longer be printed...available online only.	If you are unable to clock in and out for any reason (system or phone issues), **contact your supervisor immediately by email and/or phone**

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If you find that you are unable to register on Paychex Flex, guidance will be available.

Please email rbush@csudh.edu for an appointment.

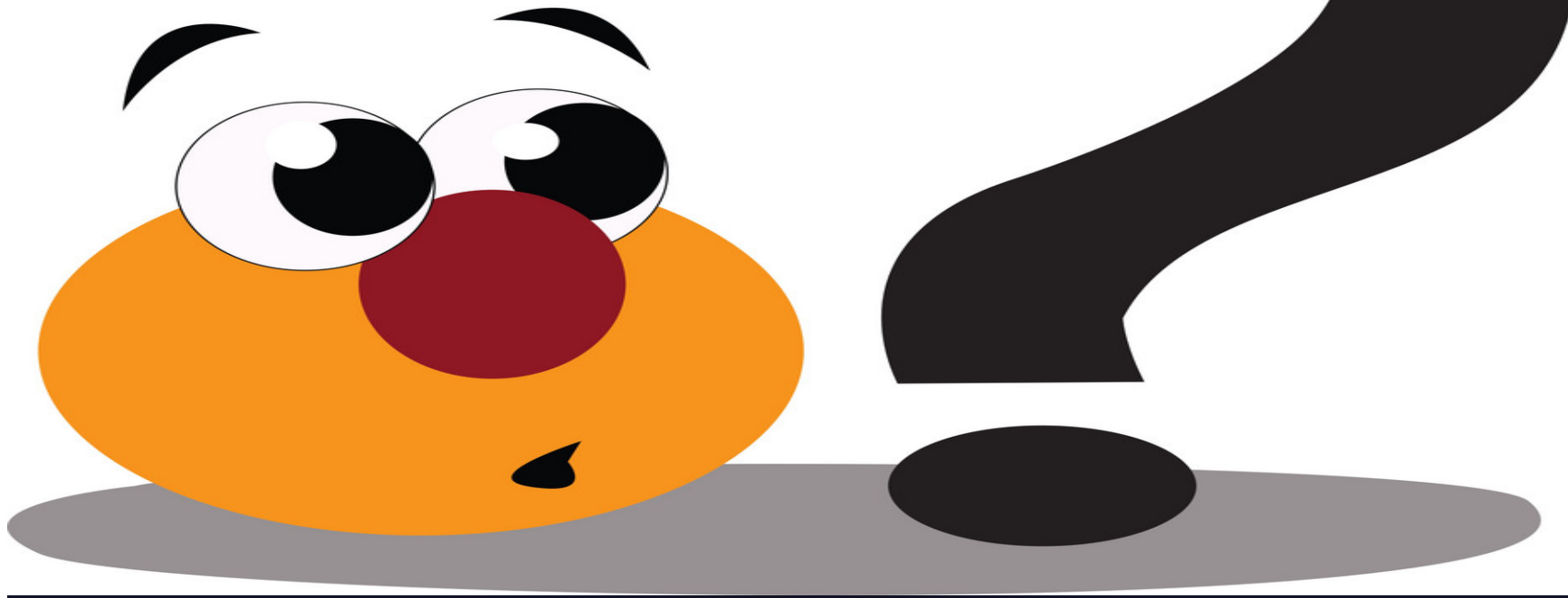**Employee Registration at Foundation HR**

Monday, December 3, 2018 - Friday, December 14, 2018

(times listed below)

AM	PM
9:00	12:30
9:30	1:00
10:00	1:30
10:30	2:00
11:00	2:30

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Any questions?

Contact Foundation HR at 310.243.3306 or Your Manager

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