



Paychex Flex ~ Time & Attendance
Project Reach

Table of Contents

- ☐ Why the move to Paychex Flex
- ☐ Automated Time & Attendance Management...What will Paychex do for You
- ☐ Bi-weekly Conversion Timekeeping Rules
- ☐ Employee Self Registration
- ☐ Direct Deposit
- ☐ Employee Dashboard & Mobile App
- ☐ How to Guides
- ☐ Frequently Asked Questions (FAQ)
- ☐ Time & Attendance Summary

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.

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:
<ul style="list-style-type: none"> <input type="checkbox"/> Clock in and out <ul style="list-style-type: none"> ▪ Time Clock ~ Campus Dining Employees Only ▪ Desktop Computer, Laptop, Mobile Device, or iPad <input type="checkbox"/> Submit timesheets <input type="checkbox"/> Review schedules <input type="checkbox"/> Review hours <input type="checkbox"/> View vacation, sick, and personal time accrued <input type="checkbox"/> Request time off <input type="checkbox"/> Generate reports (<i>for themselves only</i>) <input type="checkbox"/> Communicate with their managers and T&A approvers <input type="checkbox"/> Access and update information: check stubs, direct deposit, W-2s, and personal information 	<ul style="list-style-type: none"> <input type="checkbox"/> Manage employee data <input type="checkbox"/> Review employee timesheets <input type="checkbox"/> Edit employee timesheets <input type="checkbox"/> Approve employee timesheets <input type="checkbox"/> Generate schedule for employees <input type="checkbox"/> Send messages to employees <input type="checkbox"/> Track vacation, sick, and personal time off <input type="checkbox"/> Review, approve, and deny time off <input type="checkbox"/> Transfer and allocate hours by department <input type="checkbox"/> Generate reports (attendance summaries...timesheets, time off, exceptions, departmental, and customized reports) <input type="checkbox"/> 24/7 Access to Paychex

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

Paychex Flex ~ Time & Attendance

Bi-Weekly Pay Conversion

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

Paychex Flex ~ Time & Attendance

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 policies 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 authorized 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.

☐ 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.**



CSUDH | FOUNDATION

DIRECT DEPOSIT/DIRECTPAY AUTHORIZATION

Foundation Use Only

Date printed

Foundation Employee ID #

Vendor ID#

EMPLOYEE INFORMATION

Last

First

M.I.

Campus E-mail Address

Phone #

Address

City

State

Zip

BANK ACCOUNT INFORMATION

Account Type:

Bank Name:

Routing No.

Account No.

TERMS AND CONDITIONS

I authorize the California State University, Dominguez Hills Foundation to initiate credit and/or debit entries into the account and financial institution indicated above.

I understand and agree that this enrollment applies to all payroll and accounts payable transactions.

I understand and agree that the origination of any and all ACH transactions must comply with the applicable provisions of U.S. law.

I understand and agree that future disbursements made to me will be processed through electronic ACH once this form is received and processed. I understand that this cannot be modified except through deactivation of my enrollment.

I understand that deposits will be made to the account and financial institution approximately two (2) business days after the processing date described above, and that any delays in this process are outside of the control of the California State University, Dominguez Hills Foundation.

I understand and agree that this authorization will remain in full force and effect until the California State University, Dominguez Hills Foundation receives written notification from me of its termination (through the submission of this form with the "deactivate" selection) in such time and in such manner as to afford the California State University, Dominguez Hills Foundation and the banking institution indicated above a reasonable opportunity to act on it.

I understand and agree that this authorization and agreement shall apply to all payments made by any of the auxiliary entities administered by the California State University Dominguez Hills Foundation, including the Associated Students, Inc., Loker Student Union and the Philanthropic Foundation.

AUTHORIZATION FOR DIRECT PAY AND DIRECT DEPOSIT

☐ Activate ☐ De-Activate

Name (Print) _____

Signature _____

Date _____

Please submit to:
 1000 E. Victoria Street, Carson, CA 90747, SCC-2, Room 202

CSUDH Foundation
 1000 E. Victoria Street, Carson, CA 90747, SCC-2, Room 202

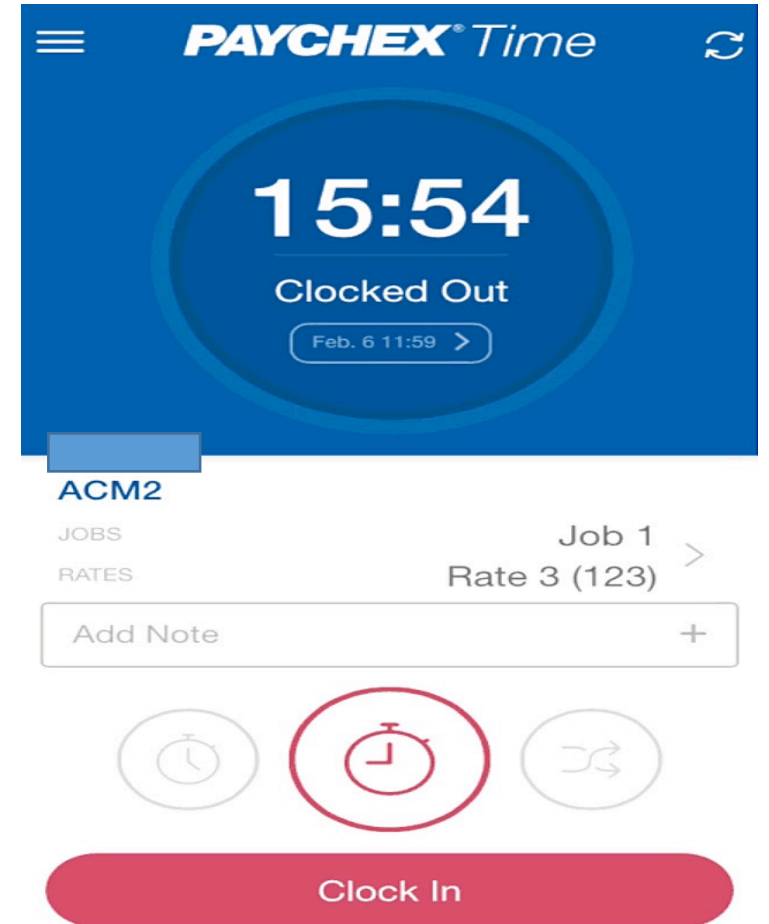
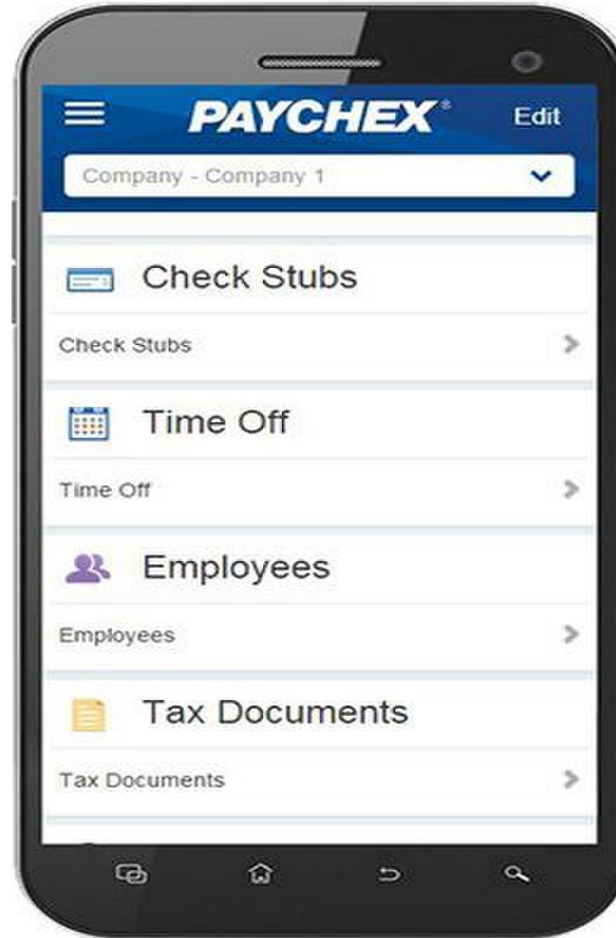
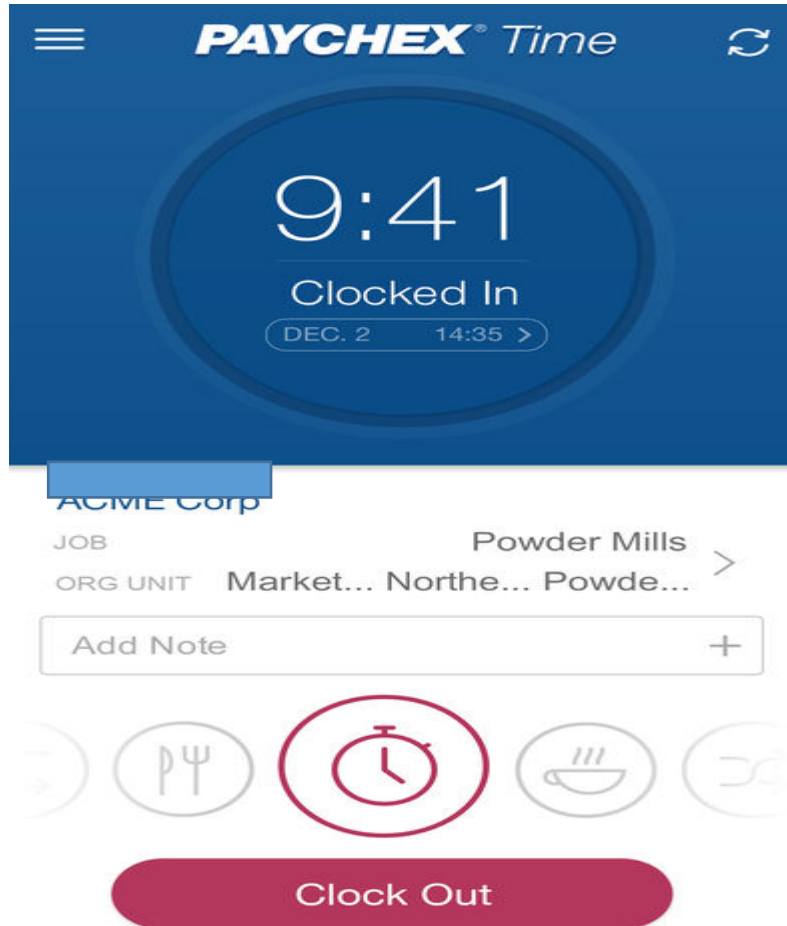
*** Please attach supporting documents from bank, either in the form of a voided check or otherwise. Do not e-mail this form.**

Paychex Employee Dashboard



Paychex Flex ~ Time & Attendance

Paychex Time Mobile App



Paychex Flex ~ Time & Attendance

Paychex How To Guides

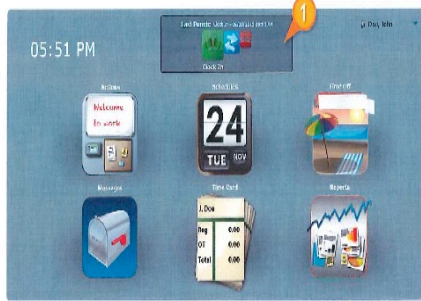
PAYCHEX

Punching In or Out in Paychex Flex Time

There are two main ways to punch in or out in Paychex Flex Time. You can use the Action Bar or the Actions icon.

Using the Action Bar

1. The Actions bar (1) displays on top of the Employee Dashboard. Click the appropriate punch action, as needed. The punch records to your time card.



Punching In or Out in Paychex Flex Time
© 2013 Paychex, Inc. All rights reserved. PFT-001-101

1

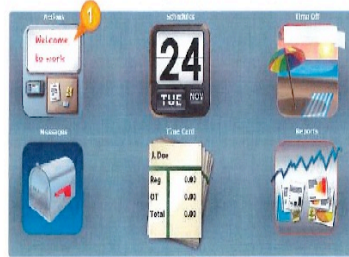
PAYCHEX

Submitting a Time Sheet

Week hours recorded on your time sheet in the application. Once your time sheet is complete, submit it for approval.

To submit a time sheet:

1. On the Employee Dashboard, click Actions (1) to the Time Sheet displays.



Submitting a Time Sheet
© 2013 Paychex, Inc. All rights reserved. PFT-001-106

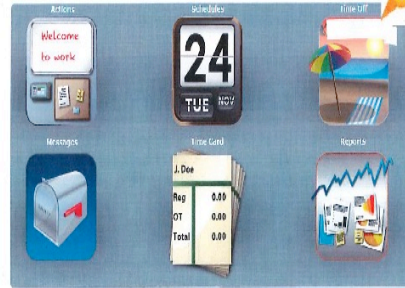
1

PAYCHEX

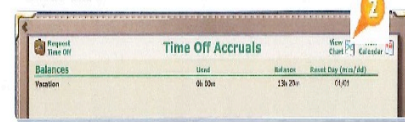
Requesting Time Off in Paychex Flex Time

As an employee, you can request time off in Paychex Flex Time. To request time off:

1. On the Employee Dashboard, click Time Off (1) icon; the white banner displays the current available time off balance.



2. The Time Off Accruals screen displays. Click View Chart (2) to view how hours were accrued.



Requesting Time Off in Paychex Flex Time
© 2013 Paychex, Inc. All rights reserved. PFT-001-109

1

PAYCHEX

Employee Users

Using the Paychex Time App

The Paychex Time app gives Paychex Flex Time & Attendance (Paychex Flex Time) users an easy way to punch time from a personal device, such as an Apple iPhone®, Apple iPod touch®, or Android® powered smartphone.

The Paychex Time app gives you 24/7 wireless Internet access to clock in and out of work with the tap of an icon.

To find out if your company is set up for mobile punch or to get support for the Paychex Time app, contact your company administrator.

Get Registered

Before using the Paychex Time app for the first time, you must complete your Paychex Flex application account registration using a desktop or laptop computer connected to the Internet.

For assistance in registering or connecting to Paychex Flex, please contact your company's administrator.

Get the Paychex Time App

You may download the Paychex Time app for your personal device from the Apple App Store® or Google Play®.



Important! The Paychex Time app is only available to users with a Paychex Flex account who access www.paychexflex.com for their online services. Those who access these sites directly cannot use the Paychex Time app:
• www.paychex.com
• online.paychex.com
• benefits.paychex.com

Paychex Time Using the Paychex Time App (Employee Users)
© 2013 Paychex, Inc. All rights reserved. PFT-001-107
www.paychex.com Paychex Flex Support Paychex Flex Policy

1

PAYCHEX

Using the Paychex Flex Time Mobile Feature

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

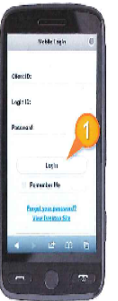
Logging in to Mobile

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, ask 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.



Using the Paychex Flex Time Mobile Feature
© 2013 Paychex, Inc. All rights reserved. PFT-001-108

1

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

Paychex Flex ~ Time & Attendance

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.

Frequently Asked Questions ~ Continued

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.



Time & Attendance Summary

All Employees	Non-Exempt (<i>hourly</i>) 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 <ul style="list-style-type: none"> Time arrived to work Time leaving for lunch and time returned from lunch Time leaving for the day <i>(hourly employees do not have to clock out for rest [10 min] breaks)</i>
Self Registration <i>(no registration...no paycheck)</i>	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 <ul style="list-style-type: none"> 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 <i>(effective: the first paycheck in 2019)</i>	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 (<i>lunch</i>)	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



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

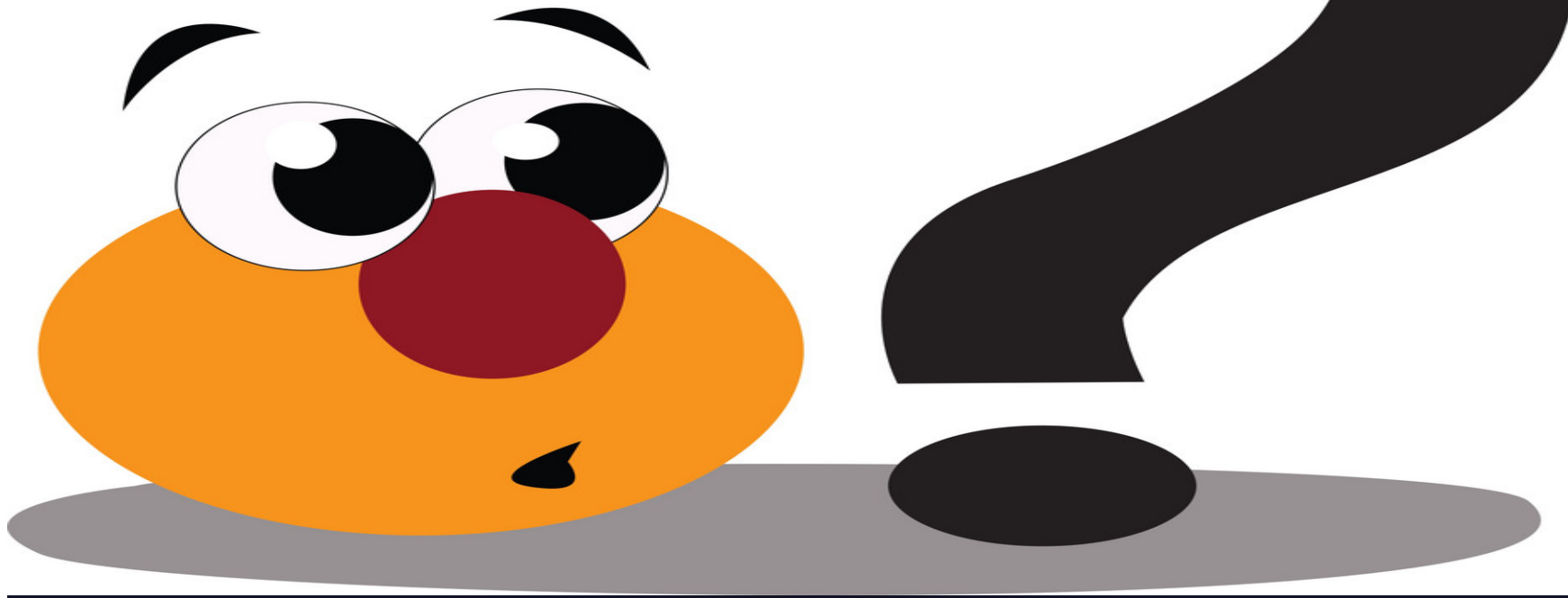
Monday, December 3, 2018 - Friday, December 14, 2018

(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

Paychex Flex ~ Time & Attendance

**Any
questions**



Contact
Foundation HR
at 310.243.3306
or
Your Manager