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 - continued

USING THE ACTIONS ICON

The other option for punching in or out is to use the Actions Icon. To use the Actions Icon

1. Click **Actions (1)** on the Employee Dashboard.

2. Select the appropriate punch icon. **(2)** Enter details as needed.

3. Click **Save**. **(3)** The punch saves and is immediately visible to your manager.