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) Note, 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.

Request Time Off	Time Off Accruals		View Chart Calendar
Balances	Used	Balance	Reset Day (mm/dd)



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Requesting Time Off - continued

3. Click **View Calendar (1)** to view scheduled time off or the scheduled time off of others in your work group. If you wish to only display your time off, select **Show only my Time Off. (2)**

Request Time Off Balances Vacation			Time	Time Off Accruals Used Balan Oh 00m 13h			View View Chart Calendar <u>ce Reset Day (mm/dd)</u> 20m 01/01		
0			<< N(Today	>>	- <u>}</u>	ny Time Off		
			Tur	We d	Thu	F -1	0-1		
	1	2	3 10	4	5	6 13	7 14		
	15	16	17	18	19	20	21		
	22	23 Tumip, Tommy (8h 00m)	244 Tumip, Tommy (8h 00m)	25 Tumip, Tommy (8h 00m)	26 Tumip, Temmy (Bh 00m)	27 Tump, Tommy (8h 60m)	28		
	29	30 Serries, Billy (Sh OOm)							

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Requesting Time Off - continued

Here is some key Time Off Requests terminology that may display on the Time Off Requests screens:

- Pay Type The type of Time Off hours. For example, "Vacation".
- **Used** The number of hours that have already been taken or used within the accrual cycle.
- Balance The number of hours available for time off requests.
- *Reset Day* The date when all accruals are reset. Note, carryover rules may apply. See your manager for more details.
- *Grant Frequency* Determines how often an employee earns time. Time is not available until it is granted.
- *Accrual Frequency* Determines how often an employee recieves time in their available bucket.



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Requesting Time Off - continued

SUBMIT A TIME OFF REQUEST

To request time off:

1. On the Time Off Accruals screen, click **Request Time Off**. (1)

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Time Off	Time Off Accruals		View Chart	View Calendar
Balances	Used	Balance	Reset Day (mm/	dd)
Vacation	0h 00m	13h 20m	01/01	

2. The Time Off Requests screen displays. Enter data in the fields, as needed. Note, the Start Balance and End Balance (2) update as you enter the requested Date Range.

ep 1 - Select a	Type:	
Type:		Current Bala
Vacation	\$	13h 20m
ep 2 - Choose V	Vhen:	
Date Range:		Start Balanc
09/20/2013 -	09/20/2013	20h 00m
Start Time	Hours Per Day:	End Balance
MA 00:80	0.00	20h 00m
	ande	
	enus	
ep 3 - Submit t	he Request:	
Notes		



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Requesting Time Off - continued

3. Once you have submitted the Time Off Request, it displays beneath the Request Status Menu. (1)

Request Time Off			Time	View Chart Calendar				
Balances			Accrued	Granted	Used	Balance	Reset Day (mm/dd)	
Vacation			13h 40m	13h 40m	oh Dan	13h 40m	08/12	
Date 09/33/2013	Type Vecation	Time 08:00 AM	Hours Bh 00m	Status Requested	By	Employee Mana Notes Not	egor Deleto	

4. Once the Time Off Request is approved, the Status displays "Approved". If your manager has left you a note along with the request, click (2) to view the manager's note. To cancel a request, click and a cancellation request is sent to your manager.

			Request Status ()					0	
Date	Туре	Time	Hours	Status	Status Changed By	Employee Notes	Man	Þ	
09/30/2013	Vacation	08:00 AM	8h 00m	Approved	Banana, Shanr	าล			

i Time Off Requests that are approved and then cancelled display under the Request Status Menu as a cancellation, but if it is still in the Request Status (meaning it was not approved or denied) it is removed completely form the Request Status menu.

