# How to Access the Employee Dashboard

(login: <u>www.paychexflex.com</u>)

## Step 1: Click My Account

## Step 2: Click Time & Attendance

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## Step 3: Click Triangle

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Step 4: Click the Man Icon on the right side of the screen for the Employee Dashboard

Step 4a: Click the Multiple People Icon on the right side of the screen for the Manager Dashboard

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#### Step 5: Employee Dashboard Illustration Below

Click Actions icon to enter your time (salaried, exempt employees only)

If you are hourly (non-exempt) employee, you can click the Quick Action Icons at the top

