



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

FOUNDATION



Paychex Flex ~ Time & Attendance
All Employees

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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 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.

I am an exempt employee. Am I required to punch in and out daily?

You are **not** eligible for overtime compensation under FLSA. You are not required to keep track of your working time. You may work more than 40 hours in your primary job without earning additional pay.

Paychex Flex ~ Time & Attendance

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 <input type="checkbox"/> 24/7 Access to Paychex 	<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, and departmental) <input type="checkbox"/> 24/7 Access to Paychex

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

Go to www.paychexflex.com and explore first hand what our new technology has to offer.

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 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
8. Foundation **does not have a comp policy**, therefore comp time is not available
9. We highly encourage all employees to check their timecards daily to ensure all time punches are captured

Bi-Weekly Pay Conversion

	Semi-monthly Pay	Bi-weekly Pay <i>(non-exempt hourly employees)</i>	Bi-weekly Pay <i>(exempt salaried employees)</i>
Pay Cycle	Non-Exempt Monthly Pay Periods: <input type="checkbox"/> 23rd through 8th <input type="checkbox"/> 9th through 22nd Exempt Monthly Pay Periods: <input type="checkbox"/> 1st through 15th <input type="checkbox"/> 16th through 31st	Pay Period: <input type="checkbox"/> Sunday to Saturday <input type="checkbox"/> 80 hours in each pay period <input type="checkbox"/> Pay day is 5 calendar days after the pay period ends	Pay Period: <input type="checkbox"/> Sunday to Saturday <input type="checkbox"/> 10 days in each pay period <input type="checkbox"/> Pay day is 5 calendar days after the pay period ends
Paychecks per Year	24	26	26
Paycheck Date	15 th and last day of each month	Every other Thursday <i>(1st pay date is 1/17/19)</i>	Every other Thursday <i>(1st pay date is 1/17/19)</i>
Benefits	1) Increased Frequency...receive paychecks more frequently 2) Same Payday...pay check received on a set day, every other Thursday 3) Additional Paycheck...two months out of the calendar year, there will be three (3) paydays		

Paychex Flex ~ Time & Attendance

Illustration ~ Semi-Monthly vs Bi-Weekly

Calculation: Take your net pay (the amount of your last paycheck) x 24 = Your annual net pay (annual take home pay amount) divided by 26.

Your bi-weekly pay will be about 8% (usually) less than your current semi-monthly pay

Example Below:

Description	Current Hours	Current Earnings	YTD Earnings
Regular Pay	80	\$1,583.32	\$37,999.68

Deductions/Description	Current	YTD
FICA-OASDI	180.67	\$4,214.46
Federal S-01	440.41	\$10,361.49
FICA-HI	42.25	\$985.64
State VA S-01	136.77	\$3,234.53
ETC		
NET PAY	\$1,583.32	\$37,999.68

❖ $\$1,583.32 \times 24 = \$37,999.68$ (annual take home pay)

❖ $\$37,999.68$ divided by 26 = $\$1,462.53$ **NEW Bi-Weekly Pay**

2019 New Payroll Schedule



NEW 2019 CSUDH FOUNDATION PAYROLL SCHEDULE ~ ALL Employees

Pay day is every other Thursday

Month		Pay Period Dates	"Time Sheets" Due Dates to Foundation at 10:00 am	Pay Date	Holidays
January	1	12/30/18 - 01/12/19	1/14/19	1/17/19	New Year's Day, Jan 1st
	2	01/13/19 - 1/26/19	1/28/19	1/31/19	Martin Luther King Jr's Day, Jan 21st
	3	01/27/19 - 02/9/19	2/11/19	2/14/19	
February	4	02/10/19 - 02/23/19	2/25/19	2/28/19	
	5	02/24/19 - 03/09/19	3/11/19	3/14/19	
March	6	03/10/19 - 03/23/19	3/25/19	3/28/19	
	7	03/24/19 - 04/06/19	4/8/19	4/11/19	Cesar Chavez Day, March 25th (observed)
April	8	04/07/19 - 04/20/19	4/22/19	4/25/19	
	9	04/21/19 - 05/04/19	5/6/19	5/9/19	
May	10	05/05/19 - 05/18/19	5/20/19	5/23/19	
	11	05/19/19 - 06/01/19	6/3/19	6/6/19	Memorial Day, May 27th
June	12	06/02/19 - 06/15/19	6/17/19	6/20/19	
	13	06/16/19 - 06/29/19	7/1/19	7/4/19	Independence Day, July 4th
July	14	06/30/19 - 7/13/19	7/15/19	7/18/19	
	15	07/14/19 - 07/27/19	7/29/19	8/1/19	
August	16	07/28/19 - 08/10/19	8/12/19	8/15/19	
	17	08/11/19 - 08/24/19	8/26/19	8/29/19	
September	18	08/25/19 - 09/07/19	9/9/19	9/12/19	Labor Day, September 2nd
	19	09/08/19 - 09/21/19	9/23/19	9/26/19	
October	20	09/22/19 - 10/05/19	10/7/19	10/10/19	
	21	10/06/19 - 10/19/19	10/21/19	10/24/19	
November	22	10/20/19 - 11/02/19	11/4/19	11/7/19	
	23	11/03/19 - 11/16/19	11/18/19	11/21/19	Veteran's Day, November 11th (observed)
December	24	11/17/19 - 11/30/19	12/2/19	12/5/19	Thanksgiving Day, November 28th & November 29th, Campus Closed (Not a Holiday)
	25	12/01/19 - 12/14/19	12/16/19	12/19/19	
December	26	12/15/19 - 12/28/19	12/16/19	12/19/19	
	Campus Closed ~ Winter Recess			Christmas Day, December 25th	
				In Lieu of President's Day, December 26th	
				In Lieu of Lincoln's Birthday, December 27th	
In Lieu of Columbus Day, December 30th					
		In Lieu of Admission Day, December 31st			
Personal Day ~ a time agreed upon by the employee and supervisor. Personal Holidays cannot be carried over to the next year.					

The Biweekly Payday is every other Thursday following the end of the respective Pay Period.

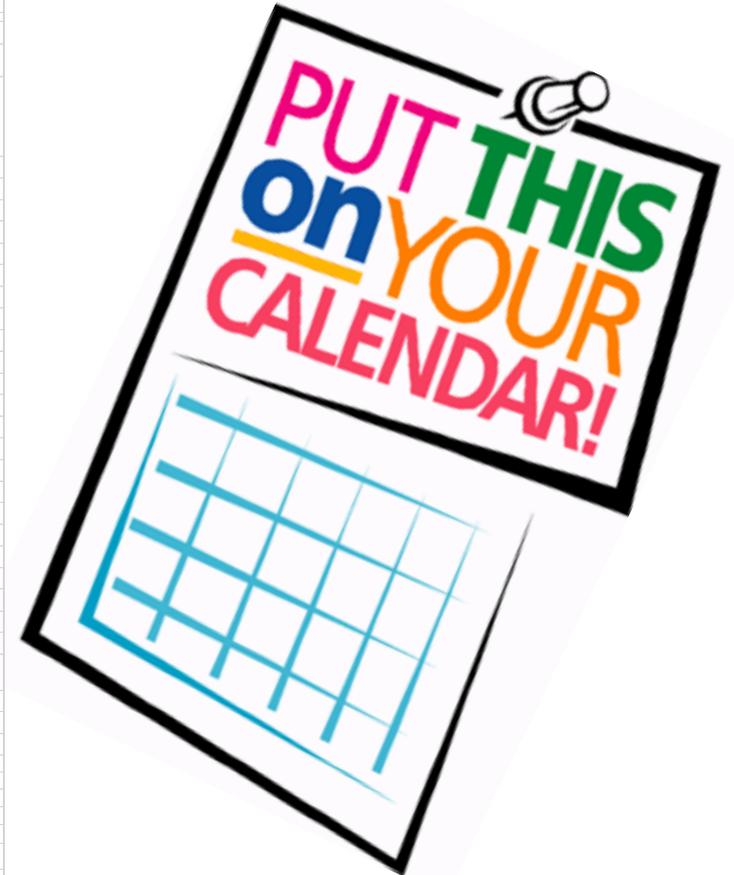
However, when Thursday is a holiday, the payday is the preceding business day.

Timecards are due by 10:00 am on the time card due date. Please be sure to make all adjustments by 10:00 am.

Any adjustments made after the timecards have been locked will be made in the next payperiod.

Each full-time benefitted employee receives a personal day that must be used in the current calendar year.

This schedule is subject to revision



Self Registration Required for “all” Foundation Employees

Registration is Mandatory...Not Optional

If you do not register you will be unable to access Paychex Flex Time and Attendance. All “current” employees must sign up on or before 12/21/18.

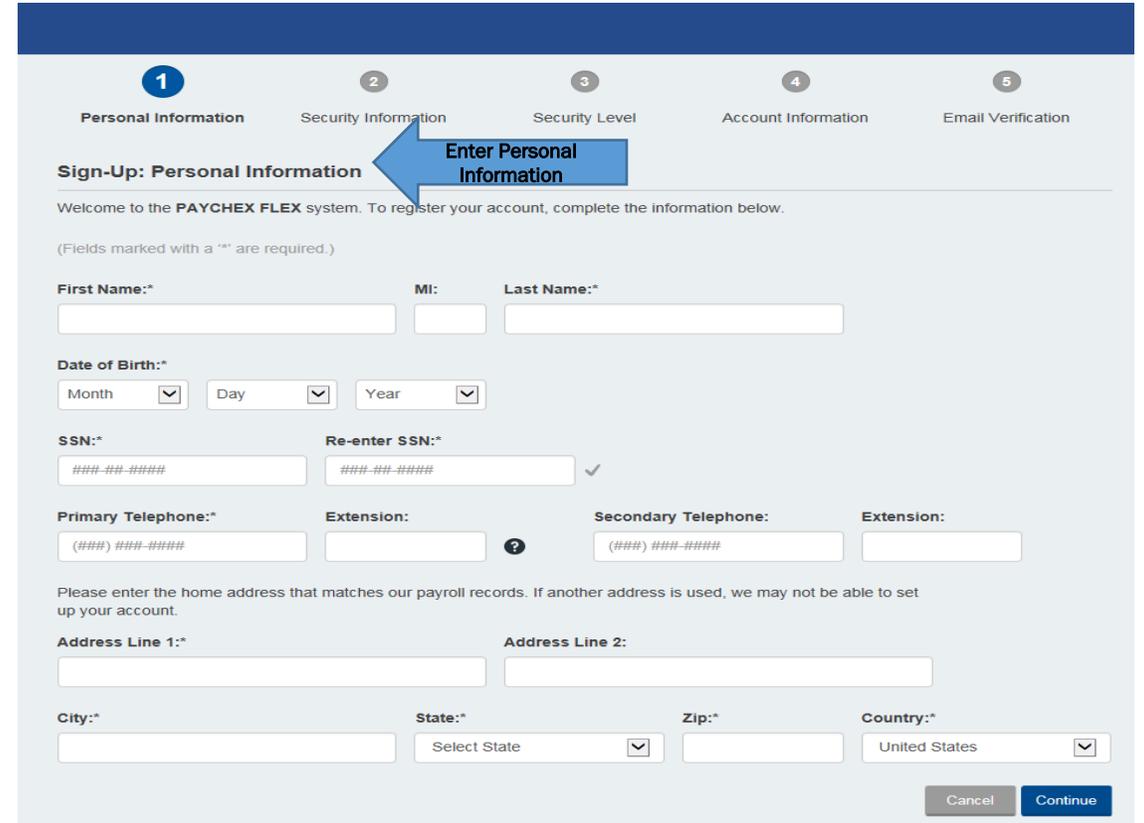


PAYCHEX FLEX®

Paychex Flex Login

Enter Username

Click Sign-Up → **Sign-Up** · [Forgot Username or Password?](#)



1 Personal Information 2 Security Information 3 Security Level 4 Account Information 5 Email Verification

Sign-Up: Personal Information

Welcome to the **PAYCHEX FLEX** system. To register your account, complete the information below.

(Fields marked with a "*" are required.)

First Name:* MI: Last Name:*

Date of Birth:*
 Month Day Year

SSN:* Re-enter SSN:*

Primary Telephone:* Extension: Secondary Telephone: Extension:

Please enter the home address that matches our payroll records. If another address is used, we may not be able to set up your account.

Address Line 1:* Address Line 2:

City:* State:* Zip:* Country:*

Paychex Flex Employee Registration “How To” Video

http://training.paychex.com/paychexflex/eedashboard/ee_registration.html

Paychex Flex ~ Time & Attendance

Employee Self Registration ~ Step by Step Guide

HOW TO SIGN UP FOR PAYCHEX EMPLOYEE REGISTRATION

(login: www.paychexflex.com)

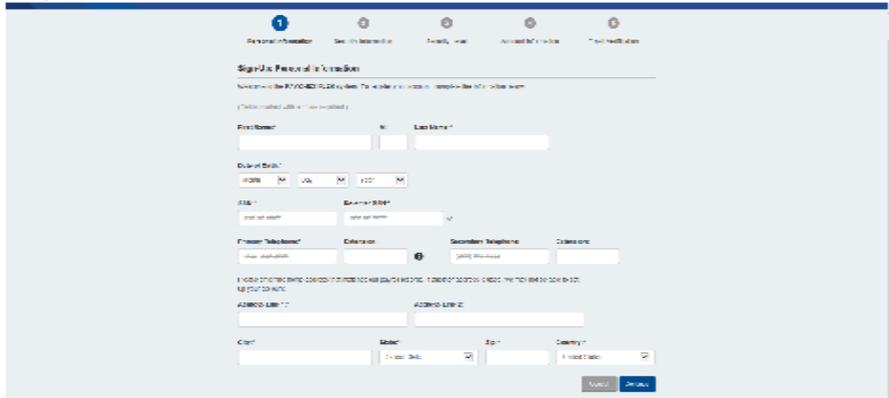
Social Security Number needed to complete the registration process

Step 1: Click Sign Up



Step 2: Click Enter Personal Information - enter your personal information as listed on the paper

Step 3: Click Continue



Page 1 of 10

Registration is Mandatory...

The step by step guide is available on Foundation website at

www.csudhfoundation.com

- Click Human Resources
- Click Paychex
- Click Employee Self Registration

Paychex Flex ~ Time & Attendance

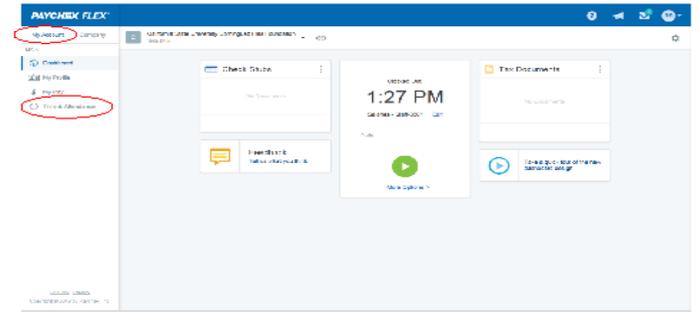
Paychex Employee Dashboard



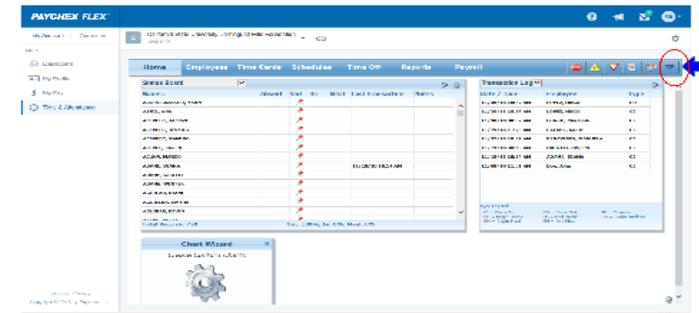
How to Access the Employee Dashboard (login: www.paychexflex.com)

Step 1: Click My Account

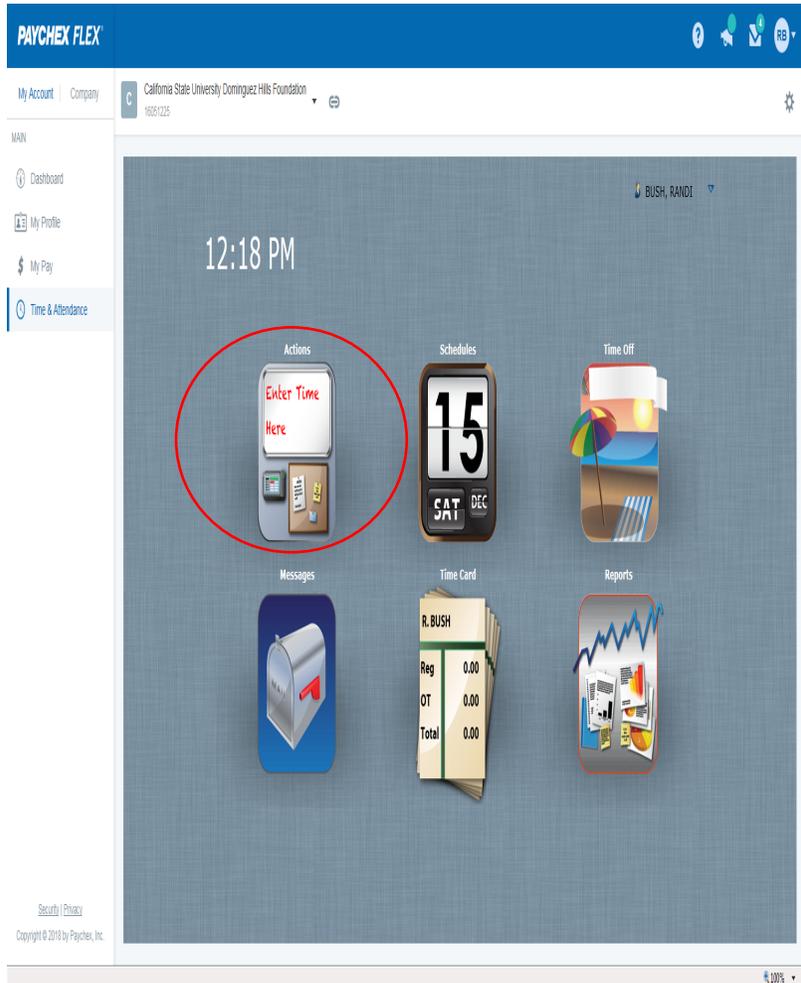
Step 2: Click Time & Attendance



Step 3: Click Triangle



Salaried Exempt Employees – How to Enter Hours Worked (except PIs)



PAYCHEX FLEX

My Account | Company | California State University Dominguez Hills Foundation | 16061225

MAN

12:18 PM

Actions

Enter Time Here

Schedules

15
SAT DEC

Time Off

Messages

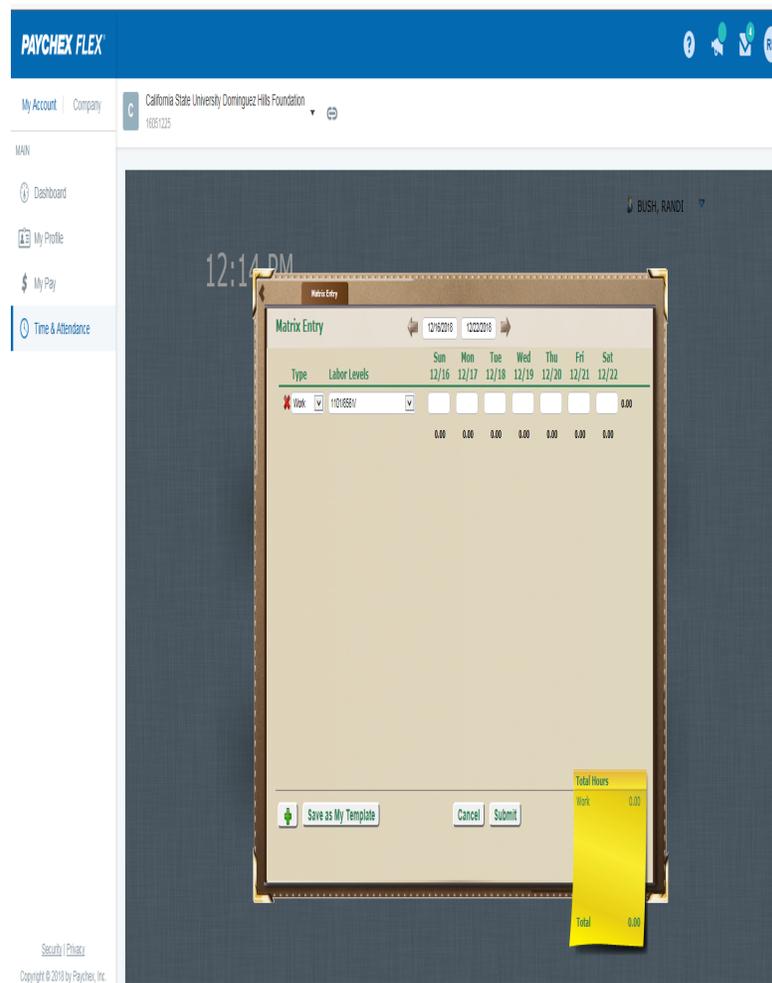
Time Card

R. BUSH

Reg 0.00
OT 0.00
Total 0.00

Reports

Security | Privacy
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PAYCHEX FLEX

My Account | Company | California State University Dominguez Hills Foundation | 16061225

MAN

12:14 PM

Matrix Entry

12/16/2016 12/22/2016

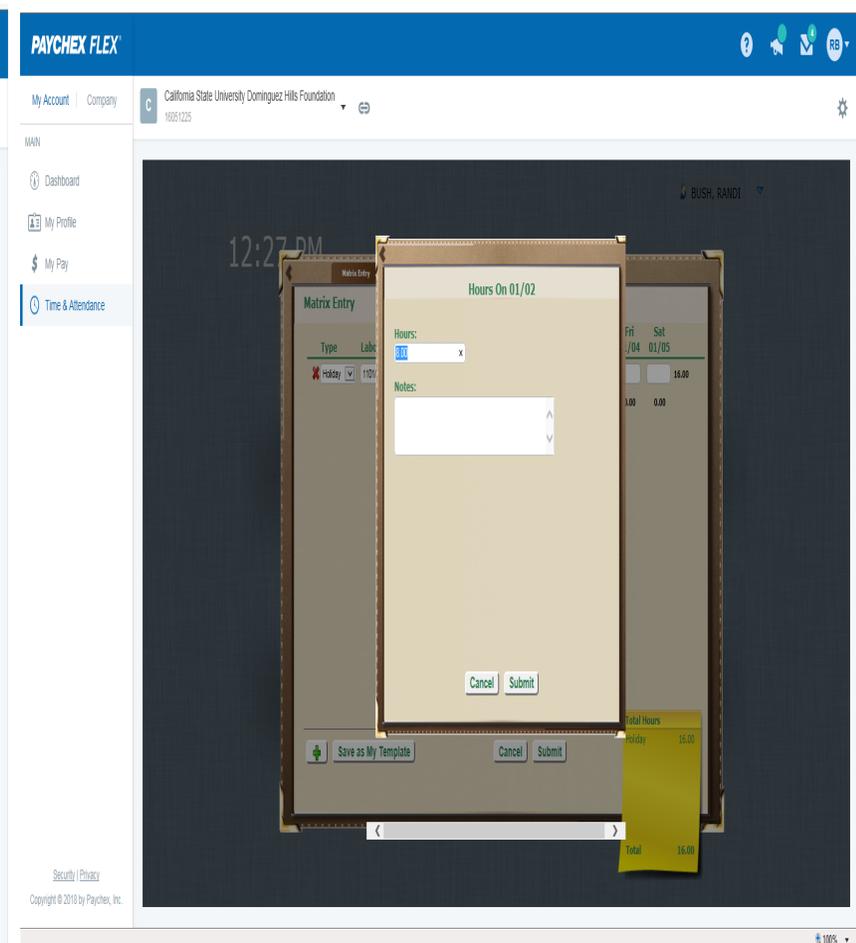
Type	Labor Levels	Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22
Work	110100010							0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save as My Template | Cancel | Submit

Total Hours

Work 0.00
Total 0.00

Security | Privacy
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PAYCHEX FLEX

My Account | Company | California State University Dominguez Hills Foundation | 16061225

MAN

12:27 PM

Hours On 01/02

Hours: 0.00

Notes:

Cancel | Submit

Save as My Template | Cancel | Submit

Total Hours

Work 16.00
Total 16.00

Security | Privacy
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Manager Training Tutorial

Step 1: Click the shaded box

Step 2: Click the triangle to play



*Only manager's and designated time and attendance approvers
will have access to management functions in Paychex.*

Paychex Video Links

- Employee Registration in Paychex Flex – http://training.paychex.com/paychexflex/eedashboard/ee_registration.html
- Punching from Employee Dashboard – http://training.paychex.com/time/employee_training/dashboard/ee_punchdash.html
- Entering Time and Submitting Time Sheets - http://training.paychex.com/time/employee_training/dashboard/ee_submitTC.html
- Viewing & Updating Your Personal Information - http://training.paychex.com/paychexflex/eedashboard/viewing_and_changing_personal_info.html
- Changing Your Password, Security Questions, or PIN - http://training.paychex.com/paychexflex/eedashboard/changing_password_or_pin.html
- Direct Deposit (Add, Edit, or Delete) –
 - Add: http://training.paychex.com/paychexflex/eedashboard/adding_dd.html
 - Edit: http://training.paychex.com/paychexflex/eedashboard/editing_dd.html
 - Delete: http://training.paychex.com/paychexflex/eedashboard/deleting_dd.html
- Request Time Off - http://training.paychex.com/time/employee_training/dashboard/ee_requesttimeoff.html
- Viewing Your Check Stubs - http://training.paychex.com/paychexflex/eedashboard/viewing_check_stubs.html
- View W2 - http://training.paychex.com/paychexflex/eedashboard/viewing_tax_docs.html

Flex Training Library where you can find tutorials and documents that will help you learn how to access your check stubs, future W2 documents and much more. ([link](http://training.paychex.com/paychexflex/eedashboard/index.html))
<http://training.paychex.com/paychexflex/eedashboard/index.html>

Paychex How To Guides

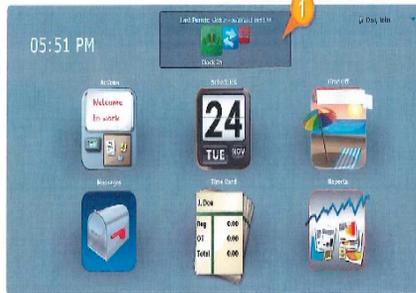
PAYCHEX

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 Action Bar (1) displays on top of the Employee Dashboard. Click the appropriate punch action, as needed. The punch occurs to your time card.



Punching In or Out in Paychex Flex Time
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Submitting a Time Sheet

When hours are entered 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) The Time Sheet displays.



Submitting a Time Sheet
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PAYCHEX

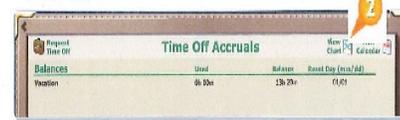
Requesting Time Off in Paychex Flex Time

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) Next, 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
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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.

Users also access these sites directly connect with the Paychex Time app:

- www.mypaychex.com
- online.paychex.com
- benefits.paychex.com

Paychex Time Using the Paychex Time App (Employee Users)
© 2012 Paychex, Inc. All rights reserved. PFT-05-1311
www.paychex.com Paychex Flex Support Paychex Flex Policy

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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 my password to get login support or tap View Desktop Site to display the desktop version of Paychex Flex Time.



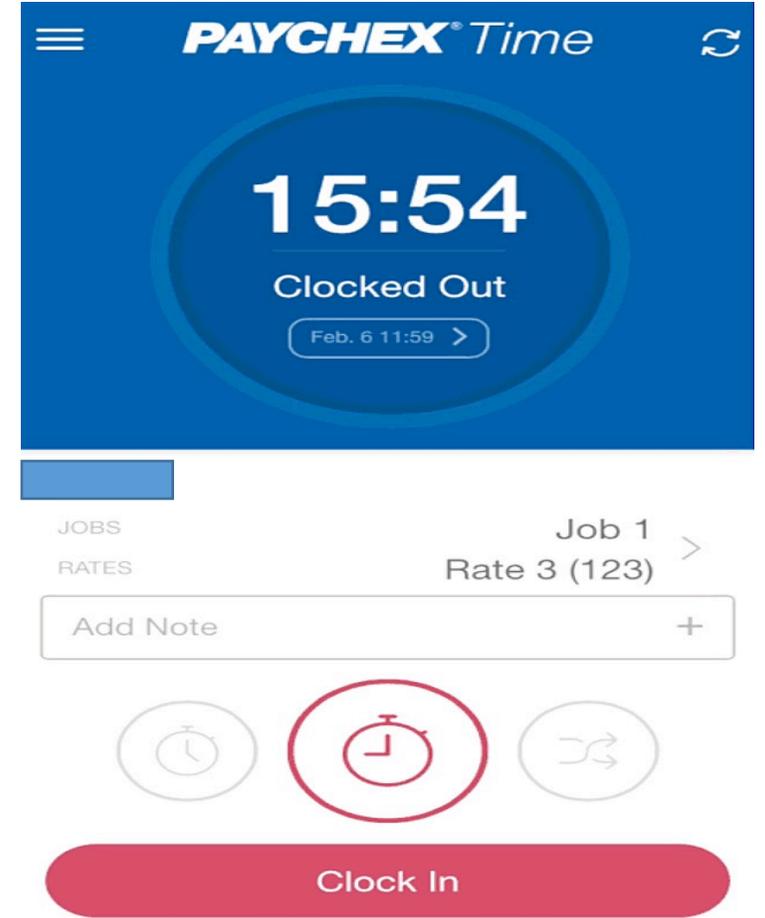
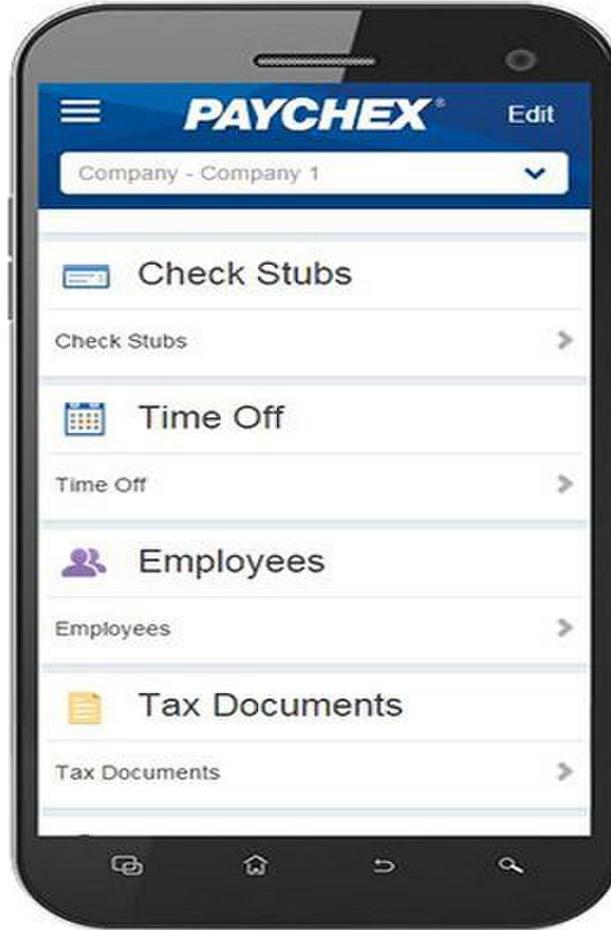
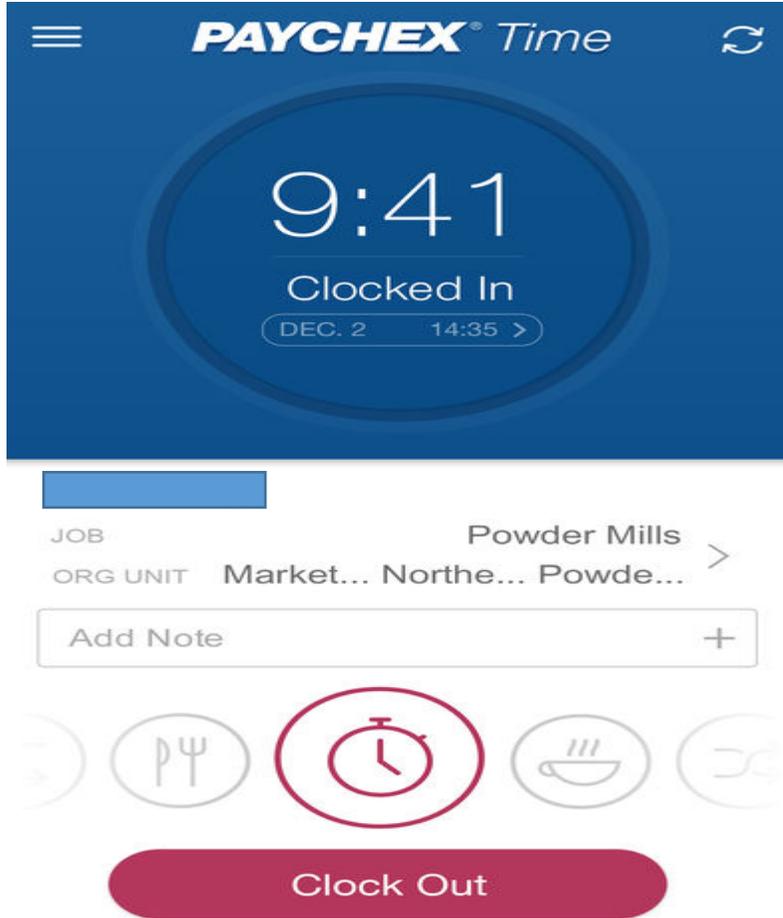
Using the Paychex Flex Time Mobile Feature
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Available on the CSUDH Foundation website
<https://www.csudhfoundation.com/services/human-resources/>

Paychex Flex ~ Time & Attendance

Paychex Time Mobile App





Time & Attendance Summary

All Employees	Non-Exempt (<i>hourly</i>) Employees	Exempt 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 [10 min] rest breaks)</i>	Report total hours worked each day...do not have to clock in and out
Mandatory 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	New pay dates: Bi-weekly <ul style="list-style-type: none"> ▪ 10 days each pay period ▪ (every other Thursday)
All time off balances will be available online All time off requests must be submitted and approved online	New pay dates: Bi-weekly <ul style="list-style-type: none"> ▪ 80 hours each pay period ▪ (every other Thursday) 	If you are unable to enter your hours worked each day for any reason (system or phone issues), notify Foundation HR by email
Additional pay – a third pay date will be take place 2 months out of the calendar year. All deductions will be taken from the first 2 pay periods of the month only	No comp time ...hourly employee must be paid for all hours worked	Managers, Supervisors and Designated T&A Approvers: Foundation does not have a comp time policy
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	Managers, Supervisors, and Designated T&A Approvers: Report buddy punching, habitual failure to clock in and out, and not taking a meal break when working more than 6 hours
Meal waiver must be on file with HR to waive a meal break (lunch) https://www.csudhfoundation.com/wp-content/uploads/2018/04/Meal-Break-Waiver-Form_4.9.18.pdf	Habitual failure to clock in and out daily may result in disciplinary action, up to and including termination	Must enter total hours worked per day and per account number
Paper check stubs will no longer be printed ...available online only Live checks will be mailed if not picked up by the next pay day	If you are unable to clock in and out for any reason (system or phone issues), contact your supervisor immediately (<i>in-person, email or phone</i>)	

New Hires and Employee Self Registration

Attention: Hiring Managers

New Hire Orientation (NHO)

- Employee will be provided a brief overview of Paychex and given the **Self Registration Step by Step guide**

Paychex Entry

- Employee will be entered in Paychex system within **three (3) business days** after attending New Hire Orientation

Employee Self Registration

- Employee must complete the self registration process within **five (5) business days** after attending New Hire Orientation

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

Street 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: **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.**

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.
10. **Paychex Technical Support**
 - Technical support assistance can be reached at **888.246.7500**



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
FOUNDATION

**Any
questions**



Contact
Foundation HR at
310.243.3306 or
Your Manager,
Supervisor, or
Designated
Time & Attendance
Approver

THANK YOU
for joining us!

Paychex Flex ~ Time & Attendance