What Can I Access With the App?

The Paychex Flex Mobile app enables you to punch time and submit time off requests from a personal device based on payroll policies your administrator designated in the Time & Attendance application ahead of time.

After your administrator confirms you have been set up to use the app, you can punch time from a personal device.

Punch options available in Paychex Flex Mobile app include:

- Tap **Clock In** when clocking in for work.
- Tap **Clock Out** when clocking out.
- Tap **Start Meal** when you are clocking out for a meal time, like lunch.
- Tap **End Meal** when you are clocking back in from a meal time, like lunch.
- Tap **Start Break** when you are clocking out to start an unpaid break time.
- Tap **End Break** when you are clocking in from an unpaid break.
- Tap **Transfer** when switching jobs or departments. Then tap the appropriate punch action.
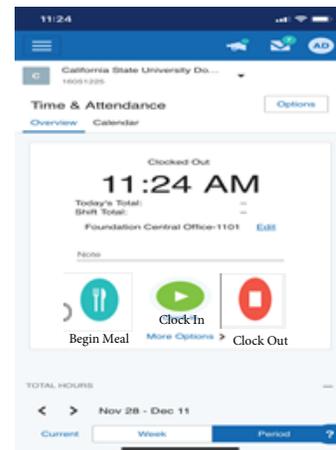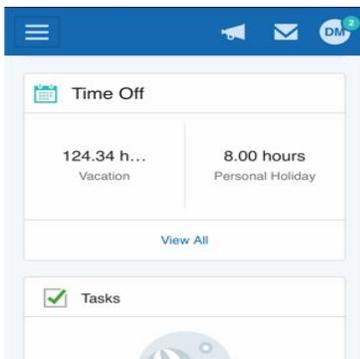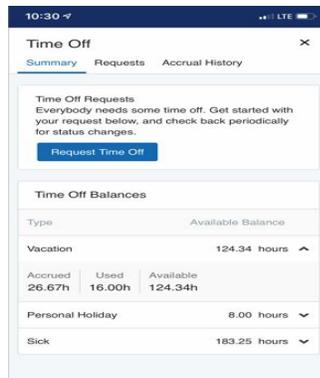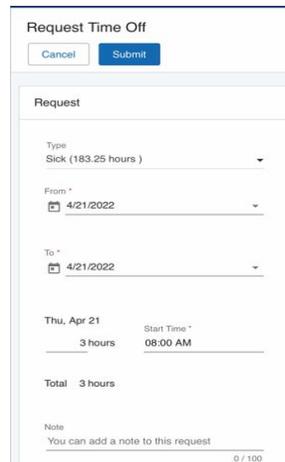
TIME OFF REQUESTS:

To request time off: Scroll down on the mobile log in page until you see **Time off.** Select **view all.**

After selecting View all, you will select **Request Time off**

Select **Type** of request: sick, vacation, etc.

Select **Date(s)** of request(s)

Enter number of **Hours** using and **Start Time.**

Once complete, click **Submit** at top of screen.