## PAYCHEX

## **Employee Users**

## 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:

		Summary Requests Accrual History	Cancel Submit	Select <b>Type</b> of request:
Time Off		Time Off Requests Everybody needs some time off. Get started with your request below, and check back periodically	Request	sick, vacation, etc.
124.34 h Vacation	8.00 hours Personal Holiday	for status changes. Request Time Off	Type Sick (183.25 hours )	Select <b>Date(s)</b> of request(s
		Time Off Balances	From * # 4/21/2022 *	
View All		Type Available Balance Vacation 124.34 hours  Accrued Used Available 26.67h 16.00h 1243.34h	To *	Enter number of <b>Hours</b> using and <b>Start Time.</b>
Tasks		Personal Holiday 8.00 hours 🗸	Thu, Apr 21	Once complete, click
(N°)		Sick 183.25 hours 🗸	3 hours 08:00 AM	Submit at top of screen.
request time the mobile lo	off: Scroll down g in page until	After selecting View all, you will select <b>Request Time off</b>	Total 3 hours Note You can add a note to this request	

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