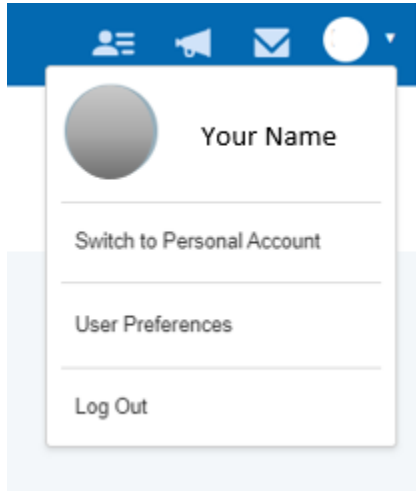# Accessing the Timecard – Paychex Time and Attendance

1. Paychex Flex© administrators will need to navigate away from the "administrator account" page. By selecting their initials in the top right-hand corner of the Paychex Flex© page, they will select "Switch to personal account" from the dropdown menu

Note: Employee level users will already be on their "Personal Account" page upon logging into the Paychex Flex© system. They can begin at Step 2 listed below.

2. Once they have done so, users will select "Time and Attendance" from the menu located on the left side of the Paychex Flex page

3. From the Time and Attendance page, users will be able to access the Timecard from the "Overview" tab.

Time Card Entry

Timecard entry is how employees can manually record their hours as an alternative to interactive punch options.

Managing Timecard Entry

From the "Overview" tab, users will navigate to the Timecard section of the page, where they will see an "edit" button, located in the top right-hand corner.

Upon selecting the "edit" button, users will be brought to the Timecard Entry page.

Date Rang Navigation

The Timecard will default to the date rang set in the employee's Preference Policy. By selecting "Current" the Timecard will update to display the Current Week, or Current Pay Period. By using the arrows located to the left of the date range, they can navigate to previous and/or future Weeks/Pay Periods.

Total Hours

An Employee's total hours for the specified time frame will be displayed here.

TOTAL HOURS
21.00h

Type of Hours

The type of hours being entered will be selected from a drop-down menu here. The types of hours can be limited within the employee's Preference Policy (Work, Non-work, Both, OT Entry, and Limit Non-Work types).

Type
Work

Type
Work
Regular
OT1
OT2
OT3

Hours Entry

In this section, employees will enter their hours for the selected date. The format in which the hours are entered is dictated by the Preference Policy. Options include, Start/Stop, Hours Entry, and Hours/Start.

Start/Stop

Time In	Time Out
08:00 AM	12:00 PM

Hours Entry

Hours
4.00

Hours/Start

Time In	Hours
08:00 AM	4.00

Submit

Once all entries have been made, the 'Submit' button will be used to save those changes. You may also select 'Cancel' if you do not wish to save.

Mobile

The Timecard Entry is also accessible from a mobile device. The page can be displayed in either portrait or landscape views and will function the same as on the desktop version.

The Timecard can be accessed by navigating to the Paychex Flex website on a mobile web browser or by selecting "Time and Attendance" from within the Paychex Flex App.

"Edit" Functionality will be accessed by selecting the 3-dot icon (red box below).