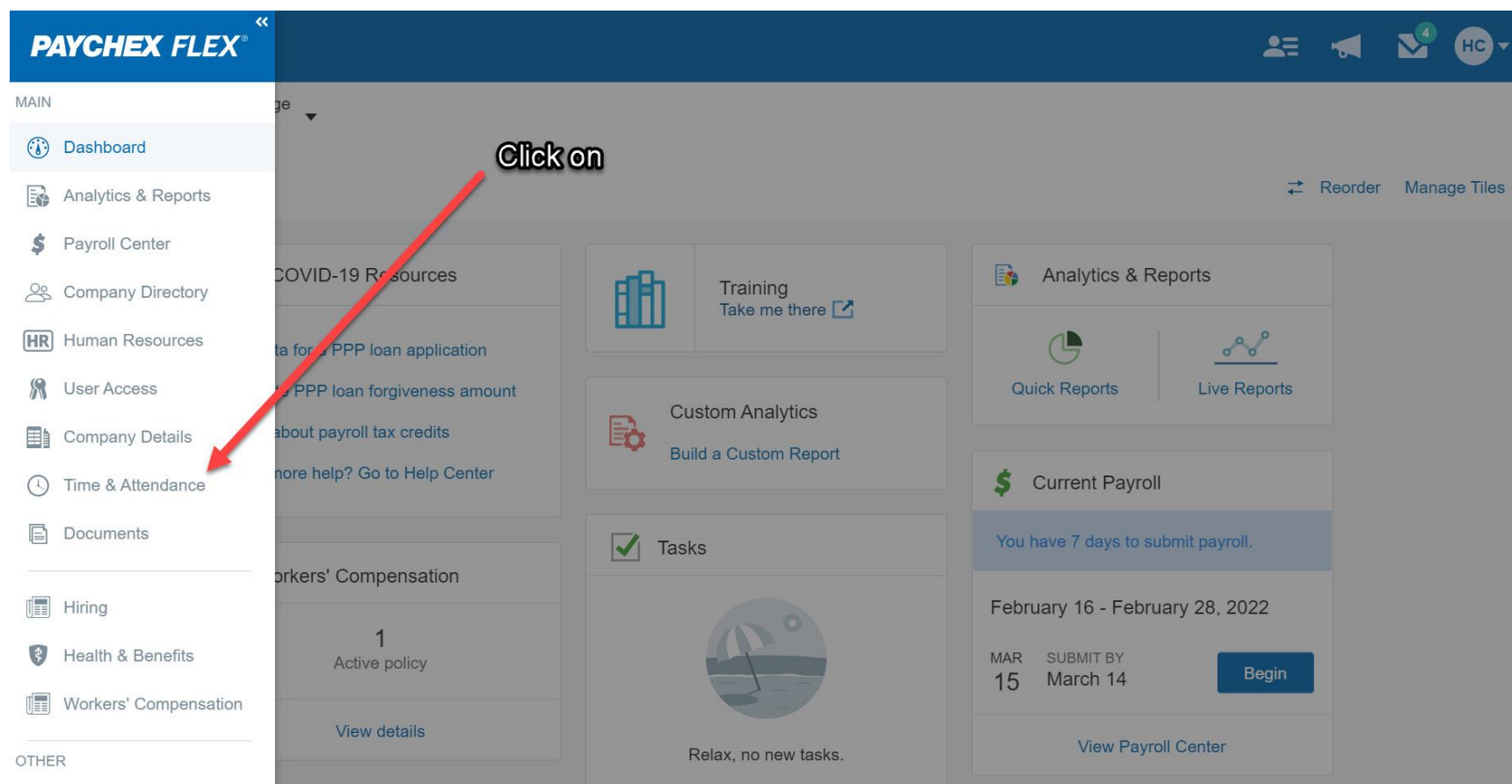


## How to approve Time Cards in Paychex Flex

**Please be sure that you are logging in from your Desktop, as mobile devices are not authorized for usage on Paychex Flex.**

Log into your Paychex Flex account & click on “Time & Attendance” in the main menu section



Click on Time Cards and then select the current Pay Period to be approved

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Menu HC

Home Employees **Time Cards** Schedules Time Off Reports Payroll

Time Card Pay Adjustment Time Card Approvals

EE# 945 - [Employee Name]

Pay Policy: Hourly Exempt: Non-Exempt Start Date: 07/01/2021 Time Zone: Eastern Stand...

Pay Period: 11/16/2021 - 11/30/2021 Week: << >>

Add Shift	Type	In	Org Unit	Type	Out	Reg	OT	Unpaid
<b>Tuesday 11/16/2021</b>								
<input type="checkbox"/>	Clock In	12:00 PM	10000/945///945 00-5...	Clock Out	01:00 PM	1.00		
						Shift: 1.00	0.00	0.00
<input type="checkbox"/>	Clock In	04:00 PM	10000/945///945 00-5...	Clock Out	07:00 PM	3.00		
						Shift: 3.00	0.00	0.00
						Total: 4.00	0.00	0.00
<b>Wednesday 11/17/2021</b>								
<input type="checkbox"/>	Clock In	04:00 PM	10000/945///945 00-5...	Clock Out	07:00 PM	3.00		
						Total: 3.00	0.00	0.00
<b>Thursday 11/18/2021</b>								
<input type="checkbox"/>	Clock In	04:00 PM	10000/945///945 00-5...	Clock Out	08:00 PM	4.00		
						Total: 4.00	0.00	0.00
<b>Friday 11/19/2021</b>								
<input type="checkbox"/>	Clock In	02:00 PM	10000/945///945 00-5...	Begin Meal	06:00 PM	4.00		
<input type="checkbox"/>	Begin Meal	06:00 PM	10000/945///945 00-5...	End Meal	06:30 PM			0.50
<input type="checkbox"/>	Work	06:30 PM	10000/945///945 00-5...	Clock Out	07:00 PM	0.50		
						Total: 4.50	0.00	0.50
<b>Tuesday 11/23/2021</b>								
<input type="checkbox"/>	Clock In	02:30 PM	10000/945///945 00-5...	Clock Out	03:00 PM	0.50		
						Shift: 0.50	0.00	0.00
<input type="checkbox"/>	Clock In	04:00 PM	10000/945///945 00-5...	Clock Out	07:00 PM	3.00		
						Shift: 3.00	0.00	0.00
						Total: 3.50	0.00	0.00
<b>Tuesday 11/30/2021</b>								
<input type="checkbox"/>	Clock In	04:00 PM	10000/945///945 00-5...	Clock Out	07:00 PM	3.00		
						Total: 3.00	0.00	0.00
<b>Total Summary</b>								
						<b>Work:</b>	<b>22.00</b>	
						<b>Meal:</b>		<b>0.50</b>
						<b>Total</b>	<b>22.00</b>	<b>0.50</b>

Review the hours submitted by employee and click on box next to day of week to approve day worked

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Home Employees **Time Cards** Schedules Time Off Reports Payroll

Time Card Pay Adjustment Time Card Approvals

Review hours submitted and click here to approve

945 - [Employee Name]

Exempt: Non-Exempt Start Date: 07/01/2021 Time Zone: Eastern Stand...

Pay Period: 11/16/2021 - 11/30/2021

Add Shift	Type	Time	Org Unit	Type	Out	Reg	OT	Unpaid
<b>Tuesday 11/16/2021</b>								
<input type="checkbox"/>	Clock In	02:00 PM	10000/945///945 00-5...	Clock Out	01:00 PM	1.00		
						Shift:	1.00	0.00
							3.00	0.00
						Shift:	3.00	0.00
						Total:	4.00	0.00
<b>Wednesday 11/17/2021</b>								
<input type="checkbox"/>	Clock In	04:00 PM	10000/945///945 00-5...	Clock Out	07:00 PM	3.00		
						Total:	3.00	0.00
<b>Thursday 11/18/2021</b>								
<input type="checkbox"/>	Clock In	04:00 PM	10000/945///945 00-5...	Clock Out	08:00 PM	4.00		
						Total:	4.00	0.00
<b>Friday 11/19/2021</b>								
<input type="checkbox"/>	Clock In	02:00 PM	10000/945///945 00-5...	Begin Meal	06:00 PM	4.00		
<input type="checkbox"/>	Begin Meal	06:00 PM	10000/945///945 00-5...	End Meal	06:30 PM			0.50
<input type="checkbox"/>	Work	06:30 PM	10000/945///945 00-5...	Clock Out	07:00 PM	0.50		
						Total:	4.50	0.00
<b>Tuesday 11/23/2021</b>								
<input type="checkbox"/>	Clock In	02:30 PM	10000/945///945 00-5...	Clock Out	03:00 PM	0.50		
						Shift:	0.50	0.00
<input type="checkbox"/>	Clock In	04:00 PM	10000/945///945 00-5...	Clock Out	07:00 PM	3.00		
						Shift:	3.00	0.00
						Total:	3.50	0.00
<b>Tuesday 11/30/2021</b>								
<input type="checkbox"/>	Clock In	04:00 PM	10000/945///945 00-5...	Clock Out	07:00 PM	3.00		
						Total:	3.00	0.00
<b>Total Summary</b>								
						Work:	22.00	
						Meal:		0.50
						Total:	22.00	0.50

Click on Time Card Approval Tab and Confirm Manager Approval. If green the Time Card has been approved

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Menu

Home Employees **Time Cards** Schedules Time Off Reports Payroll

Time Card Pay Adjustment **Time Card Approvals**

Step 1 - Select Filter

Current Pay Period  
11/16/2021 - 11/30/2021  
Hourly Payroll Policy  
View Employees: All Employees

Step 2 - Review Employee Approvals

Fully Approved

Step 3 - Review Manager Approvals

Fully Approved

Step 4 - Approve Time Cards

Show employees having no time cards

	Employee	Emp	Mgr	Admin
<input checked="" type="checkbox"/>	<input type="checkbox"/> Jobe, Kombeh	●	●	●

Confirm Manager Approval - Will be Green when approved

Click on Time Card Approvals