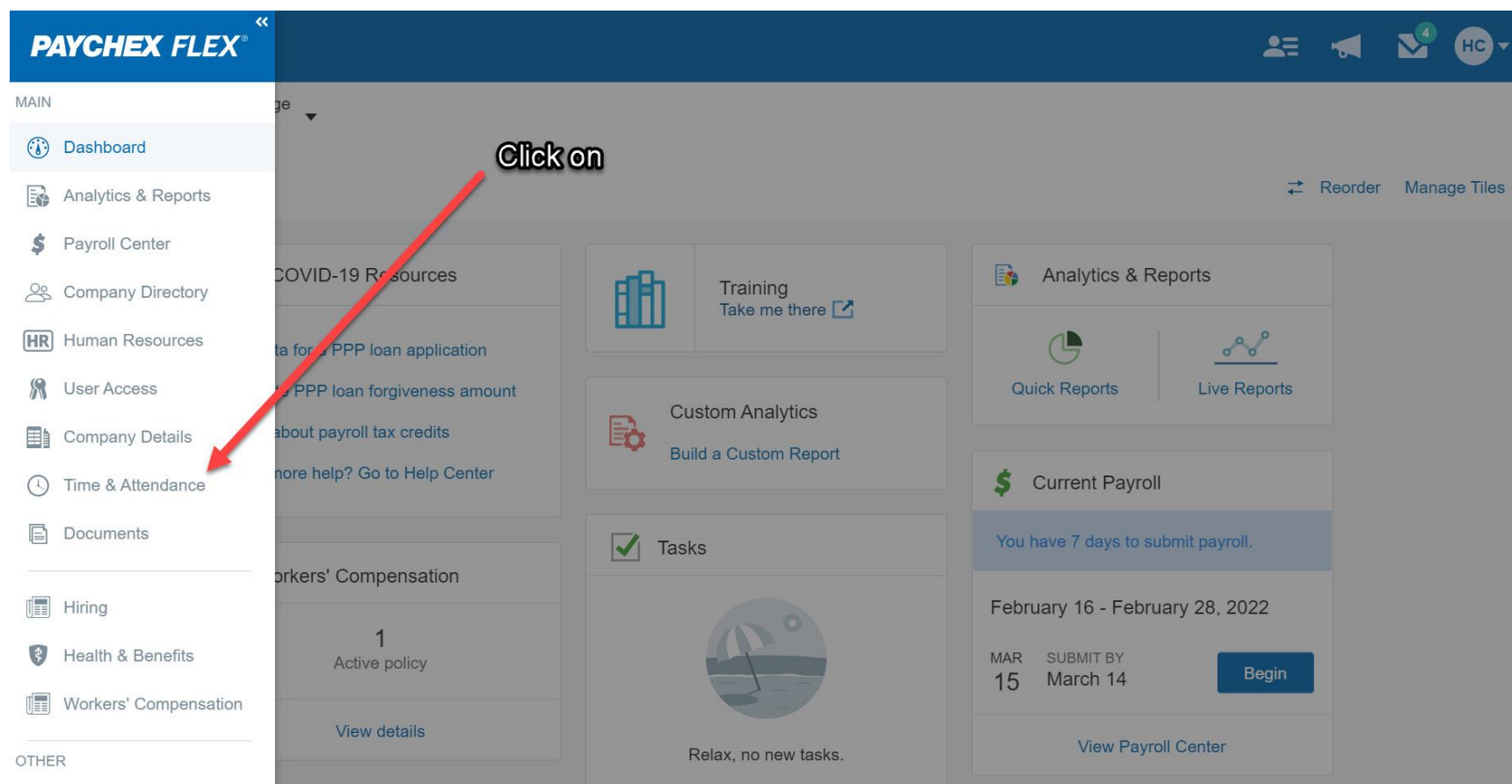How to approve Time Cards in Paychex Flex

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

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

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