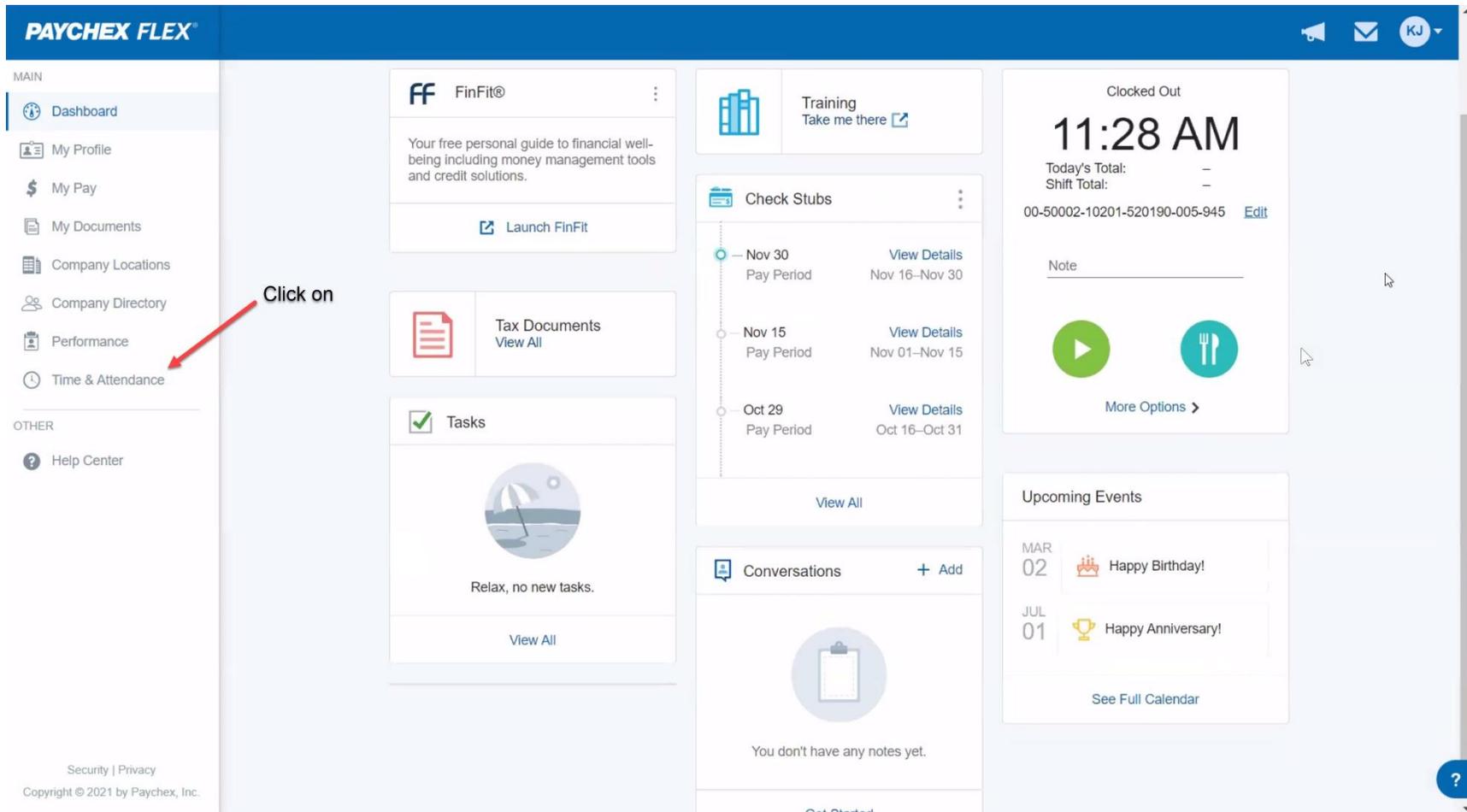


## How to submit Time Cards in Paychex Flex

**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



Select the Pay Period for which you will be submitting a Time Card

**PAYCHEX FLEX**

Foundation For City College  
19094173

### Time & Attendance

Overview | Calendar

Clocked Out  
**11:06 AM**  
Today's Total: -  
Shift Total: -  
00-50002-10201-520190-005-945 [Edit](#)

Note

More Options >

My Agenda  
You've got nothing planned in the near future.

View Full Calendar

Dec 1 - Dec 15 | Current | Week | **Period**

TOTAL HOURS

Time Card [Edit](#)

Date	Type	Time In / Time Out	Org	Total Hours
------	------	--------------------	-----	-------------

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Select Time In & Out on dates worked, select add entry to add multiple times in & out and add meal breaks

**PAYCHEX FLEX**

MAIN

- Dashboard
- My Profile
- My Pay
- My Documents
- Company Locations
- Company Directory
- Performance
- Time & Attendance**

OTHER

- Help Center

Foundation For City College  
19094173

**Time & Attendance**

Overview Calendar

Nov 16 - Nov 30 Current Week **Period**

TOTAL HOURS 7.00h

Edit Time Card Autofill Cancel Submit

Date	Type	Time In	Time Out	Org	Note	Total Hours
Tue, Nov 16	Work	12:00 PM	01:00 PM	00-50002-10201-520190-005-945		1.00h
	Work	04:00 PM	07:00 PM	00-50002-10201-520190-005-945		3.00h
<a href="#">Add Entry</a> *Select add entry to add multiple times in & out and to add meal breaks						
Wed, Nov 17	Work	04:00 PM	07:00 PM	00-50002-10201-520190-005-945		3.00h
	<a href="#">Add Entry</a>					
Thu, Nov 18	Work	08:00 AM		00-50002-10201-520190-005-945		
	<a href="#">Add Entry</a>					
Fri, Nov 19	Work	08:00 AM		00-50002-10201-520190-005-945		
	<a href="#">Add Entry</a>					

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\*Please note after 5 hours worked system will automatically deduct ½ hour lunch break

## Review completed Time Card and click on Approve All

MAIN More Options > View Full Calendar

Dashboard  
My Profile  
My Pay  
My Documents  
Company Locations  
Company Directory  
Performance  
**Time & Attendance**

OTHER  
Help Center

Nov 16 - Nov 30 Current Week Period

WORK 22.00h UNPAID 0.50h TOTAL HOURS 22.50h

Time Card **Review completed Time Card and click on Approve All** → Approve All Edit

Date	Type	Time In / Time Out	Org	Total Hours
Tue, Nov 16	Work	12:00 PM – 1:00 PM	00-50002-10201-520190-005-945	1.00h
	Work	4:00 PM – 7:00 PM	00-50002-10201-520190-005-945	3.00h >
Wed, Nov 17	Work	4:00 PM – 7:00 PM	00-50002-10201-520190-005-945	3.00h >
Thu, Nov 18	Work	4:00 PM – 8:00 PM	00-50002-10201-520190-005-945	4.00h >
Fri, Nov 19	Work	2:00 PM – 6:00 PM	00-50002-10201-520190-005-945	4.00h
	Meal	6:00 PM – 6:30 PM	00-50002-10201-520190-005-945	0.50h >
	Work	6:30 PM – 7:00 PM	00-50002-10201-520190-005-945	0.50h
Tue, Nov 23	Work	2:30 PM – 3:00 PM	00-50002-10201-520190-005-945	0.50h
	Work	4:00 PM – 7:00 PM	00-50002-10201-520190-005-945	3.00h >
Mon, Nov 29	Work	4:00 PM – 7:00 PM	00-50002-10201-520190-005-945	3.00h >

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Time Card will now be ready for Manager/Supervisor Approval.

MAIN More Options > View Full Calendar

Dashboard  
My Profile  
My Pay  
My Documents  
Company Locations  
Company Directory  
Performance  
**Time & Attendance**

OTHER  
Help Center

Nov 16 - Nov 30 Current Week Period WORK 22.00h UNPAID 0.50h TOTAL HOURS 22.50h

**Time Card** Time Card will then be Approved for Manager/Supervisor Approval ✔ Approved Edit

Date	Type	Time In / Time Out	Org	Total Hours
Tue, Nov 16 ● APPROVED	Work	12:00 PM – 1:00 PM	00-50002-10201-520190-005-945	1.00h
	Work	4:00 PM – 7:00 PM	00-50002-10201-520190-005-945	3.00h >
Wed, Nov 17 ● APPROVED	Work	4:00 PM – 7:00 PM	00-50002-10201-520190-005-945	3.00h >
Thu, Nov 18 ● APPROVED	Work	4:00 PM – 8:00 PM	00-50002-10201-520190-005-945	4.00h >
Fri, Nov 19 ● APPROVED	Work	2:00 PM – 6:00 PM	00-50002-10201-520190-005-945	4.00h
	Meal	6:00 PM – 6:30 PM	00-50002-10201-520190-005-945	0.50h >
	Work	6:30 PM – 7:00 PM	00-50002-10201-520190-005-945	0.50h
Tue, Nov 23 ● APPROVED	Work	2:30 PM – 3:00 PM	00-50002-10201-520190-005-945	0.50h
	Work	4:00 PM – 7:00 PM	00-50002-10201-520190-005-945	3.00h >
Tue, Nov 30 ● APPROVED	Work	4:00 PM – 7:00 PM	00-50002-10201-520190-005-945	3.00h >

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