PAYCHEX
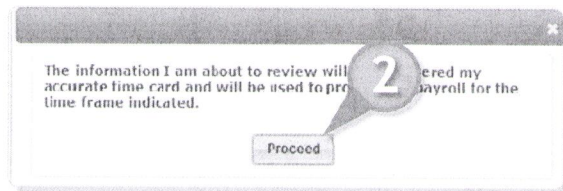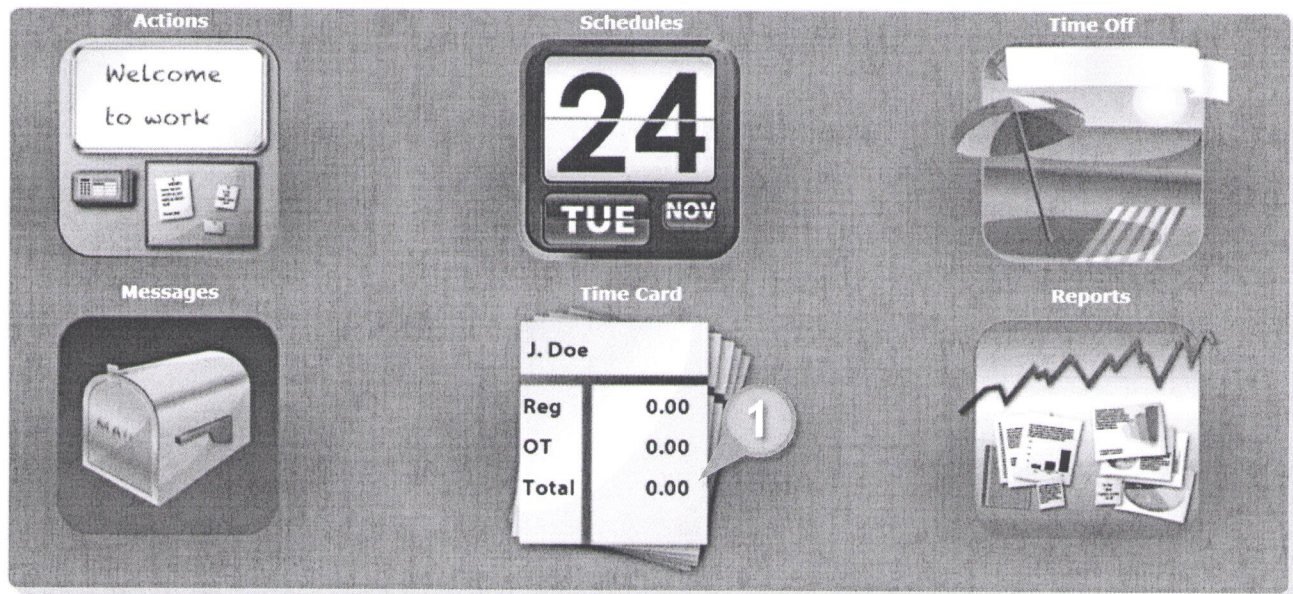
Approving Time Cards in Paychex Flex Time

As an employee, you can approve your time cards in Paychex Flex℠ Time. Before approving your time card and hours worked, review the hours in the application to ensure they are accurate. To review your hours:

1. On the Employee Dashboard, click the Time Card. (1)
2. If an acknowledgement window displays, click **Proceed**. (2)

Approving Time Cards - continued

3. On the time card, to the left of the transaction, click the magnifying glass. (1) Additional details display. Confirm the data is correct. Note, a missing punch displays as ✖ .

4. Select the box to the left of the transaction to approve, or click **Approve All** (2) at the bottom of the time card screen to approve the time card. Your time card is sent to your manager for his approval.