PAYCHEX®

Submitting a Time Sheet in Paychex Flex Time

Work hours are tracked on your time sheet in Paychex Flex Time.
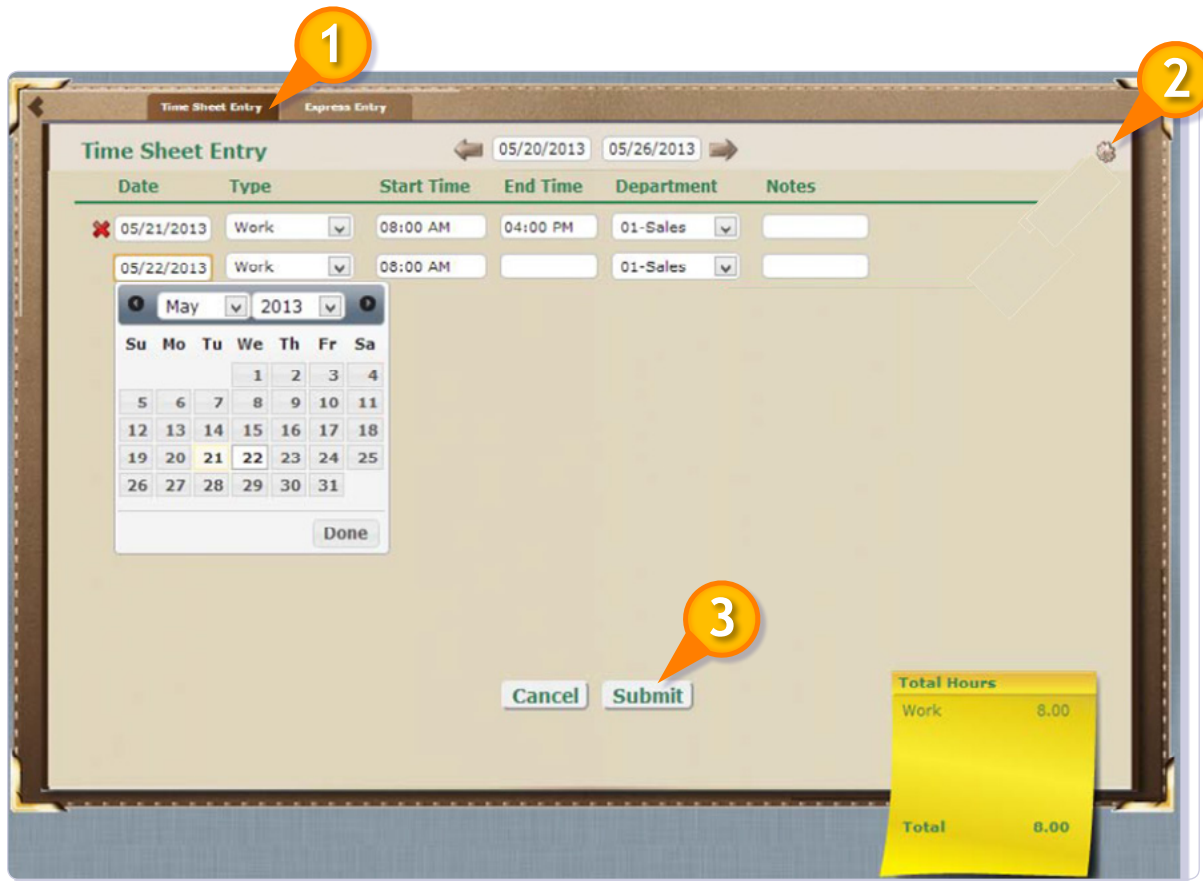Once your time sheet is complete, submit it for approval.

To submit a time sheet:

1. On the Employee Dashboard, click **Actions**. **(1)** The Time Sheet displays.

Submitting a Time Sheet - continued

2. Click **Time Sheet Entry. (1)** Note, Express Entry is the same as Time Sheet Entry; however, it displays the entire pay period view.

3. Click ⚙ **(2)** to view or hide additional time sheet information.

4. Click the Date Field. Select or enter a date. Click Tab or Enter on your keyboard to move between fields.

5. Select a pay type from the Type drop-down menu.

6. Enter the Start Time, End Time, and any other inputs, as needed. Notes and Department (Labor Levels) are optional, based on your payroll policies.

7. Click **Submit**. **(3)** Your manager receives your time sheet for approval.