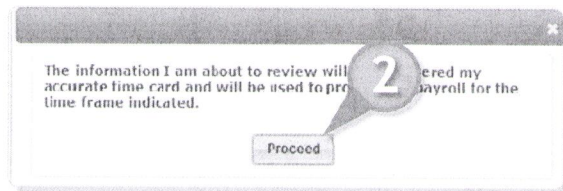
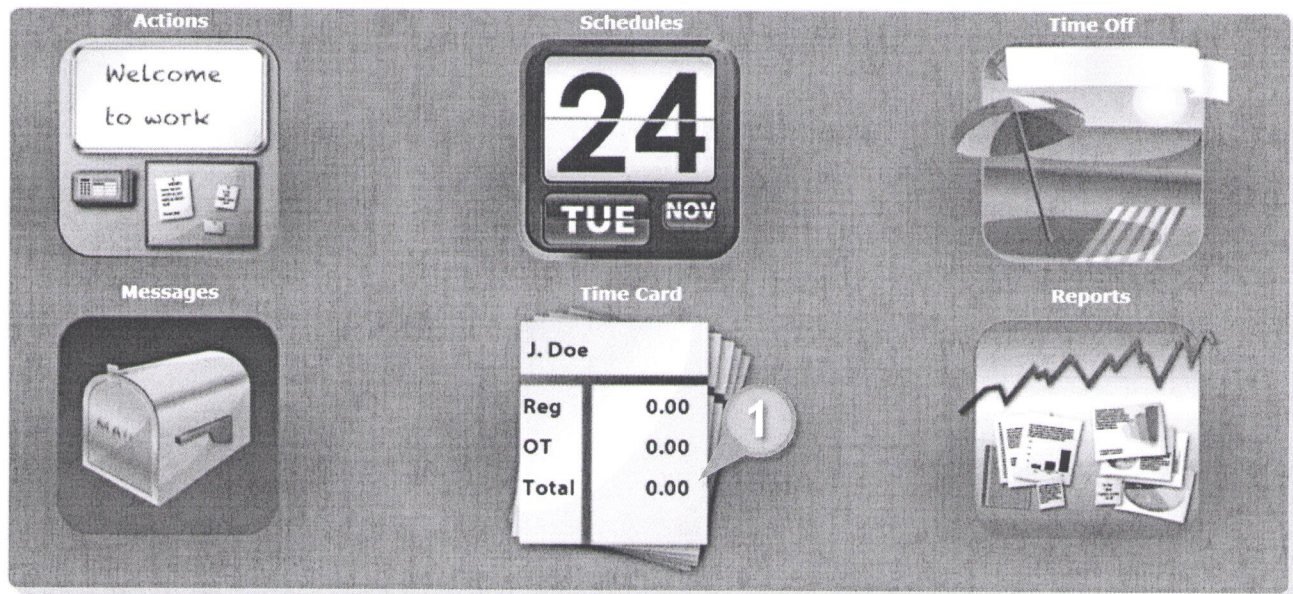


# Approving Time Cards in Paychex Flex Time

As an employee, you can approve your time cards in Paychex Flex<sup>sm</sup> 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 **X**.
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.

**Time Card**

08/12/2013 08/25/2013

Appr	Type	Day	Date	Time In	Time Out	Labor Level	Reg	OT	Unpaid	Notes
<input type="checkbox"/>	Work	Mon	08/12/2013	07:00 AM	03:30 PM		8.00	0.00	0.50	
<input checked="" type="checkbox"/>	Work	Tue	08/13/2013	07:00 AM	03:30 PM		8.00	0.00	0.50	
<input checked="" type="checkbox"/>	Work	Wed	08/14/2013	07:00 AM	03:30 PM		8.00	0.00	0.50	
<input checked="" type="checkbox"/>	Work	Thu	08/15/2013	07:00 AM	03:30 PM		8.00	0.00	0.50	
<input checked="" type="checkbox"/>	Work	Fri	08/16/2013	07:00 AM	03:30 PM		8.50	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Mon	08/19/2013	07:00 AM	03:30 PM		8.50	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Tue	08/20/2013	07:00 AM	03:30 PM		8.50	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Wed	08/21/2013	07:00 AM	03:30 PM		8.50	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Thu	08/22/2013	07:00 AM	03:30 PM		8.50	0.00	0.00	
<input type="checkbox"/>	Work	Fri	08/23/2013	X	03:30 PM		0.00	0.00	0.00	

I have reviewed my time card and agree to it's accuracy.

☐ **Approve All**

☐ Details ☒ Manager Approved ☐ Notes

**Legend**

☒ Details ☒ Manager Approved ☐ Notes

**Total Hours**

Work	74.50
Meal	2.00
<b>Total</b>	<b>76.50</b>