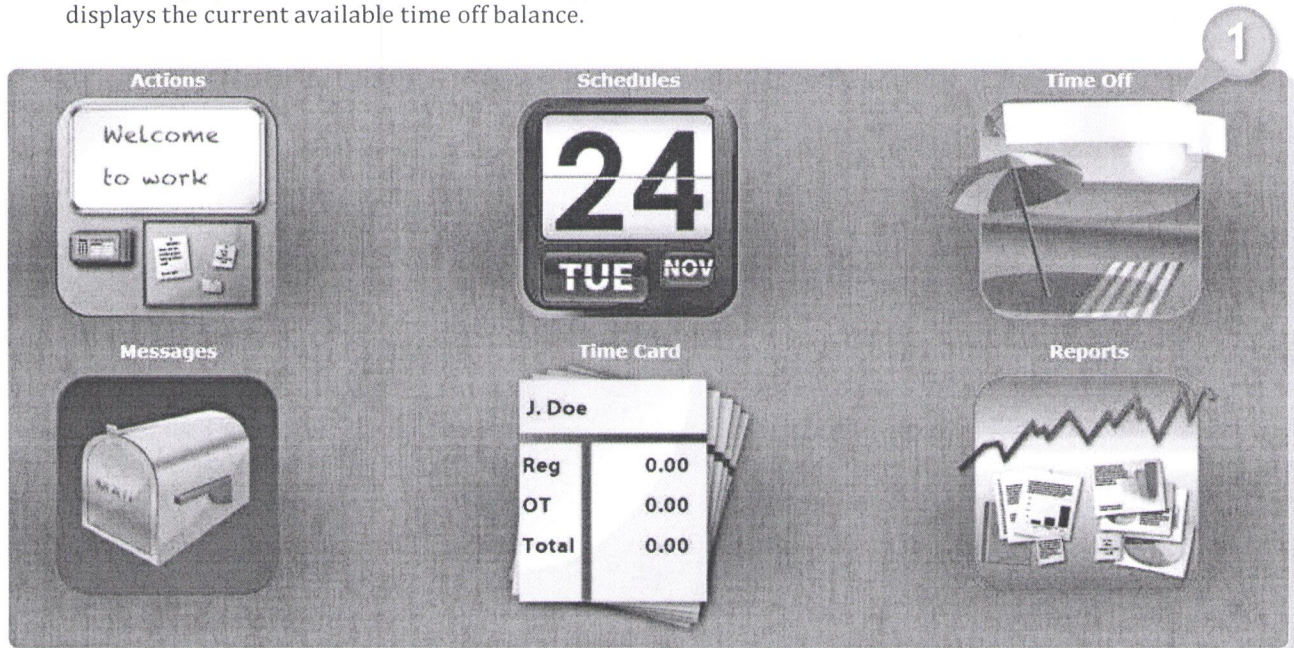


Requesting Time Off in Paychex Flex Time

As an employee, you can request time off in Paychex Flexsm Time. To request time off:

1. On the Employee Dashboard, click **Time Off**. (1) Note, the white banner displays the current available time off balance.

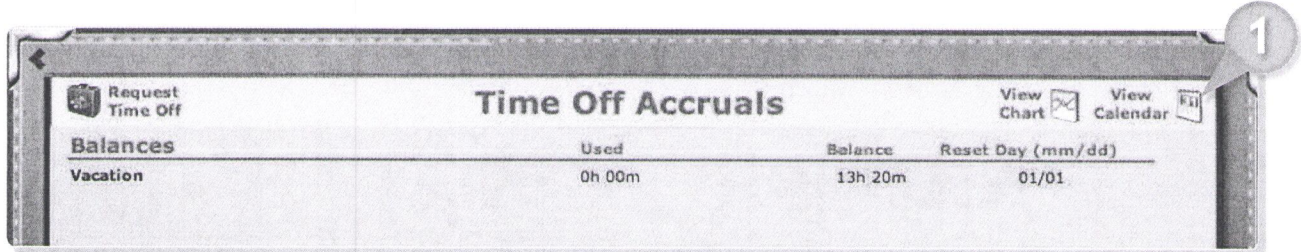


2. The Time Off Accruals screen displays. Click **View Chart** (2) to view how hours were accrued.

Balances	Used	Balance	Reset Day (mm/dd)
Vacation	0h 00m	13h 20m	01/01

Requesting Time Off - continued

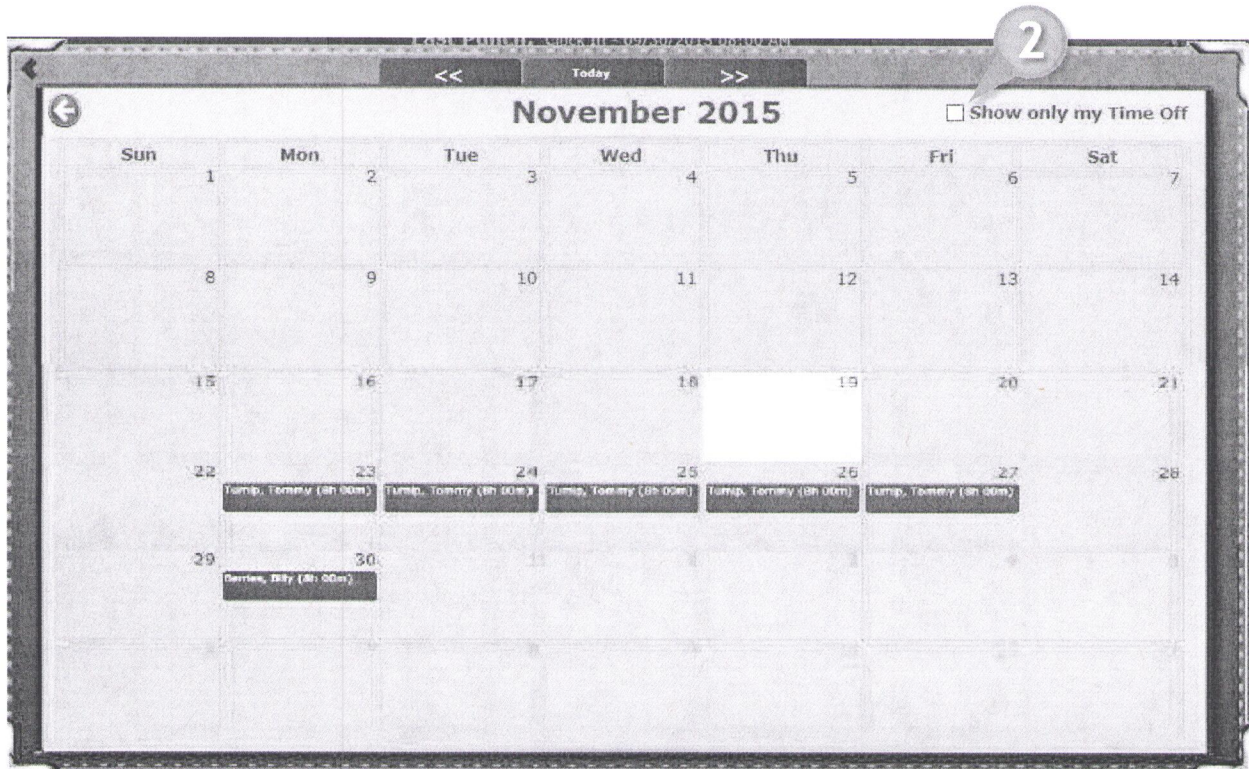
3. Click **View Calendar** (1) to view scheduled time off or the scheduled time off of others in your work group. If you wish to only display your time off, select **Show only my Time Off**. (2)



Time Off Accruals

Request Time Off View Chart View Calendar

Balances	Used	Balance	Reset Day (mm/dd)
Vacation	0h 00m	13h 20m	01/01



November 2015

<< Today >>

☐ Show only my Time Off

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Time off requests are shown as black bars with labels: "Lump, Tommy (8h 00m)" for Nov 22-26 and "Gerrin, Abby (8h 00m)" for Nov 29-30.

Requesting Time Off - continued

Here is some key Time Off Requests terminology that may display on the Time Off Requests screens:

- **Pay Type** - The type of Time Off hours. For example, "Vacation".
- **Used** - The number of hours that have already been taken or used within the accrual cycle.
- **Balance** - The number of hours available for time off requests.
- **Reset Day** - The date when all accruals are reset. Note, carryover rules may apply. See your manager for more details.

Requesting Time Off - continued

SUBMIT A TIME OFF REQUEST

To request time off:

1. On the Time Off Accruals screen, click **Request Time Off**. (1)

Balances	Used	Balance	Reset Day (mm/dd)
Vacation	0h 00m	13h 20m	01/01

2. The Time Off Requests screen displays. Enter data in the fields, as needed. Note, the Start Balance and End Balance (2) update as you enter the requested Date Range.

Time Off Request

Step 1 - Select a Type:

Type: Current Balance: 13h 20m

Step 2 - Choose When:

Date Range: 09/20/2013 - 09/20/2013 Start Balance: 20h 00m

Start Time: 08:00 AM Hours Per Day: 0.00 End Balance: 20h 00m

☐ Include Weekends

Step 3 - Submit the Request:

Notes:

Requesting Time Off - continued

- Once you have submitted the Time Off Request, it will display on your Time Off Accruals screen. (1)

Time Off Accruals

Request Time Off View View

Balances	Accrued	Granted	Used	Balance	Next Pay (mm/dd)
Vacation	13h 40m	13h 40m	0h 00m	13h 40m	09/12

Request Status (1)

[All]

Date	Type	Time	Hours	Status	Status Changed By	Employee Notes	Manager Notes	Delete
09/30/2013	Vacation	08:00 AM	8h 00m	Requested				X

- Once the Time Off Request is approved, the Status displays "Approved". If your manager has left you a note along with the request, click (2) to view the manager's note. To cancel a request, click X and a cancellation request is sent to your manager.

Request Status (1)

[All] (2)

Date	Type	Time	Hours	Status	Status Changed By	Employee Notes	Manager Note	Delete
09/30/2013	Vacation	08:00 AM	8h 00m	Approved	Banana, Shanna			X