

# 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.

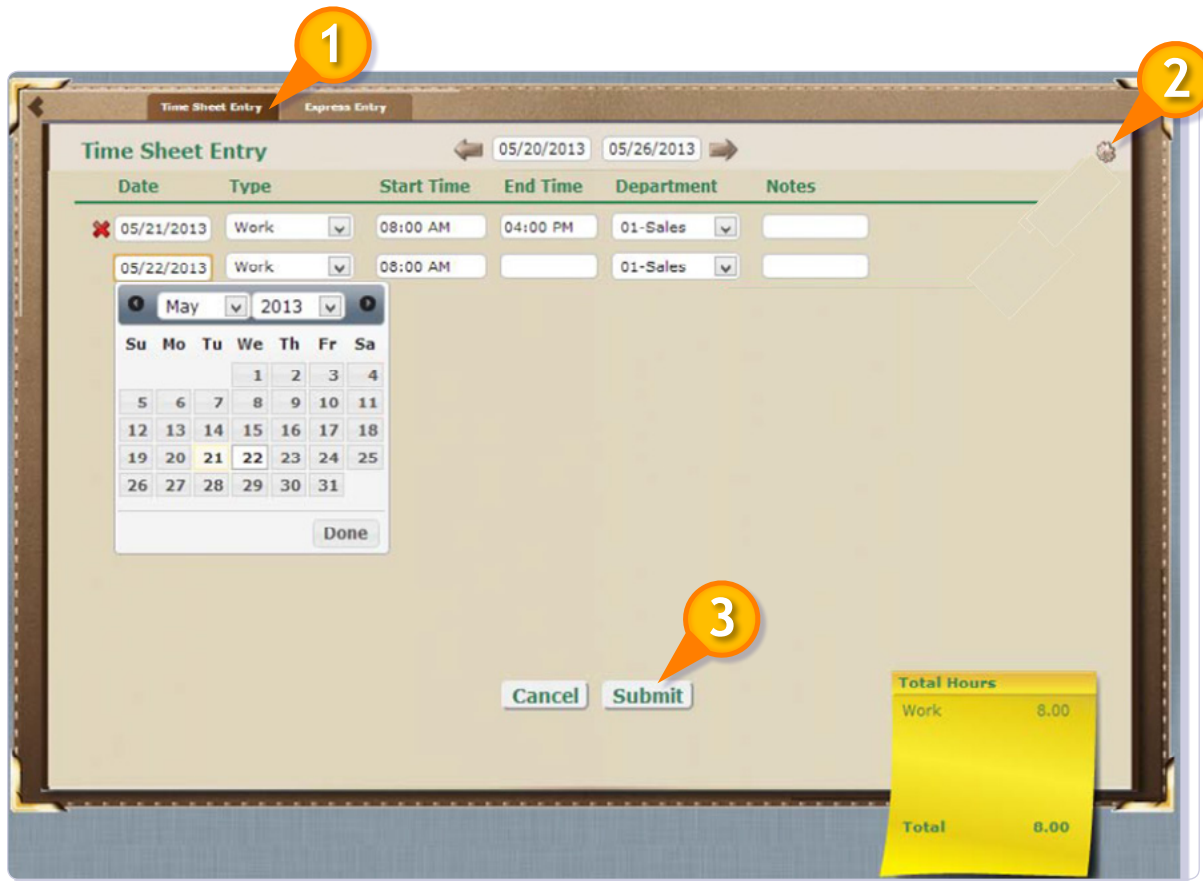
To submit a time sheet:

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.



The screenshot shows the 'Time Sheet Entry' interface. At the top, there are tabs for 'Time Sheet Entry' (highlighted with callout 1) and 'Express Entry'. Below the tabs, there are date pickers for '05/20/2013' and '05/26/2013'. A table lists time sheet entries with columns for Date, Type, Start Time, End Time, Department, and Notes. The first entry is for 05/21/2013, Work, 08:00 AM to 04:00 PM, 01-Sales. The second entry is for 05/22/2013, Work, 08:00 AM, 01-Sales. A calendar is open for May 2013, showing the 22nd as the selected date. At the bottom, there are 'Cancel' and 'Submit' buttons (with callout 3). A yellow sticky note in the bottom right corner shows 'Total Hours' for 'Work' as 8.00 and a 'Total' of 8.00. A gear icon in the top right corner is highlighted with callout 2.

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.