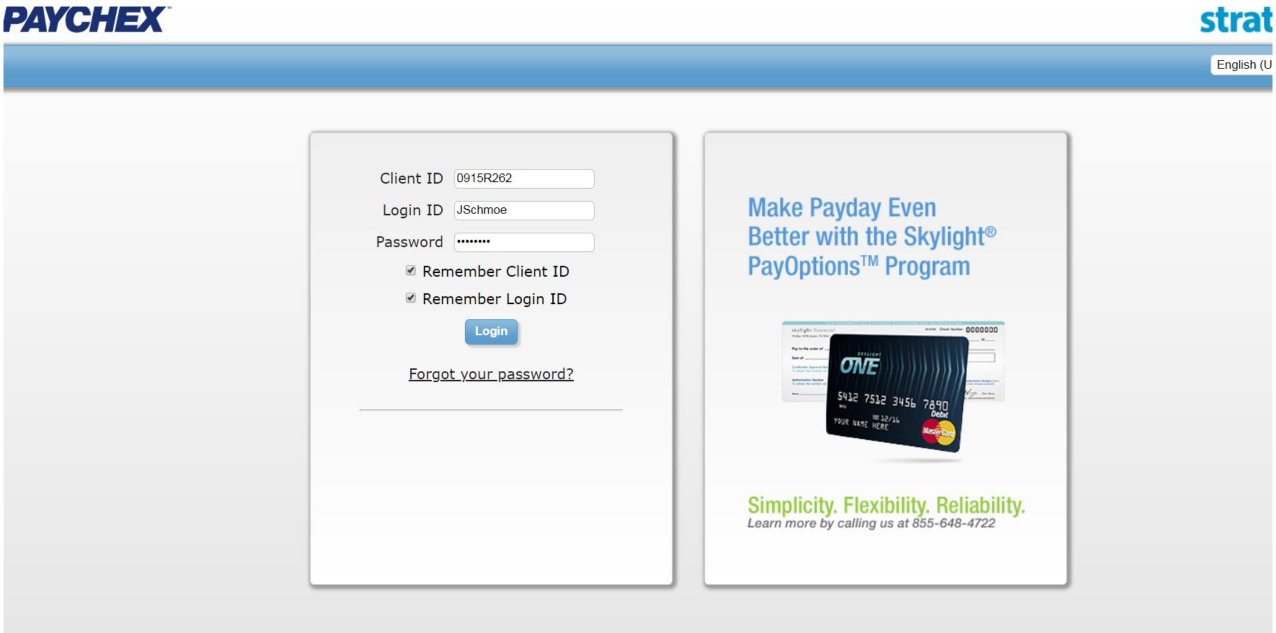
PayChex Time Entry Instructions

To access the time entry site, navigate to:

https://paychex.centralservers.com/

Your screen will look like this:



To log in, you will enter the following:

Client ID: 0915R262

Login ID: The Login ID is the first letter of your first name, capitalized, followed by your Last Name with first letter capitalized. For example: Jean Burke = JBurke or Joe Schmoe = JSchmoe

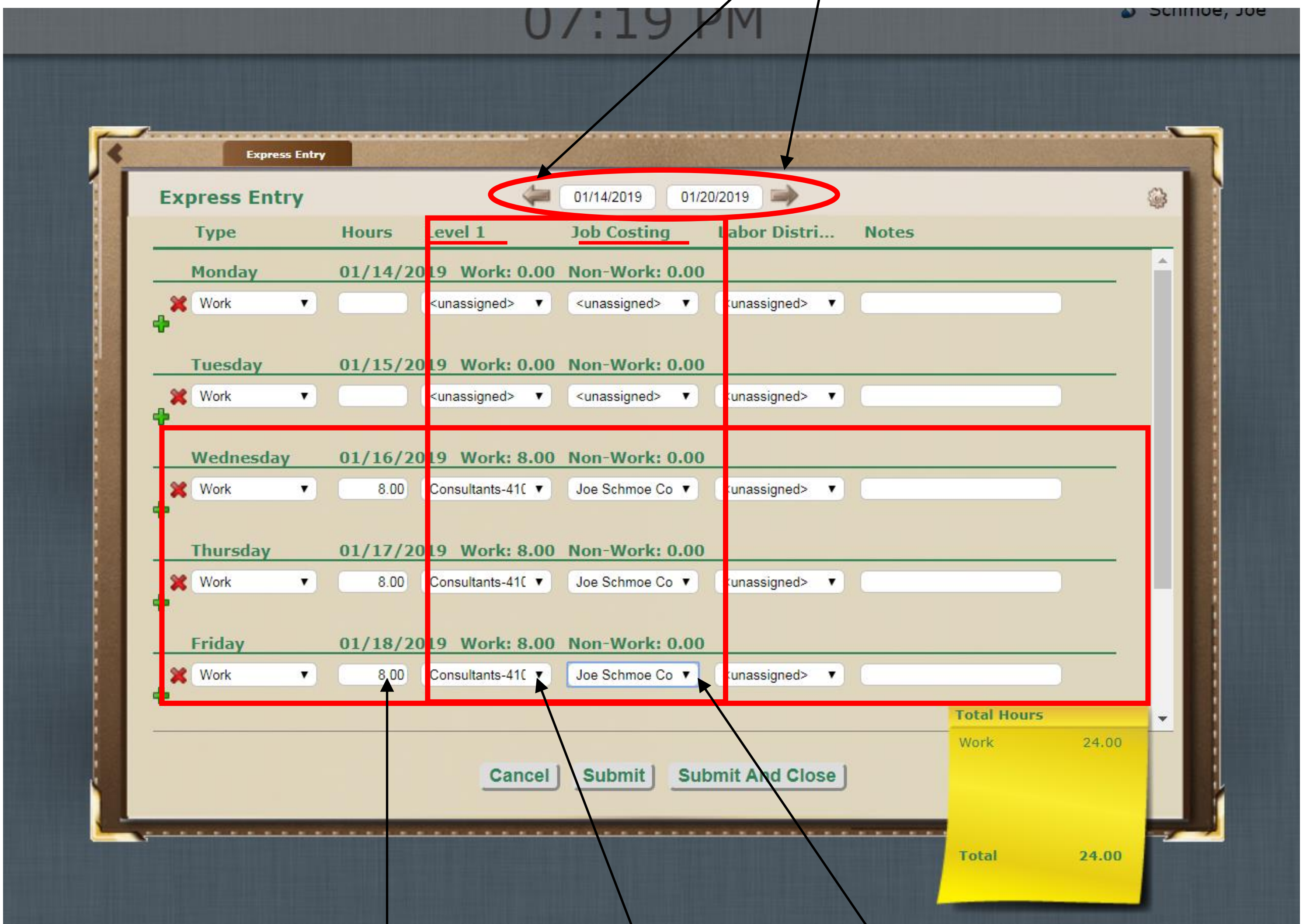
Password: The initial password is the same as your login above. After clicking login, you will immediately setup your permanent password.

Once you are logged in, your screen will look like this:

To enter your time, you are going to click on the Actions – Welcome to Work Icon.

The Express Entry screen will open. The time entry is organized by week. You will want to make sure you are on the correct week before starting. Use the arrows to move between weeks.

You will not record time for 1/14/19 or 1/15/19 because those 2 days are part of the prior pay period (1/1/19 – 1/15/19).



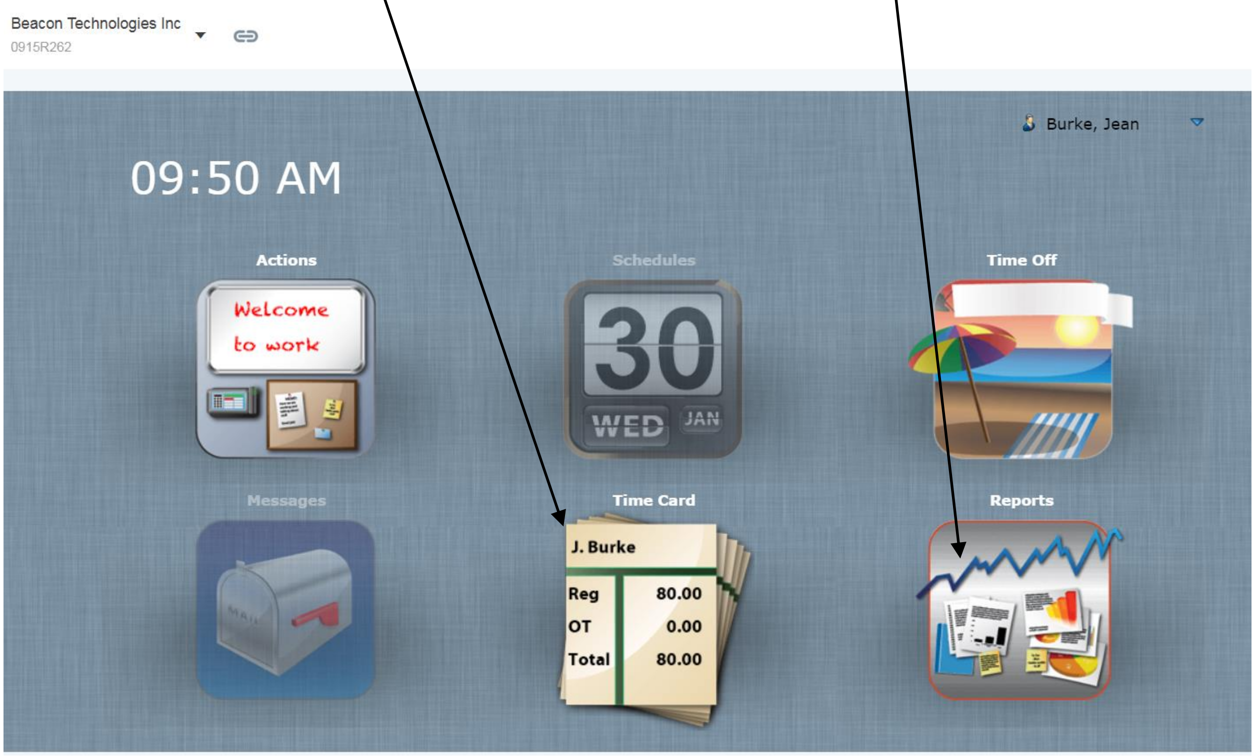
In this case, you will be starting to record time on Wednesday, 1/16/2019. You will be recording the total number of hours worked each day in the Hours field.

Under the Level 1 Column, you will select Consultants-4100. Under Job Costing column, you will select your project. If you are working for multiple clients, you will see multiple jobs to select, however, for the vast majority of us, there will only be one project. You can leave the "Labor Distri…" column as "<unassigned>". Use the notes column to provide any information pertinent to each day, if necessary. If you do not work a particular day, you will just leave that day blank.

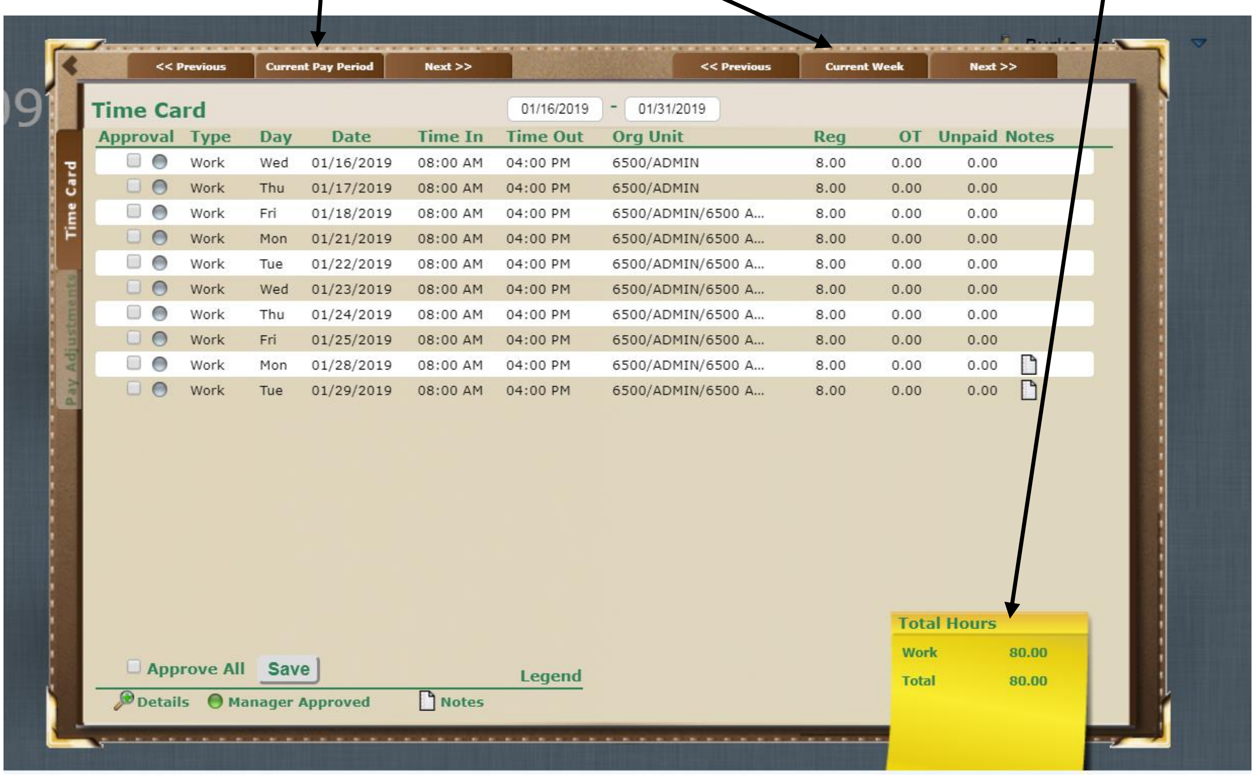
In the example above which is Joe Schmoe's time sheet entry screen, all of the entries are assigned to the Consultants Level and his specific project, which is "Joe Schmoe Consulting."

After entering all hours worked for the week, click on "Submit" if you want to save your entries, stay in the time entry, and move to the next week ****OR**** click on "Submit and Close" if you want to save your entries and exit the time entry.

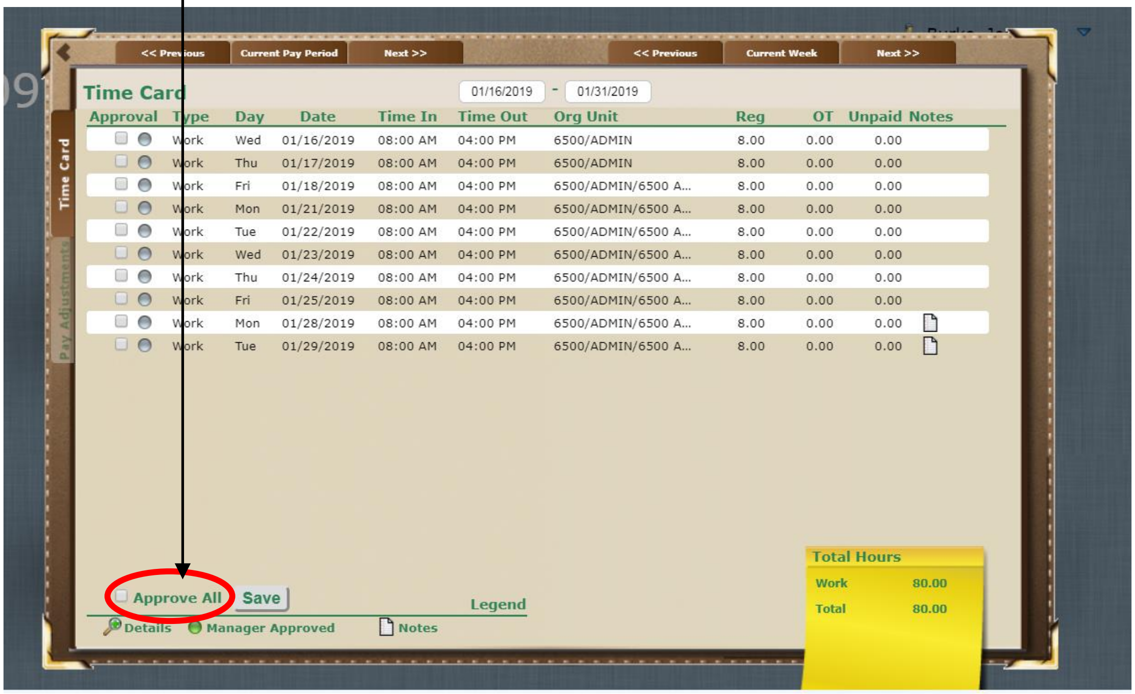
When you exit the time entry screen, you be back at the Main Time and Attendance screen. You can click on the Time Card Icon to view your time sheet or you can click on Reports to print your time sheet.



When you click on Time Card, you will see your time sheet data in a list format. Note there are two ways to view this --- by Pay Period or by Week. To be sure you have completed the full time sheet entry, be sure to view by Pay Period and make sure there are no missing days. You will also see the totals.



When you have viewed your time card and verified that all entries are correct and the information matches what you reported to the client, you will approve your entries. To do this, just click on the "Approve All" box. Doing this tells us in the office that your entries are complete and you will not be making any changes.



Under the Reports Icon on the main screen, you can print your time sheet or save it to PDF. Use the White Piece of Paper Icon to choose filters for the time sheet report you want to print. Once you have run a report, it will appear in the Generated Reports part of the window – just click on it to open it where you can print or save it.