

Time Entry

Time entry is done through our payroll service provider, PayChex. There are few steps that have to be completed before you will be able to enter time in our system.

1. First step is to complete all of your new hire paperwork and return the paperwork to the office. Once we have that, we will get you added to our payroll system as an employee.
2. Once you are added to the system, Jean Burke will initiate sending you an invite to setup your online account with PayChex. You will receive that invite via email from PayChex. The instructions below detail what that email will look like and how to proceed.
3. After you have completed #2 above and setup your personal online account with PayChex, Jean will activate your time entry module. At this point, you will be all set to start recording time. If you are having difficulties, please contact Jean for assistance.
4. Please use the following instructions to complete this process.

PayChex Online Account Setup Instructions

You will be receiving an invite via email from PayChex to setup your account. This account will also allow you to retrieve your paystubs and W-2s. Once you set up your account, Jean Burke will activate the time entry system allowing you access to your timecards.

1. The subject line of the email you will receive will say: "Just for you – see your paycheck online."
2. The body of the email will look like this: Click on Set Up My Account.

To make sure you get paid for all your hard work, your employer uses Paychex. Go online anytime to see that everything looks square. You'll also find any earnings and deductions, your tax info, and more.

Ready?

Let's get started.

Set Up My Account

That's it!

If you have any questions, your employer can help. Please do not reply to this message. Replies will not be received. For information regarding privacy and security at Paychex, see our [Privacy Statement](#).

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3. You will be prompted to enter your general information – name, SSN, etc. Be sure to enter your address as it shows on your pay stubs. Enter your CELL PHONE NUMBER for the primary phone number – this will be used later in the security section.

4. After verifying your information, click on Continue.

5. You will then setup your security questions.

6. You will then setup the Security Verification options. Choose the recommended setting which is to send a verification code: “When I Log in from an unrecognized device.” Choose the “Text Me” option to set that as the default. Check the acknowledgement box, the click Continue.

7. On the next screen you will setup your login and password information:

The screenshot shows a multi-step registration process. At the top, five steps are listed: 1. Personal Information, 2. Security Information, 3. Security Level, 4. Account Information (highlighted with a blue circle), and 5. Email Verification. The main heading is "Sign-Up: Account Information". Below it, a note says "(Fields marked with a '*' are required.)". The form contains several fields: "Create Username:*" with the value "BestConsultantEver"; "Create Password:*" and "Verify Password:*" fields, both containing masked characters and a strength indicator below them; "Primary Email:*" and "Verify Email:*" fields, both containing "youremailaddress@wherever.com"; and "Create PIN:*" and "Verify PIN:*" fields, both containing masked characters. At the bottom left, there is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot".

8. The PayChex system will then send you an email to the email address you listed earlier – open the email and click on the link to activate your account. As part of the activation, the system will send a verification text to your phone. Be sure to mark that you are logging in from a private computer, so it doesn't send a verification text every time you log in.
9. Once your account has been setup, Jean Burke will activate the time keeping module for you.

If you have any questions or issues getting your PayChex Flex account setup, please contact Jean Burke at jburke@beacontechinc.com or 608-233-9910.

Using the Time Entry System

Now that your PayChex Flex account has been setup, you may now begin using the time entry system. Please see the following detailed instructions for using the system. The system will retain your time information so you will be able to go back and review previous time entries if necessary. You will also have the ability to print your time sheet or save it to PDF.

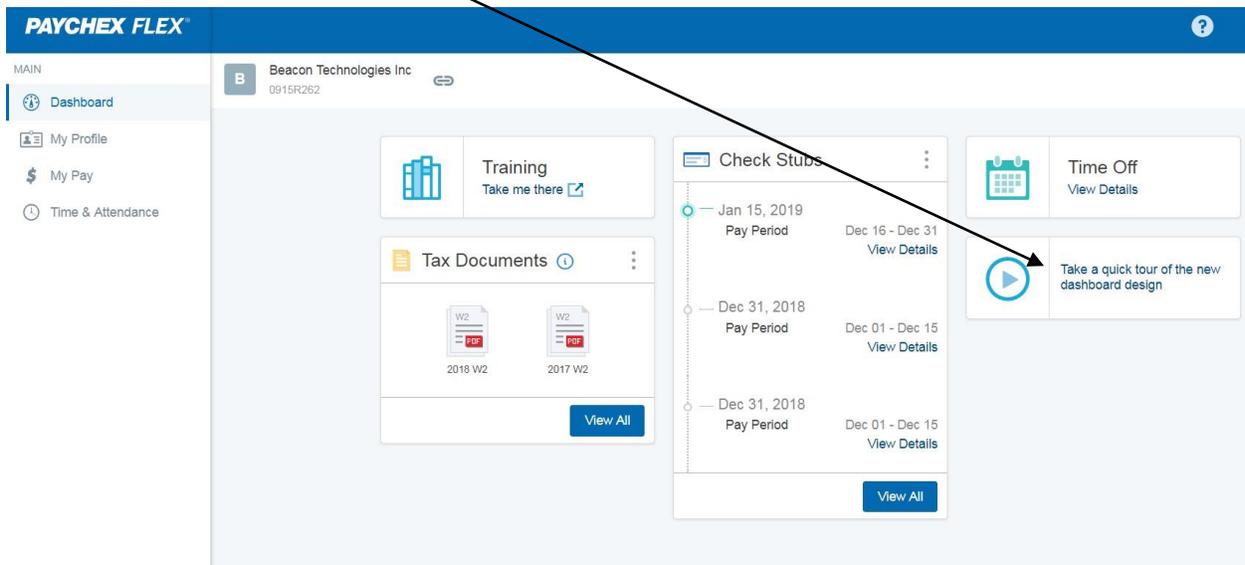
If you have questions or are having difficulties using the system, please contact Jean for assistance.

Time must be recorded by end of day on the 15th and last day of each month.

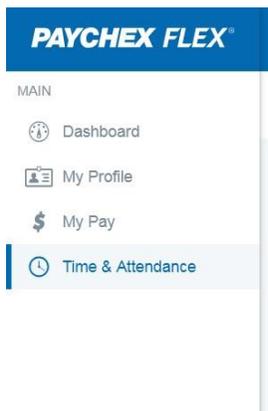
Time Entry - Instruction

Timecards are due on the 15th and the last day of the month. If one of those days fall during the weekend, please submit on the Friday before.

When logging into your PayChex account (https://myapps.paychex.com/landing_remote/html), your screen should look similar to this. There is a quick tour that shows you the features here:



Going forward, you will use your PayChex portal to retrieve your paystubs, W-2's and to access the time entry system. You can also update your personal information such as address, etc. You will notice a "Time off" icon on the screen – this part is not fully setup up yet. We'll keep you posted as to when that is working.

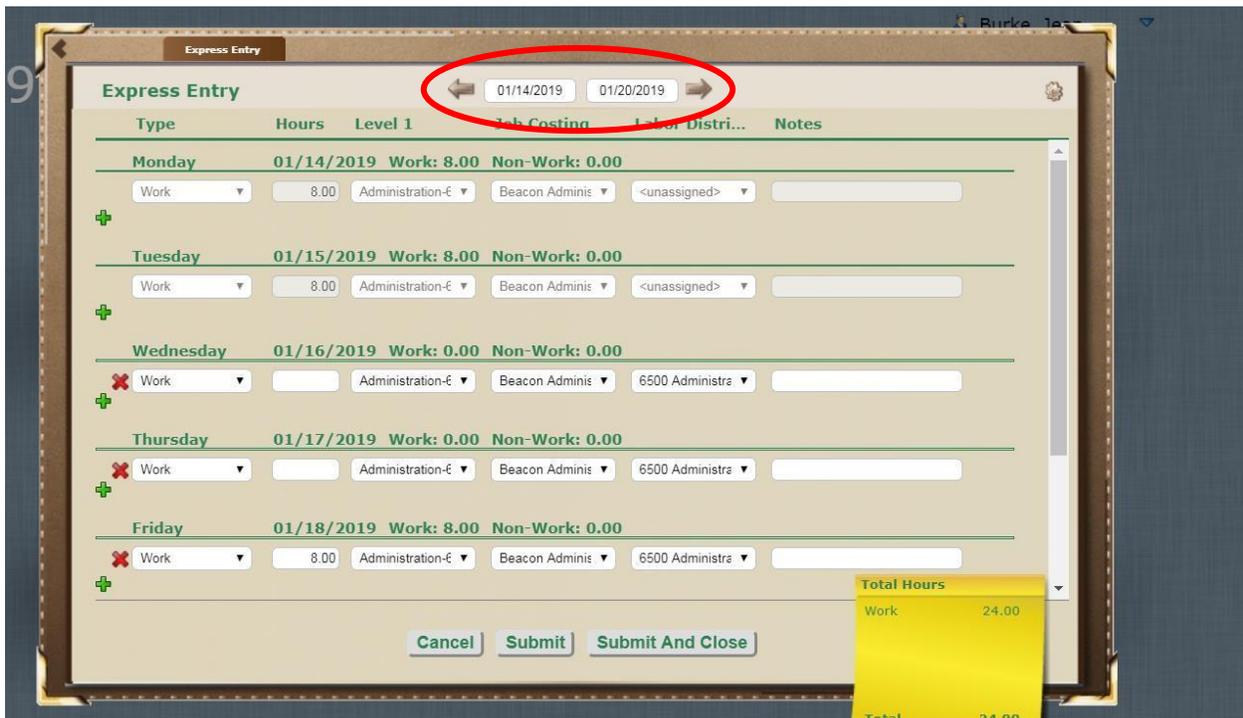


Click on Time & Attendance on the left side of the screen to access time entry.

When the time entry screen opens up, it will look like the screen below. 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. Beacon pay cycles are the 1st of the month to the 15th and the 16th to the last day of the month.



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Express Entry

01/14/2019 01/20/2019

Type	Hours	Level 1	Job Costing	Labor Distri...	Notes
Monday 01/14/2019 Work: 8.00 Non-Work: 0.00					
Work	8.00	Administration-E	Beacon Adminis	<unassigned>	
Tuesday 01/15/2019 Work: 8.00 Non-Work: 0.00					
Work	8.00	Administration-E	Beacon Adminis	<unassigned>	
Wednesday 01/16/2019 Work: 0.00 Non-Work: 0.00					
Work		Administration-E	Beacon Adminis	6500 Administra	
Thursday 01/17/2019 Work: 0.00 Non-Work: 0.00					
Work		Administration-E	Beacon Adminis	6500 Administra	
Friday 01/18/2019 Work: 8.00 Non-Work: 0.00					
Work	8.00	Administration-E	Beacon Adminis	6500 Administra	

Cancel Submit Submit And Close

Total Hours
Work 24.00
Total 24.00

You will be recording the total number of hours worked each day in the Hours field.

Under the **Job Costing** field, you need to 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 Level 1 and Labor Distri... columns alone**. Both of those might say "Unassigned", but that's ok. In the example above which is my time sheet entry screen, all of my entries are assigned to my project which is "Beacon Administration."

SALARIED CONSULTANTS

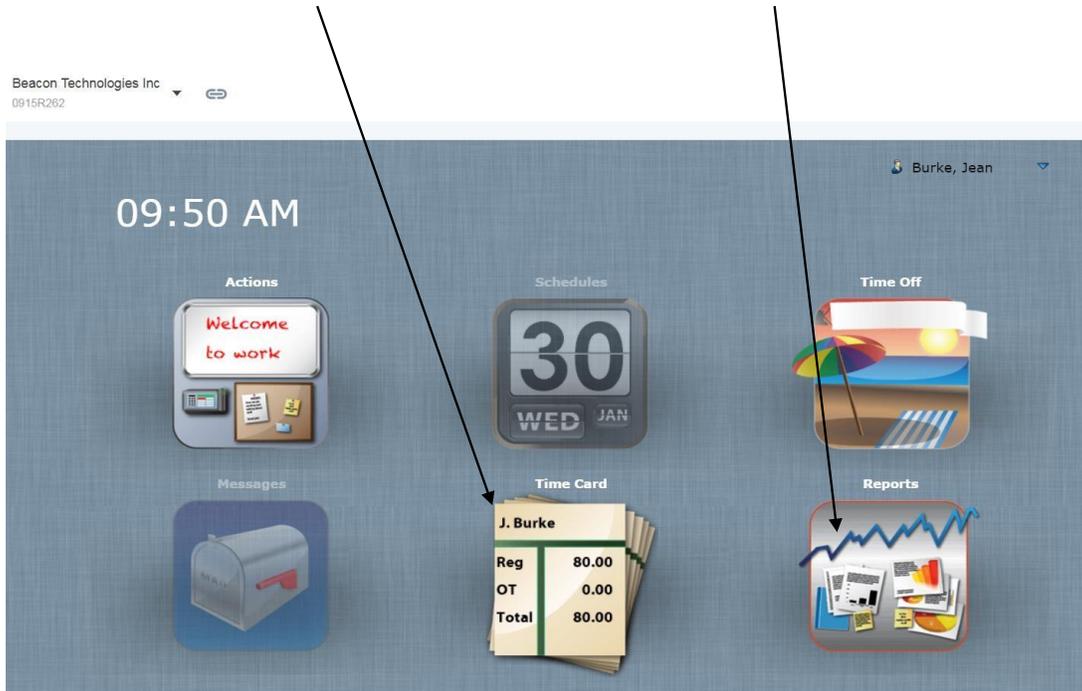
Salaried consultants will have multiple options to choose from in the Type Column. You will have options for recording Paid Time Off, Comp Time Used (Not Earned), Bench Time, and Holiday Time.

HOURLY CONSULTANTS

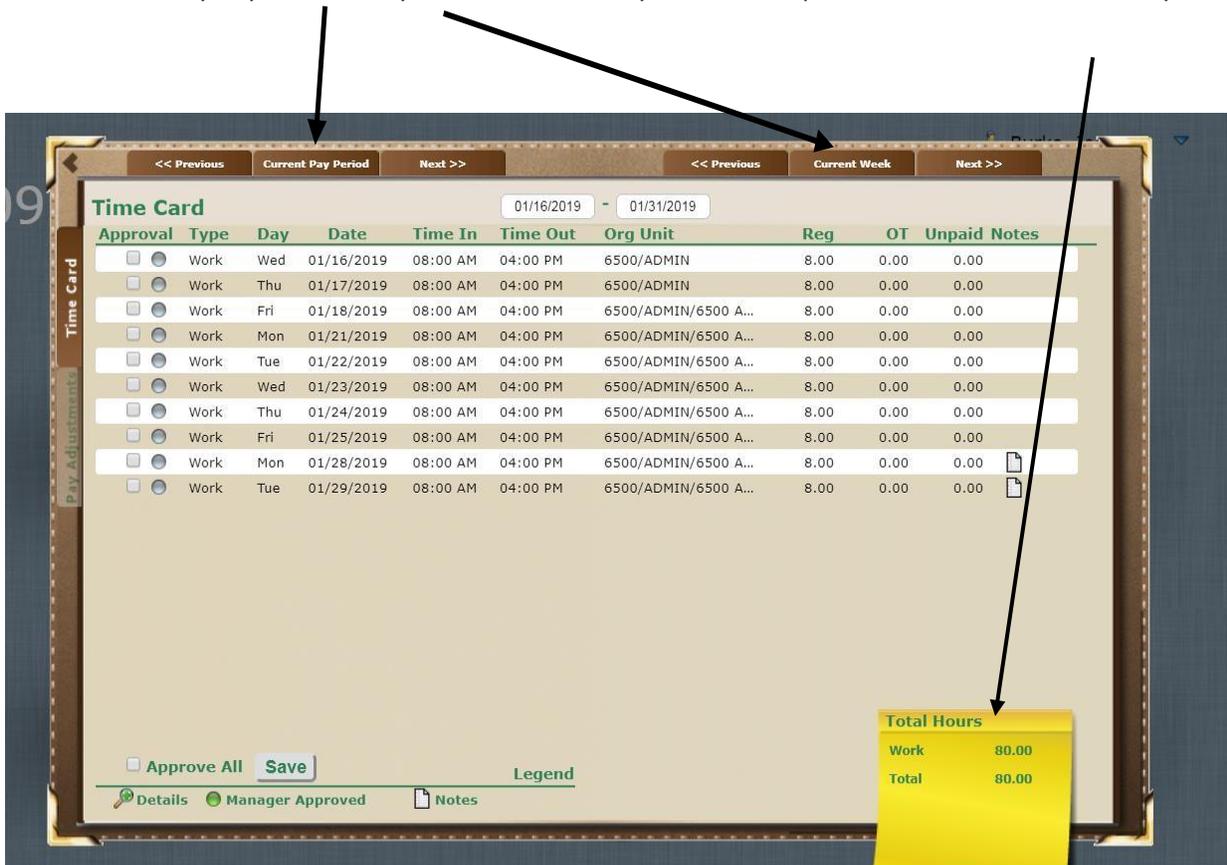
Hourly consultants will only be recording Work Time. If you do not work a particular day, you will not record any hours on the time sheet.

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.

The screenshot shows the 'Time Card' interface for the period 01/16/2019 to 01/31/2019. The table below lists the work entries:

Approval	Type	Day	Date	Time In	Time Out	Org Unit	Reg	OT	Unpaid	Notes
<input type="checkbox"/>	Work	Wed	01/16/2019	08:00 AM	04:00 PM	6500/ADMIN	8.00	0.00	0.00	
<input type="checkbox"/>	Work	Thu	01/17/2019	08:00 AM	04:00 PM	6500/ADMIN	8.00	0.00	0.00	
<input type="checkbox"/>	Work	Fri	01/18/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A...	8.00	0.00	0.00	
<input type="checkbox"/>	Work	Mon	01/21/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A...	8.00	0.00	0.00	
<input type="checkbox"/>	Work	Tue	01/22/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A...	8.00	0.00	0.00	
<input type="checkbox"/>	Work	Wed	01/23/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A...	8.00	0.00	0.00	
<input type="checkbox"/>	Work	Thu	01/24/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A...	8.00	0.00	0.00	
<input type="checkbox"/>	Work	Fri	01/25/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A...	8.00	0.00	0.00	
<input type="checkbox"/>	Work	Mon	01/28/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A...	8.00	0.00	0.00	
<input type="checkbox"/>	Work	Tue	01/29/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A...	8.00	0.00	0.00	

At the bottom of the interface, the 'Approve All' button is circled in red. To its right is a 'Save' button. Below these buttons are icons for 'Details', 'Manager Approved', and 'Notes'. A yellow 'Total Hours' summary box is visible on the right side of the screen, showing:

Total Hours	
Work	80.00
Total	80.00

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.

The screenshot shows the 'Reports' interface. On the left side, there is a 'Time Card' icon circled in red. The main area is divided into two sections: 'Time Card' and 'Generated Reports'.