# **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.



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.

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Personal Information	Security Information	Security Level	Account Information	Email Verification
Sign-Up: Personal Ir	formation			
Welcome to the PAYCHEX R	FLEX system. To register your	account, complete the i	nformation below	
(Fields marked with a "" are	required.)			
First Name:*	213	Last Namo:*		
Date of Birth:*				
Month • Day	• Year •			
\$\$N:*	Re-enter SSN:*			
808-88-8080	tan nu unta	~		
Primary Telephone:*	Extension:	Second	ary Telephone: Exte	ension:
(800) 088-0008		(ma)	928-9284	
Please enter the home addr up your account.	ess that matches our payroll re	cords. If another addre	se is used, we may not be able to	set
Address Line 1:*		Address Line 2:		
City:*	State:*		Zip:* Cou	antry:"
	Select	State	r U	inited States

- 4. After verifying your information, click on Continue.
- 5. You will then setup your security questions.

Sign-Up: Security Information		
Select four security questions and enter the answers.		
(Fields marked with a '*' are required.)		
Security Question One:*		Answer:*
What is your favorite play?	•	
Security Question Two:*		Answer:*
What was the last name of your first grade teacher?	•	
Security Question Three:*		Answer:*
What model year was your first car?	•	
Security Question Four:*		Answer:*
What year do you plan on retiring?	•	
		Cancel Previous Continue

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.

Personal Information       Security Information       Security Level         Sign-Up: Security Level         From time to time, the enhanced login process may require more information to complete your login.         Please choose a security level you'd like us to use to provide this Information         Maximum Security         Security Level         Security Information code:         When I log in from an unrecognized device (recommended)         Every time I log in         Stature alternative security coptions    Select a default method to receive verification codes. You will be able to update the default method in your profile. Phone Next Metasge rates may apply for ted option. Next Me	0	2	3	0	6
Sign-Up: Security Level         From time to time, the enhanced login process may require more information to complete your login.         Please choose a security level you'd like us to use to provide this information:         Maximum Security         Send me a verification code:            • When I log in from an unrecognized device (recommended)         • Every time I log in         • Every time I log in         • Security options          Select a default method to receive verification codes. You will be able to update the default method in your profile.         Phone         (XOX) XOX-4186         • Text Me         • Call Me         • Ask Every Time         Note Metages rates may apply for text option.	Personal Information	Security Information	Security Level	Account Information	Email Verification
From time to time, the enhanced login process may require more information to complete your login. Please choose a security level you'd like us to use to provide this information:  Maximum Security Send me a verification code:   When I log in from an unrecognized device (recommended)  Every time I log in  Every time I log in  Select a default method to receive verification codes. You will be able to update the default method in your profile.  Phone  (XOX) XOX-4186  Text Me Call Me Call Me Ask Every Time  Note Message rates may apply for text option:  Pl acknowledge I have read and understand the user security levels.*	Sign-Up: Security Lev	vel			
Please choose a security level you'd like us to use to provide this information:  Maximum Security Send me a verification code:   When I log in from an unrecognized device (recommended)  Every time I log in  Security time I log in  Security time alternative security options  Select a default method to receive verification codes. You will be able to update the default method in your profile.  Phone  (XXX) XXX-4186  Text Message rates may apply for test option.  Note: Message rates may apply for test option.  I a chowledge I have read and understand the user security levels.*	From time to time, the enhan	ced login process may require	more information to compl	lete your login.	
Maximum Security Send me a verification code:    When I log in from an unrecognized device (recommended)  Every time I log in  Every time I log in  Select a default method to receive verification codes. You will be able to update the default method in your profile.  Phone (XXX) XXX-4186  Text Me Call Me Ask Every Time Note: Message rates may apply for text option.  I acknowledge I have read and understand the user security levels.*	Please choose a security leve	el you'd like us to use to provid	le this information:		
Send me a verification code:    When I log in from an unrecognized device (recommended)  Every time I log in  Every time I log in  Show me alternative security options  Select a default method to receive verification codes. You will be able to update the default method in your profile.  Phone  (XXX) XXX-4186  Text Me Call Me Call Me Ask Every Time  Note: Message rates may apply for test option.  I a chnowledge I have read and understand the user security levels.*	Maximum Security				
When I log In from an unrecognized device (recommended)  Every time I log In  Every time I log In  Show me alternative security options  Select a default method to receive verification codes. You will be able to update the default method in your profile.  Phone  (XXX) XXX-4186  Text Me Call Me Ask Every Time Note: Message roles may apply for test option.  I acknowledge I have read and understand the user security levels.*	Send me a verification code:				
Every time I log in     Show me alternative security options  Select a default method to receive verification codes. You will be able to update the default method in your profile.  Phone (XXX) XXX-4186     Text Me     Call Me     Ask Every Time Note: Message rates may apply for test option.  I acknowledge I have read and understand the user security levels.*  Carroll  Carro	When I log in from an un	recognized device (recommer	nded) 🕜		
Show me alternative security options  Select a default method to receive verification codes. You will be able to update the default method in your profile.  Phone (XXX) XXX-4186 Text Me Call Me Ask Every Time Note: Message rates may apply for text option.  I acknowledge I have read and understand the user security levels.*  Cancel Provide Call Me Cancel Call Me Cancel C					
Shew me alternative security options Select a default method to receive verification codes. You will be able to update the default method in your profile. Phone (XXX) XXX-4186 Text Me Call Me Ask Every Time Note: Message rates may apply for text option.  I acknowledge I have read and understand the user security levels.* Cancel Provides Continue.	Cvery time riog in				
Select a default method to receive verification codes. You will be able to update the default method in your profile.  Phone (XXX) XXX-4186 Text Me Call Me Ask Every Time Note: Message rates may apply for text option.  I acknowledge I have read and understand the user security levels.*	Show me alternative securit	y options			
Serect a denault method in receive verification codes, four will be able to dpoale the denault method in your profile.  Phone (XXX) XXX-4186  Text Me Call Me Call Me Ask Every Time Note Message rates may apply for text option.  I acknowledge I have read and understand the user security levels.*  Cancel Provides Continue.	Colori a default method to re-	echie verification codes. Vou	ill be able to undate the de	foult mothed in value and in	
Phone (XXX) XXX-4186 Text Me Call Me Ask Every Time Note: Message rates may apply for text option.  I acknowledge I have read and understand the user security levels.*  Parcel Provious Continue	Select a default method to re-	ceive vernication codes. You v	vill be able to update the de	adur method in your prome.	
(XXX) XXX-4186 ● Text Me ○ Call Me ○ Ask Every Time Note: Message rates may apply for test option.  I acknowledge I have read and understand the user security levels.*  Cancel Provious Continue.	Phone				
Note: Message rates may apply for test option.	(XXX) XXX-4186	Text Me	Me OAsk Every	Time	
I acknowledge I have read and understand the user security levels.* Cancel Provinus Continue	Note: Message rates may apply for text of	option.			
Cannel Previous Continue	I acknowledge I have read	and understand the user secu	urity levels."		
Currier Providus Continue				Cancel	Previous Continue

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

0	2	3	4	5
Personal Information	Security Information	Security Level	Account Information	Email Verification
Sign-Up: Account Infor	rmation			
(Fields marked with a '*' are red	quired.)			
Create Username:*				
BestConsultantEver	0			
Create Password:*	Verify Pass	sword:*		
•••••		•••		
Primary Email:*		Verify Email:*		
youremailaddress@wherever	.com	youremailaddress@w	herever.com	$\checkmark$
Create PIN:* Verify	PIN:*			
	√ 0			
I'm not a robot	reCAPTCHA Privacy-Terms			

- 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. <u>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.</u>
- 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 <u>jburke@beacontechinc.com</u> 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 15<sup>th</sup> and last day of each month.

## **Time Entry - Instruction**

Timecards are due on the 15<sup>th</sup> 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 (<u>https://myapps.paychex.com/landing\_remote/html</u>), your screen should look similar to this. There is a quick tour that shows you the features here:

IN	B Beacon Technolo	ogies Inc				
Dashboard	0915R262					
<ul> <li>My Profile</li> <li>My Pay</li> <li>Time &amp; Attendance</li> </ul>		Training Take me there 🗹	Check Stubs	Dec 16 - Dec 31 View Details		Time Off View Details
		Tax Documents         Image: Constraint of the second	o Dec 31, 2018 Pay Period	Dec 01 - Dec 15 View Details	<b>E</b>	Take a quick tour of the ne dashboard design
		View All	o — Dec 31, 2018 Pay Period	Dec 01 - Dec 15 View Details		
			-1	View All		

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.



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 1<sup>st</sup> of the month to the 15<sup>th</sup> and the 16<sup>th</sup> to the last day of the month.

Express Entry		01/14/2019 01/20/2019		9
Туре	Hours Level 1	Job Costing Labor Distri Note	es	
Monday	01/14/2019 Work: 8.00	Non-Work: 0.00		^
Work 🔻	8.00 Administration-E 🔻	Beacon Adminis		
<b>+</b>				
Tuesday	01/15/2019 Work: 8.00	Non-Work: 0.00		
Work 🔻	8.00 Administration-£ 🔻	Beacon Adminis		
<b>+</b>				
Wednesday	01/16/2019 Work: 0.00	Non-Work: 0.00		
Work 🔻	Administration-& 🔻	Beacon Adminis 🔻 6500 Administra 🔻		
4				
Thursday	01/17/2019 Work: 0.00	Non-Work: 0.00		
Work •	Administration-E 🔻	Beacon Adminis V 6500 Administra V		
Friday	01/18/2019 Work: 8.00	Non-Work: 0.00		
Work •	8.00 Administration-€ ▼	Beacon Adminis 🔻 6500 Administra 🔻		
*			Total Hours	
			WORK	24.00

Express	ntry		4	01/14/2019	1/20/2019 🔿				0
Туре		Hours	Level 1	Job Costing	abor Distri	Notes			
Monda	ŧ.	01/14/2	019 Work: 8.00	Non-Work: 0.0	00				
Work	¥.	8.00	Administration-E 🔻	Beacon Adminis	<pre>v <unassigned> v</unassigned></pre>				
+									
Tuesda	/	01/15/2	019 Work: 8.00	Non-Work: 0.0	00				
Work	Ŧ	8.00	Administration-& 🔻	Beacon Adminis	<unassigned> V</unassigned>				
*									
Wedne	day	01/16/2	019 Work: 0.00	Non-Work: 0.0	00				
Work	•		Administration-& •	Beacon Adminis	6500 Administra 🔻				
ч <b>г</b>									
I hursd	iy -	01/1//2	019 Work: 0.00	Non-Work: 0.0	OC	(			
			Administration-c +	Deacon Adminis	obuo Administra 🔹				
Friday		01/18/2	019 Work: 8.00	Non-Work: 0.0	00				
X Work	•	8.00	Administration-6 🔻	Beacon Adminis	6500 Administra 🔻				
<b>+</b>		•		4			Total Hours		-
							Work	24.00	
			Cancel	Submit	ubmit And Close				
			and the second second second second						
							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,

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	<<	Previous	Curre	nt Pay Period	Next >>	a superior	<< Previous	Current	Week	Next >	>>	
1	Time C	ard				01/16/2019	- 01/31/2019					
10	Approva	Туре	Day	Date	Time In	Time Out	Org Unit	Reg	OT	Unpaid	Notes	
		Work	Wed	01/16/2019	08:00 AM	04:00 PM	6500/ADMIN	8.00	0.00	0.00		
		Work	Thu	01/17/2019	08:00 AM	04:00 PM	6500/ADMIN	8.00	0.00	0.00		
		Work	Fri	01/18/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00		
		Work	Mon	01/21/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00		
		Work	Tue	01/22/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00		
		Work	Wed	01/23/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00		
		Work	Thu	01/24/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00		
		Work	Fri	01/25/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00		
		Work	Mon	01/28/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00		
	0	Work	Tue	01/29/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00		
	🗆 Apj	prove Al	Sav	e		Legend			Tota Wor Tota	al Hours k	80.00 80.00	

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.

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-	Time C	ard					01/16/2019	- 01/31/2019				_
	Approva	al T	ype	Day	Date	Time In	Time Out	Org Unit	Reg	OT	Unpaid Notes	
		) v	ork	Wed	01/16/2019	08:00 AM	04:00 PM	6500/ADMIN	8.00	0.00	0.00	
		) V	ork	Thu	01/17/2019	08:00 AM	04:00 PM	6500/ADMIN	8.00	0.00	0.00	
		) v	ork	Fri	01/18/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00	
		) v	ork	Mon	01/21/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00	
		) v	ork	Tue	01/22/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00	
		) V	ork	Wed	01/23/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00	
		) v	ork	Thu	01/24/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00	
		) v	ork	Fri	01/25/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00	
		) v	ork	Mon	01/28/2019	08:00 AM	04:00 PM	6500/ADMIN/6500 A	8.00	0.00	0.00	
	Det	opro	ve All	Sav	e Approved	Notes	Legend			Tota Wor Tota	al Hours k 80.00 I 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.

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Reports	
Time Card	Generated Reports