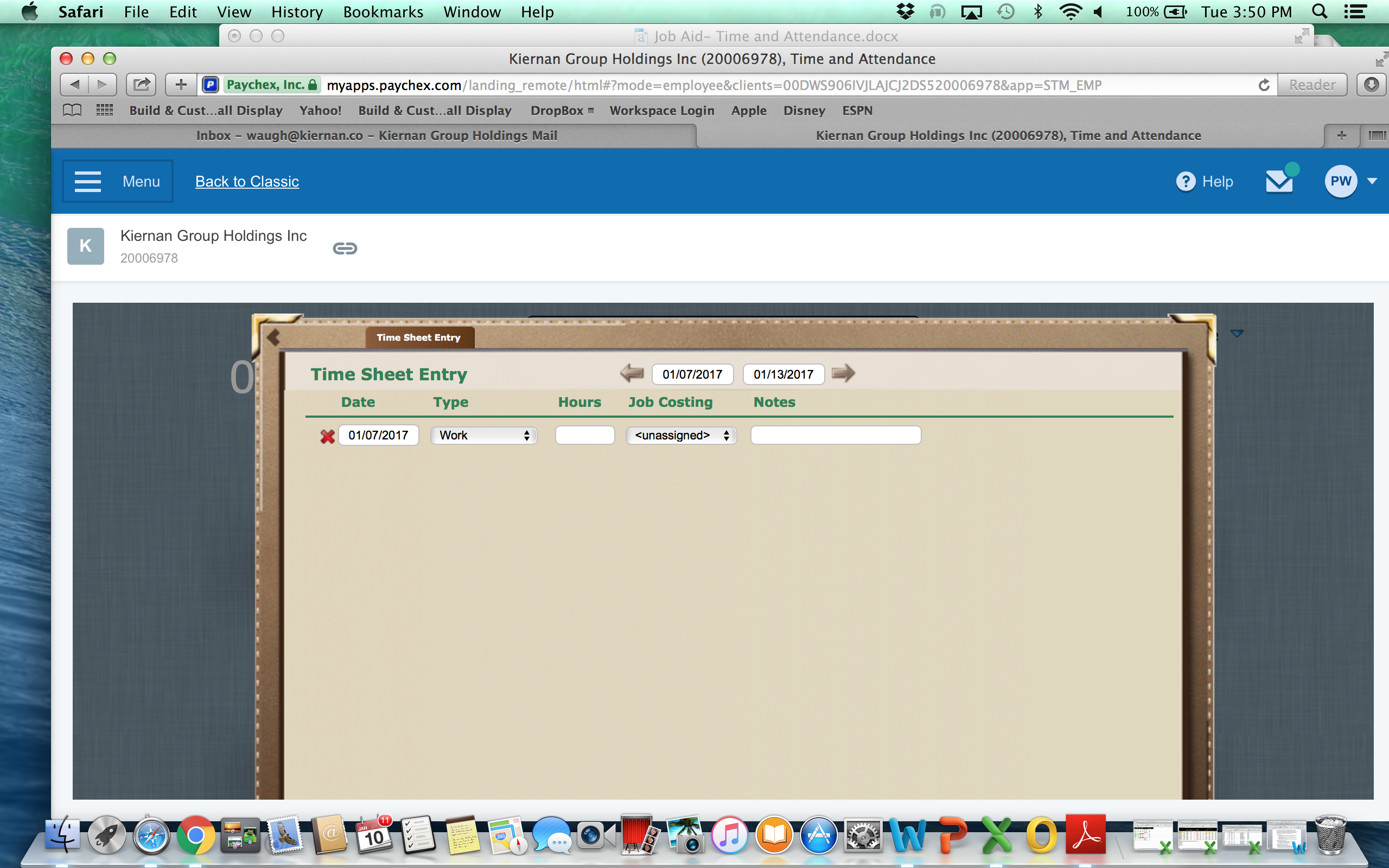
**Time Reporting Instructions**

1. Log into [www.paychexflex.com](http://www.paychexflex.com/):
2. From the menu, select **Time and Attendance** – you will be taken to the following screen:



1. Select the first folder titled **Actions -** you will be taken to the following screen:



1. Input Time
   1. Select the workweek at the top of the page.
   2. Select the workday.
   3. Choose the pay type (work, holiday, PTO, LWOP/unpaid)
   4. Add total hours for the project/task.
   5. Select the project/task (alpha order)
   6. To add another time sheet entry, select the plus sign in the lower left corner. Another row will pop up allowing you to add hours against another project/task.
   7. Submit/Submit and Close. By taking this action, you attest that the data you have entered in correct to the best of your knowledge.
2. Request Time Off
   1. From the dashboard, select **Time Off**
   2. Select the “time off” link found in the upper left hand corner.
   3. Select leave type (PTO, LWOP).
   4. Select dates you will be away from the office.
   5. Complete notes section indicating reason for leave.
   6. A Leave Request message will be sent to your manager.

