

# Paychex Flex<sup>®</sup> Time

**Reach Higher. Do More.**

Workforce Management with Time and Attendance



**PAYCHEX<sup>®</sup>**

HR | Payroll | Benefits | Insurance

# Manage a More Dynamic Workforce

With today's dynamic workforce, tracking time and attendance is a more complicated task — managing remote and on-site workers, mobile access, and finding a clocking solution that fits your business.

Paychex Flex Time automates the tasks associated with manual time and attendance, reduces the potential for transcription errors, and increases operational efficiency so your team can focus on your business.

But Paychex Flex Time is much more than just time and attendance. It's a workforce management solution that provides you with payroll, scheduling, and HR management tools. And it's fully integrated with Paychex Flex, so you can seamlessly access payroll and other services with the ease of single sign-on.

With dedicated customer support and the convenience having a single vendor for implementation, Paychex Flex Time can help you find new efficiencies so you can get back to growing your business..

## Take Control of Time and Attendance

Paychex Flex Time provides digitally accurate time and attendance and helps eliminate mistakes that can occur with manual time tracking.

- Capture reliable time and attendance data from anywhere.
- Reduce mistakes that can occur with manual timekeeping.
- Accommodate on-site and off-site employees.
- Send hours directly to payroll.
- Help protect against "buddy punching."



# Self-Service Access From Any Device

Whether your team is working on-site or off-site they'll be able to access Paychex Flex Time to handle routine tasks on their own from a smartphone, tablet, computer, or touch-free time clock.

## For Employees

- Punch in and out.
- Review and approve timesheets to ensure accuracy before payment.
- View work schedules and sync them with personal calendars.
- View and request time off or pick up shifts.

## For Managers

- View employee attendance in real time.
- Verify and manage punching locations.
- Create alerts for overtime, missed punches, and more.
- Streamline approval workflows for timecards and time-off requests.
- Consolidate a task list with real-time notifications for actions requiring attention.



# Time and Attendance That Fits Your Business

From retail and restaurants to manufacturing and construction, we make it easy for your employees to access Paychex Flex Time.

## Paychex Flex App

Our user-friendly app makes self-service easy for your team – employees can easily record time from their smartphone and Apple Watch. With geolocation and geofencing capabilities, managers can also verify and control employee punch locations.

## Tablet Kiosk App with Facial Verification

Offering a centralized point for clocking in and out, our tablet kiosk app can be easily moved to work locations. Facial recognition provides identity verification and helps prevent buddy punching. The app can be installed on tablets using an iOS™ or Android™ operating system, making it a cost-effective solution for any business.

## Paychex Iris Time Clock

Iris technology provides accurate, touch-free identity verification and works in harsh or dirty environments – even while wearing gloves, face masks, or safety glasses. The large color display provides a very intuitive user experience and supports English and Spanish languages.

# Employee Scheduling

Creating schedules and managing shifts just got easier. An intuitive drag-and-drop interface makes it easy to view and customize shifts, add meals and breaks, and set capacity requirements.

- Customize shifts and capacities with drag-and-drop scheduling.
- Add meals, breaks, and job assignments to ensure labor coverage.
- View and create schedules by organizational unit or employee group.
- Allow employees to sync their work schedule to a personal calendar.
- Set capacity requirements by job or organizational unit to help identify an over- or under-allocation of your workforce.
- Assign and tally points for attendance infractions.

## Advanced Scheduling

For more flexibility for employees and managers, add these advanced features:

- Shift swapping allows employees to pick up or post shifts and can be configured to include management approval.
- Employees can view future time-off balances to plan vacations earlier, providing more time to adjust staff schedules.
- Scheduling and exception tracking supports policies for lunch and breaks and helps you identify work performed outside of posted schedules.
- Budgeting helps manage costs in real time — as you assign employees to shifts, a dynamic chart shows whether you are over, under, or on target.

# Time-Off Management

Save time and reduce manual calculations and adjustments by providing your employees a clear and real-time view of time-off balances. Paychex Flex Time also makes recordkeeping easy — including time worked, time off, paid leave, and work schedules.

- Employees can check balances, request time off, and submit them to a manager for approval.
- Managers can review multiple schedules at the same time to ensure appropriate staffing and approve time-off requests.
- Employees can be automatically notified upon approval and integrate time off with their personal calendar.

## Leave Tracking

Stay up to date on employee leave balances and receive automated alerts when they're scheduled to return to work. You can also manage time-off accruals while employees are out of the office.

# Simplified Setup and IT Administration

Paychex Flex Time helps you keep things easy with a single vendor and platform for time and attendance, payroll, and HR management tools. It's easy to add employees as your business grows, and we offer 24/7 customer support.

To learn more, visit  
[paychex.com/time-attendance](https://paychex.com/time-attendance)

Paychex Sales  
855-979-5968  
sales@paychex.com

