

You will need to download the Paychex Flex app to view your check stubs and W-2 Form. You cannot clock in and out on the Flex app.

Using the Paychex Time App

The Paychex® Time app gives Paychex Flex® Time & Attendance (Paychex Flex Time) users an easy way to punch time from a personal device, such as an Apple® iPhone®, Apple iPod touch®, or Android™-powered smartphone.

The Paychex Time app gives you 24/7 wireless Internet access to clock in and out of work with the tap of an icon.

To confirm your company is set up for mobile punch or to get support for the Paychex Time app, contact your company administrator.

Contact Human.Resources@ngu.edu for help.

Get Registered

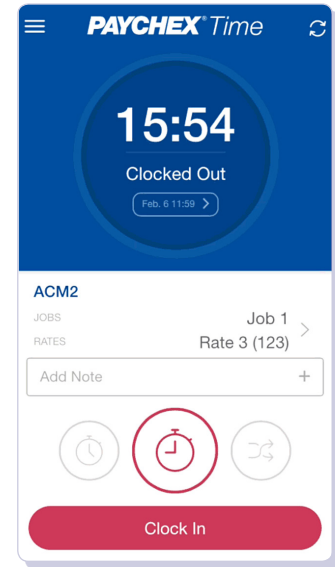
Before using the Paychex Time app for the first time, you must complete your Paychex Flex application account registration using a desktop or laptop computer connected to the Internet.

For assistance in registering or connecting to Paychex Flex, please contact your company's administrator.

Contact Human.Resources@ngu.edu for help

Get the Paychex Time App

You may download the Paychex Time app for your personal device from the Apple App StoreSM or Google® PlayTM.



i **Important!** The Paychex Time app is only available to users with a Paychex Flex account who access www.paychexflex.com for their online services.

Users who access these sites directly cannot use the Paychex Time app:

- » www.mypaychex.com
- » online.paychex.com
- » benefits.paychex.com

What Can I Access With the App?

The Paychex Time app enables you to punch time from a personal device based on payroll policies your administrator designated in the Time & Attendance application ahead of time.

After your administrator confirms you have been set up to use the app, you can punch time from a personal device.

Punch options available in Paychex Time include:

- Tap **Clock In** when clocking in for work.
- Tap **Clock Out** when clocking out.
- Tap **Start Meal** when you are clocking out for a meal time, like lunch.
- Tap **End Meal** when you are clocking back in from a meal time, like lunch.
- Tap **Start Break** when you are clocking out to start an unpaid break time.
- Tap **End Break** when you are clocking in from an unpaid break.
- Tap **Transfer** when switching jobs or departments. Then tap the appropriate punch action.
- Tap **Call Back** when called back to work. Then tap the appropriate punch action.

i Before you can use the Transfer or Call Back functionality, your company administrator must designate job assignments, departments, and other settings in the Paychex Flex Time & Attendance application.

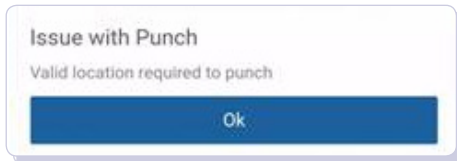
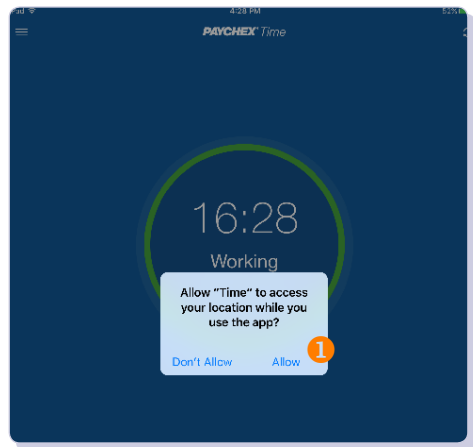
Where Can I Access the App From?

The Geolocation and Geo-fencing features are available only if your company or organization subscribes to the functionality.

GEOLOCATION

The Geolocation feature allows the Paychex Flex Time application to register the location of your clock punches from a mobile device. For the feature to work, Paychex must first turn the feature on. Once the feature is on, when you log in to the Paychex Flex Time mobile app from a mobile device, you'll receive a prompt asking to allow the app to send your location along with your clock punch data. Click **Allow** ¹ to allow the app to access your location.

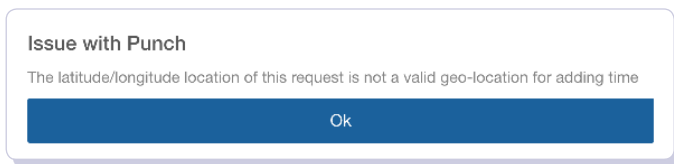
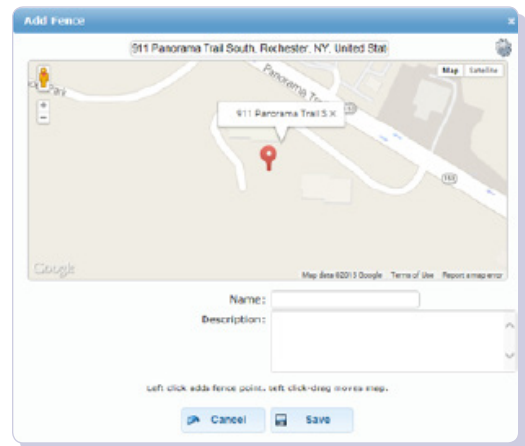
If you opt out of sharing your location and the application is unable to obtain a punch location, an error message displays. If this happens, punch from a valid location or contact your administrator for assistance.



GEO-FENCING

Geo-fencing further defines the geographic areas or ranges ("fences") where you can clock in and clock out from using a mobile device. This helps prevent punches from non-work locations.

If you clock in or out from a location not defined in the designated fence, an error displays.



App Security

You can stay logged in to the app for 72 hours by selecting **Stay logged in**. When selected, the app extends the logged-in time to a full 72 hours. If Stay logged in is not selected, you are logged out after being idle for five minutes. If the app logs you out, you must log back in from the Log In screen.

You may log out at any time by tapping **Log Out** on the side navigation panel (☰).

TOUCH ID

You may log in to the app using Apple Touch ID® on Apple iOS devices that have Touch ID functionality, such as the iPhone and iPad. After Touch ID is enabled for the first time, you are prompted to place and hold your finger on the home button. After validating your setup, you may manage the functionality by using the side navigation panel. (This feature is not available for Android-powered devices.)



Paychex apps and procedures employ strict security standards. You can also protect your data by:

- » *never leaving your smartphone unattended in public places.*
- » *setting your smartphone to lock or time out. Require a password.*
- » *regularly checking for operating system updates to ensure you have the latest security features.*
- » *downloading apps only from an approved marketplace.*

Need Further Assistance?

FORGOTTEN PASSWORD OR USERNAME

If you forgot your password or username, tap ☰ and then tap **Forgot Username or Password?**

From the Log In screen, enter your email address, security verifiers, and username (for password resets), and tap **Continue**.

FEEDBACK

To provide Paychex with feedback about your experience with the Paychex Time app, tap ☰ and then tap **Send Feedback** from the side navigation panel.

OTHER ASSISTANCE

For further assistance with Paychex Time, please contact your company administrator.

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