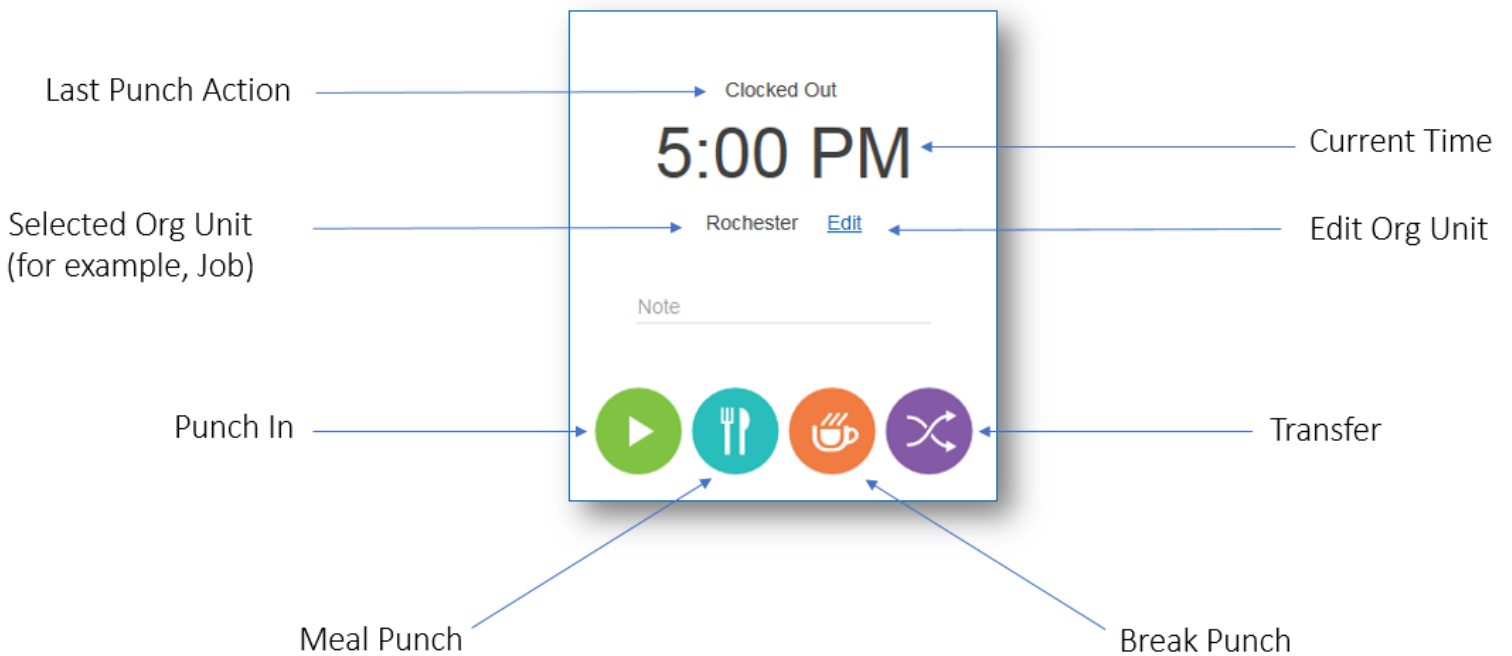


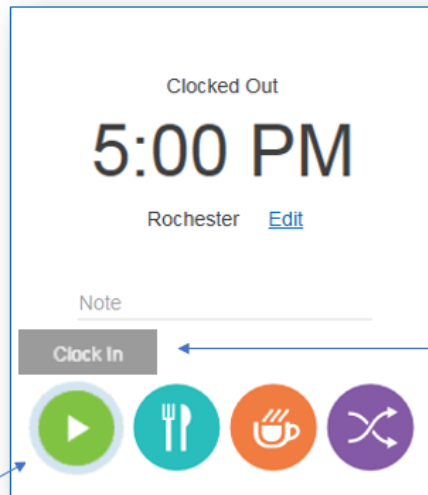
Punching Using the Paychex Flex Time Tile

The Paychex® Flex Time Tile provides:

- a quick way to record punches from your Paychex Flex Dashboard
- greater visibility to current punch status
- easy-to-read icons representing common punch actions, and
- intuitive hover text help and visual displays around the next expected punch action.



Punching Using the Paychex Flex Time Tile - continued

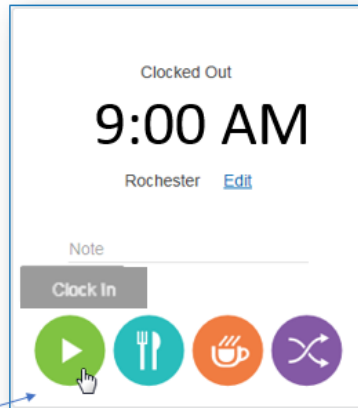


Hover text help displays.




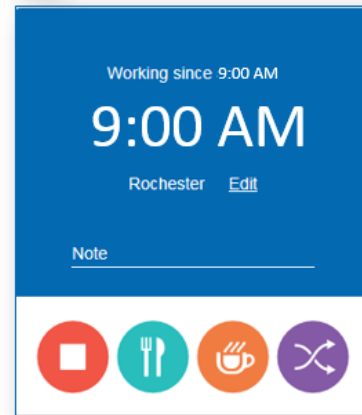
Visual pulse display helps identify your next logical punch action at each log in

Punching Using the Paychex Flex Time Tile - continued

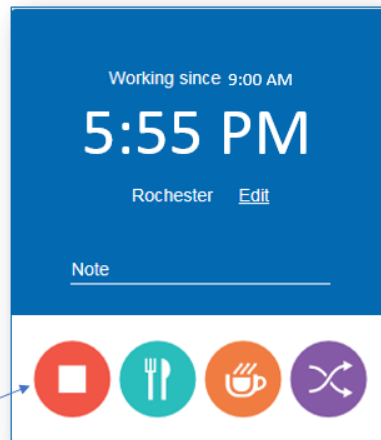


1 Punch In


 Tile color change indicates punch success.



*Punch In Completed

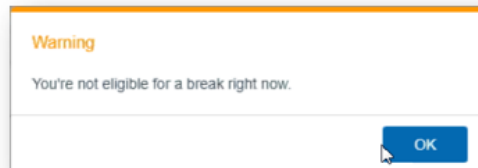
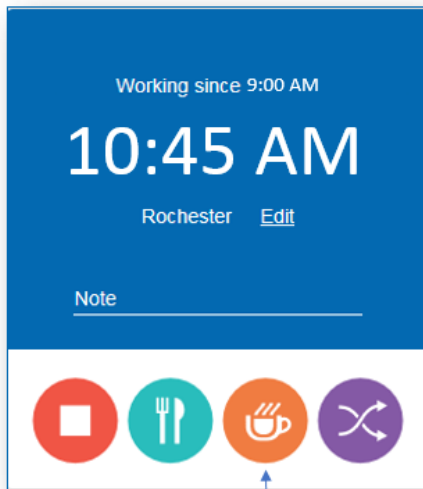



2 Punch Out

 **Note:** All geo-fencing/geo-location and IP restrictions features apply.


Punching Using the Paychex Flex Time Tile - continued

BREAK PUNCHING



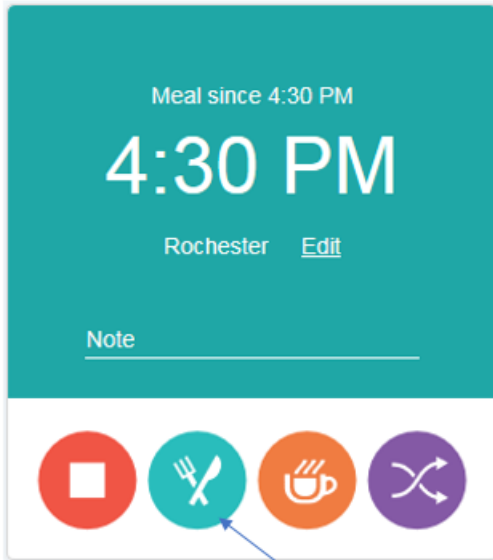
 *If your company has rules around when you can take a break, on-screen messaging displays.*

1 Break Punch

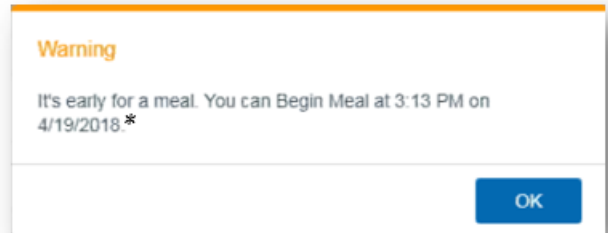
 *Be sure to check with your company administrator to confirm whether you should punch for breaks.*


Punching Using the Paychex Flex Time Tile - continued

MEAL PUNCHING



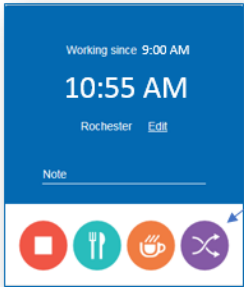
1 Meal Punch



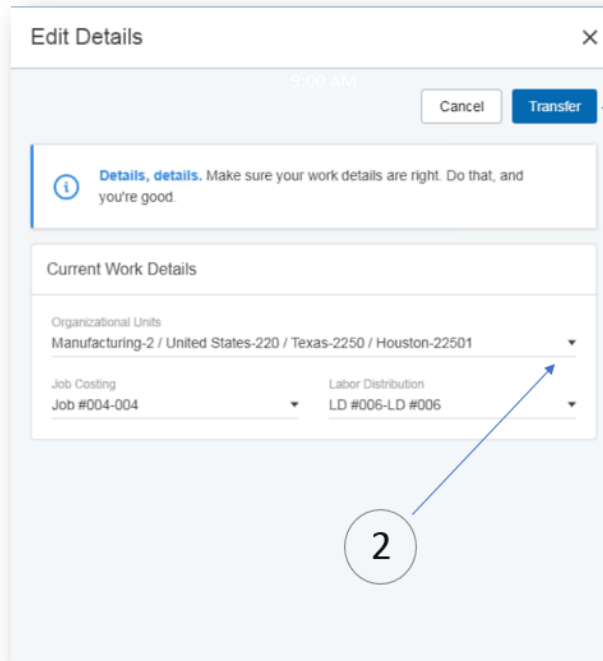
 If your company has rules around when you can take a meal, on-screen messaging displays.* Graphic displays sample date/time.

Punching Using the Paychex Flex Time Tile - continued

TRANSFERRING DEPARTMENTS

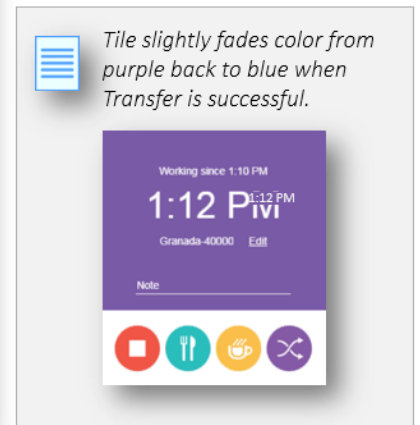


1



3

2



Tile slightly fades color from purple back to blue when Transfer is successful.

- 1 Click **Transfer**.
- 2 Select Current Work Details, as needed.
- 3 Click **Transfer**.