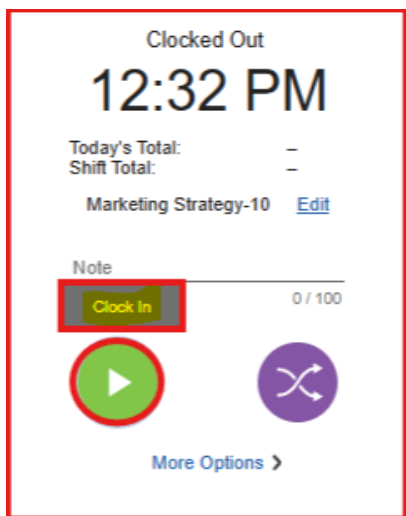


Remote Work Clock-In Instructions (Hourly Employees)

If you have an approved Remote Work request, follow these steps when beginning your remote work shift.

Step 1 – Click Clock In

Select Clock In from the Paychex dashboard.



Step 2 – Select the Remote Work Job Code

From the Job Costing drop-down, select the appropriate Remote Work job code.

Edit Details Cancel Clock In

ⓘ Please verify that your details are correct.

Current Work Details

Org
Marketing Strategy-10

Job Costing
Unassigned

Labor Distribution
Marketing Strategy Warrensburg-...

Step 3 – Choose Remote Work-RW

Select Remote Work-RW, then continue.

Job Costing

Q Filter

Paychex Implementation-Paychex Project

Remote Work-RW

Unassigned

Cancel

Step 4 – Complete Clock In

Verify that Job Costing displays Remote Work-RW, then click Clock In.

Edit Details

Cancel Clock In

Please verify that your details are correct.

Current Work Details

Org
Marketing Strategy-10

Job Costing
Remote Work-RW

Labor Distribution
Marketing Strategy Warrensburg-...

Summary

- Hourly employees must use the Remote Work job code whenever working remotely.
- Supervisors will verify the Remote Work job code, remove the separate Remote Work time-off entry from the timecard, and then approve the timecard.
- Salaried employees need to verify the approved Remote Work request appears on their timecard.