

# Submit Web Punch Guide

Located under the Actions section (Employee Home page), the options that allow employees to enter work time transactions in Paychex Time and Labor Online are listed below. Based on company payroll policies, all transactions are displayed as Regular time, Overtime, or Unpaid time.

**PAYCHEX**® | Time and Labor Online

**Actions**

[Submit Timesheet](#)

Division WEST DIVISION

Branch SOUTH EASTERN/SOUTH WESTERN

Department WAIT STAFF

Change Labor Levels

Action: Clock In

Notes:

Punch

## Punch In and Out

All employees can enter work time transactions by clicking **Punch** (located in the Actions section). The Action drop-down menu advances in the logical order of the employee punches.

### Example:

When an employee punches for the day, the Clock In viewed in the Action menu automatically advances to the next logical selection such as Lunch Out or Clock Out. If the automatic choice is not correct, the user may select the correct action from the Action drop-down menu.

# Change Labor Levels

PAYCHEX® | Time and Labor Online

LOG OUT

**Actions** **Status**

[Submit Timesheet](#) Status: Clocked In  
Cost Center <Unassigned> Time: 10/03/2012 9:00 AM

Frequency BI-WEEKLY  
**Change Labor Levels**

Action: Clock In  
Notes:

**Punch**

When an employee needs to work in a new labor level, they will click "Change Labor Level."

The employee will choose the correct Level to work in. Then they can punch in as normal. This will punch them into the new labor level they chose.

**Assign Labor Level**

Cost Center  **Filter** Page 1 of 1 **Go**

Choose the correct Labor Levels and then Apply at the bottom.

Org ID  **Filter** Page 1 of 1 **Go**

Activity  **Filter** Page 1 of 1 **Go**

Status  **Filter** Page 1 of 1 **Go**

Frequency  **Filter** Page 1 of 1 **Go**

**Apply** **Cancel**

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LOG OUT

The new labor level will show here then the employee can clock in.

[Submit Timesheet](#) Status: Clocked In  
Cost Center <Unassigned> Time: 10/03/2012 9:00 AM  
Current Cost Center: <Unassigned>

Org ID  
Activity  
Status  
Frequency





**Change Labor Levels**

Action: Clock In  
Notes:





**Punch**

## View the Time Sheet

The Hours Worked section displays hours the employee works based on the date range selected. The shift is displayed in this section as soon as it is added.

Hours Worked											
		03/05/2012		03/30/2012		Apply					
<a href="#">Prev. Pay Period</a> <a href="#">Prev. Week</a> <a href="#">Current Week</a> <a href="#">Current Pay Period</a> <a href="#">Next Week</a> <a href="#">Next Pay Period</a>											
Approval	Type	Day	Date In	Time In	Date Out	Time Out	Shift	Reg	OT1	OT2	Unpaid Notes
 <input type="checkbox"/> 	Clock In	Sun	03/11/2012	2:00 pm	03/11/2012	5:00 pm	60	3.00 hrs			
								Work: 3.00 hrs			
<input type="checkbox"/> Save All 								3.00 hrs			
 Supervisor Approved											

Field/Link	Description
<b>Date Filter</b>	Select a date range to view the worked time that occurred within that period.
<b>Previous</b>	Displays information for previous pay period or week.
<b>Current</b>	Displays the current pay period or week.
<b>Next</b>	Advances to the next pay period or week.

Icon	Description
	Deletes shift information.
 (Expand View)	Reveals detailed information about the selected shift and allows edits.
	Indicates approval of the shift by the employee.
	Indicates approval of the shift by the supervisor.