

Using the Paychex Mobile Site



This tutorial will show you how to clock in, out, transfer and request PTO/ETO using the Paychex mobile site.

Clock In, Out and Transferring

Go to: paychex.cloud.centraiservers.com/mobile. In the Client ID enter: 14051067

Login ID: Capitalized First Initial Last name (capitalized first letter of last name) ex: Jschoe

Password: Same as login ID

The screenshot shows a web browser window titled "Mobile Login". The address bar displays the URL <https://paychex.cloud.centraiservers.com/mobile>. The page features the "stratustime" logo at the top. Below the logo, there are three input fields: "Client ID:" with the value "14051067", "Login ID:" with the value "JSchoe", and "Password:" with the value "JSchoe". A "Login" button is positioned below these fields. Underneath the button is a "Remember Me" checkbox. At the bottom of the form, there are two links: "[Forgot your password?](#)" and "[View Desktop Site](#)". A language selection dropdown at the very bottom shows "English (United States)".

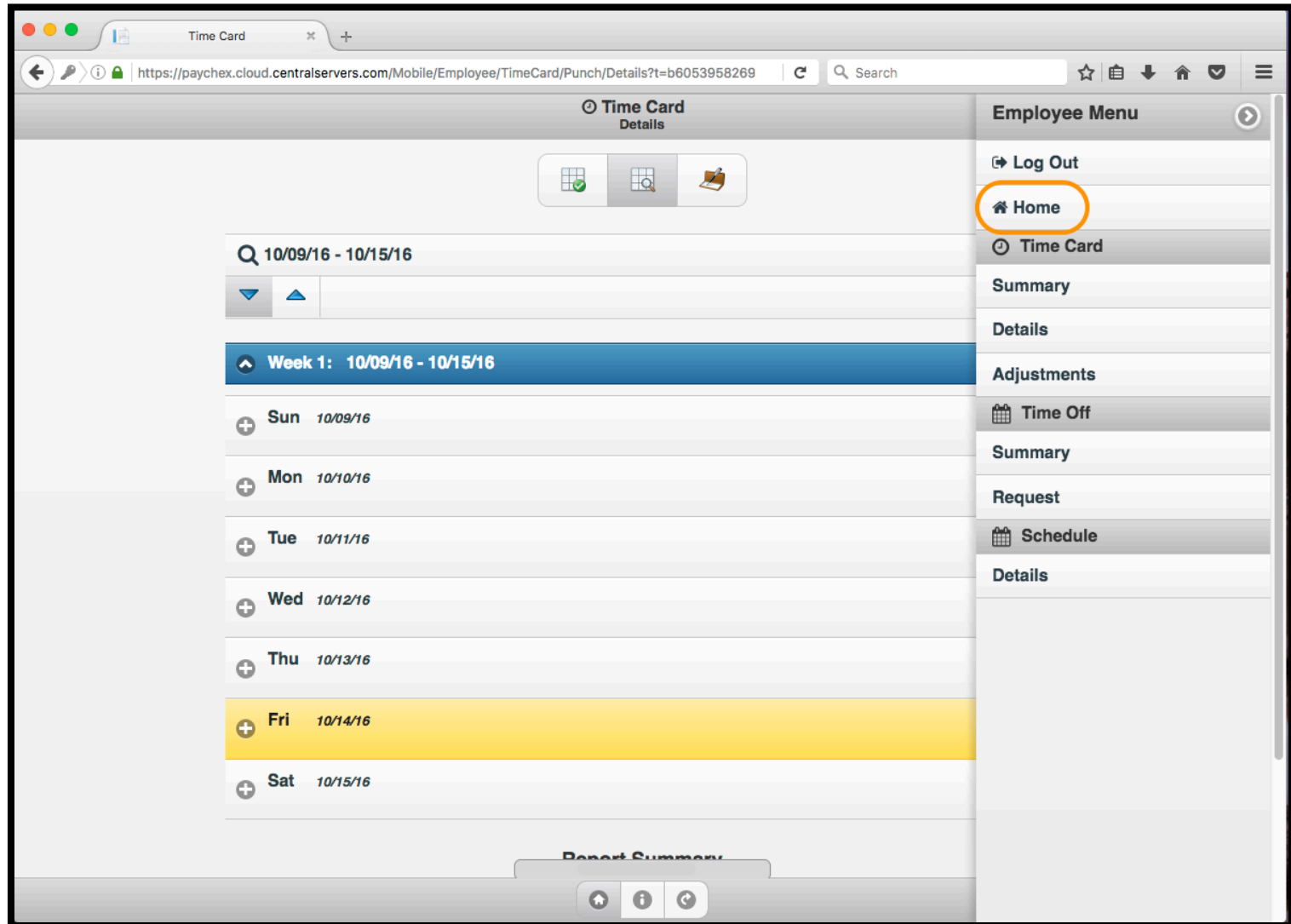
Click on either Time Card at the top of the page, or on the cog in the top-right corner of the page.

The screenshot displays the 'Time Card Details' interface in a mobile application. At the top, a header bar contains the title 'Time Card Details' and a settings cog icon, both highlighted with orange circles. Below the header, there are three icons: a calendar, a magnifying glass, and a document. A search bar shows the date range '10/09/16 - 10/15/16'. A blue bar indicates 'Week 1: 10/09/16 - 10/15/16'. Below this, a list of days and hours is shown:

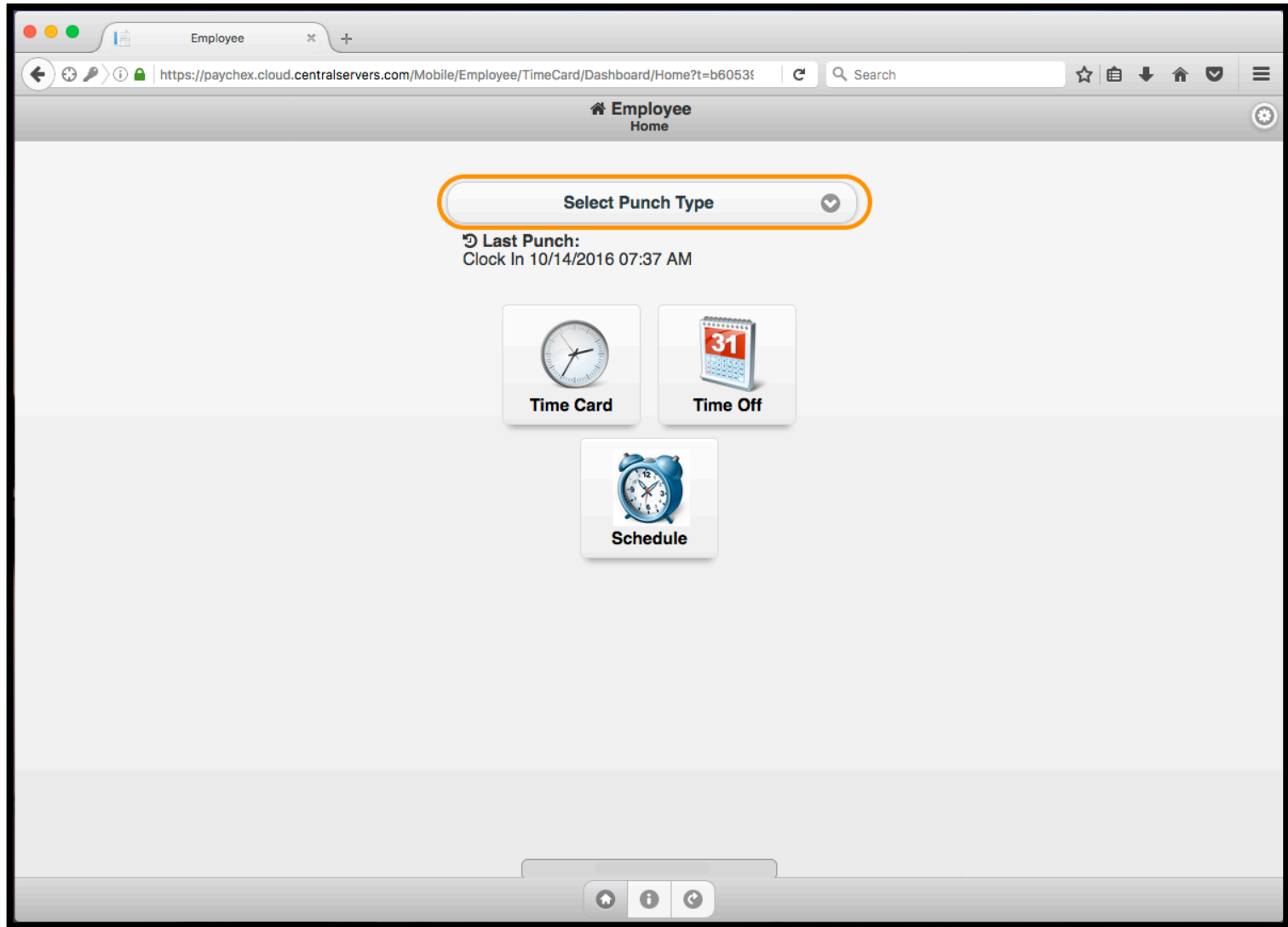
Day	Date	Hours
Sun	10/09/16	0.00 hrs
Mon	10/10/16	8.08 hrs
Tue	10/11/16	7.95 hrs
Wed	10/12/16	7.87 hrs
Thu	10/13/16	7.93 hrs
Fri	10/14/16	0.00 hrs
Sat	10/15/16	0.00 hrs

At the bottom, a 'Report Summary' button is visible.

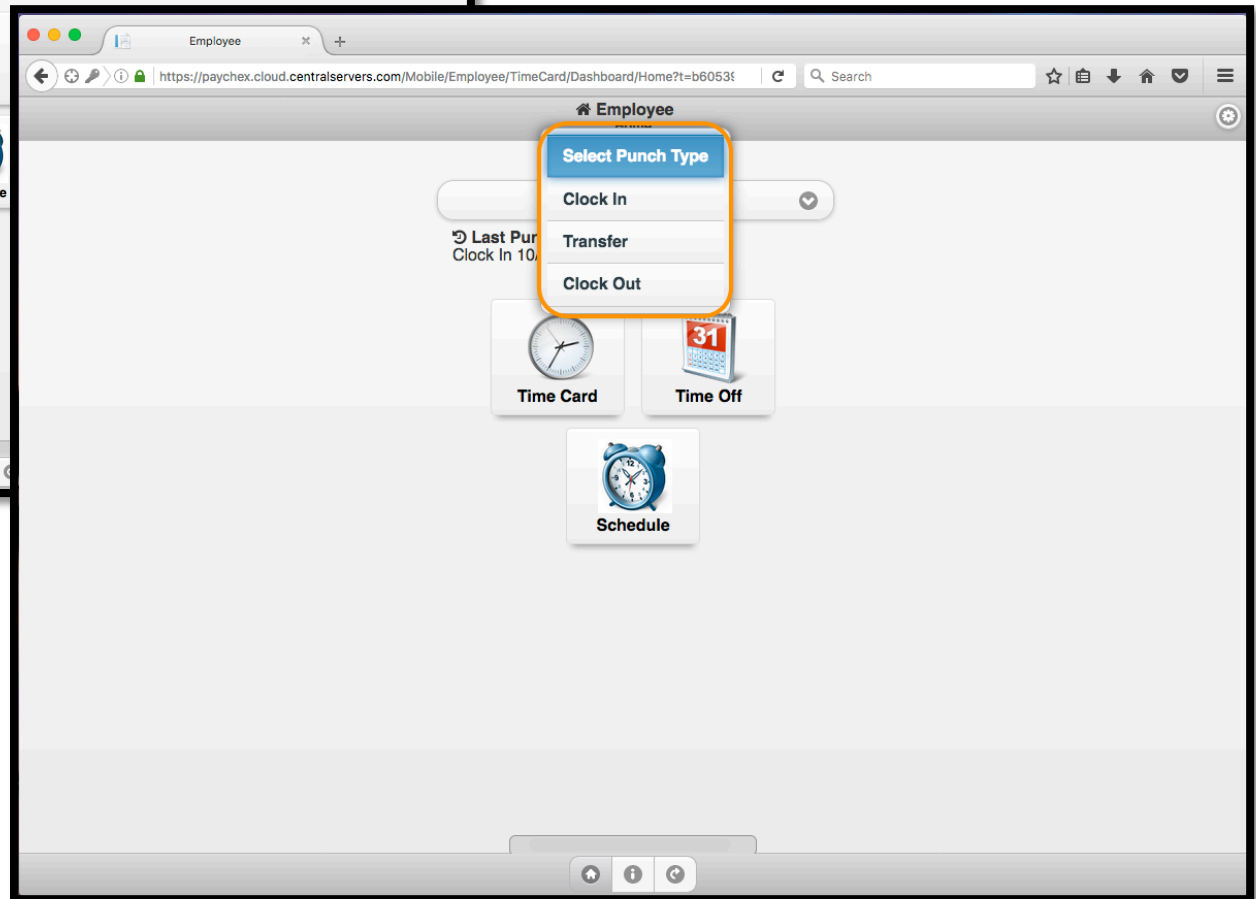
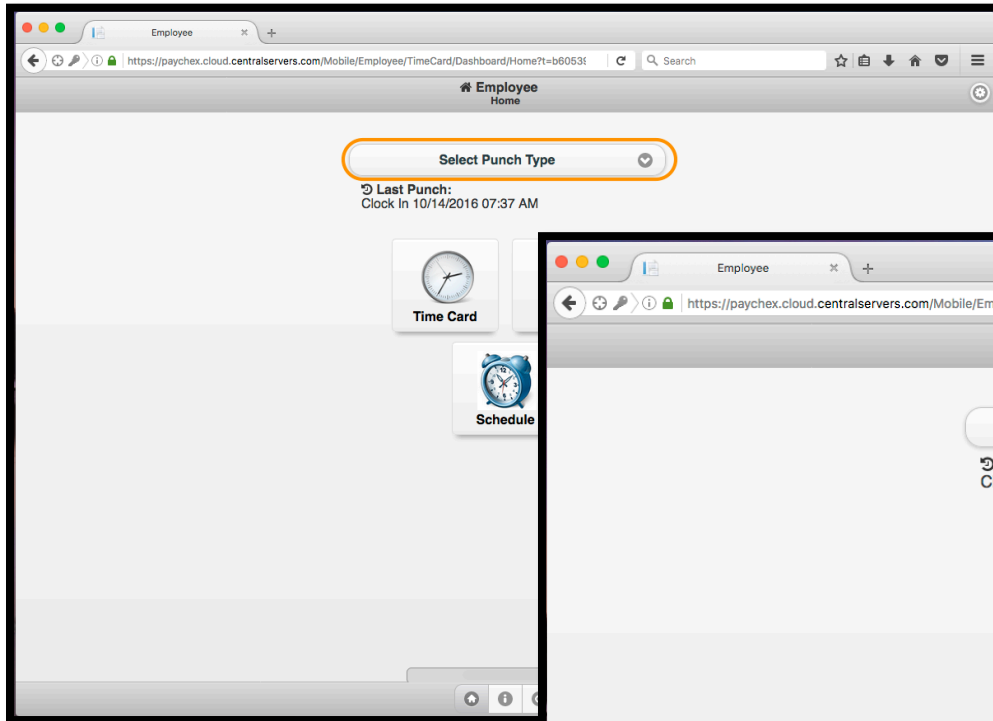
The Employee Menu will open on the right. Select Home.



Click the drop down menu to Select your punch type.



Select the punch type.



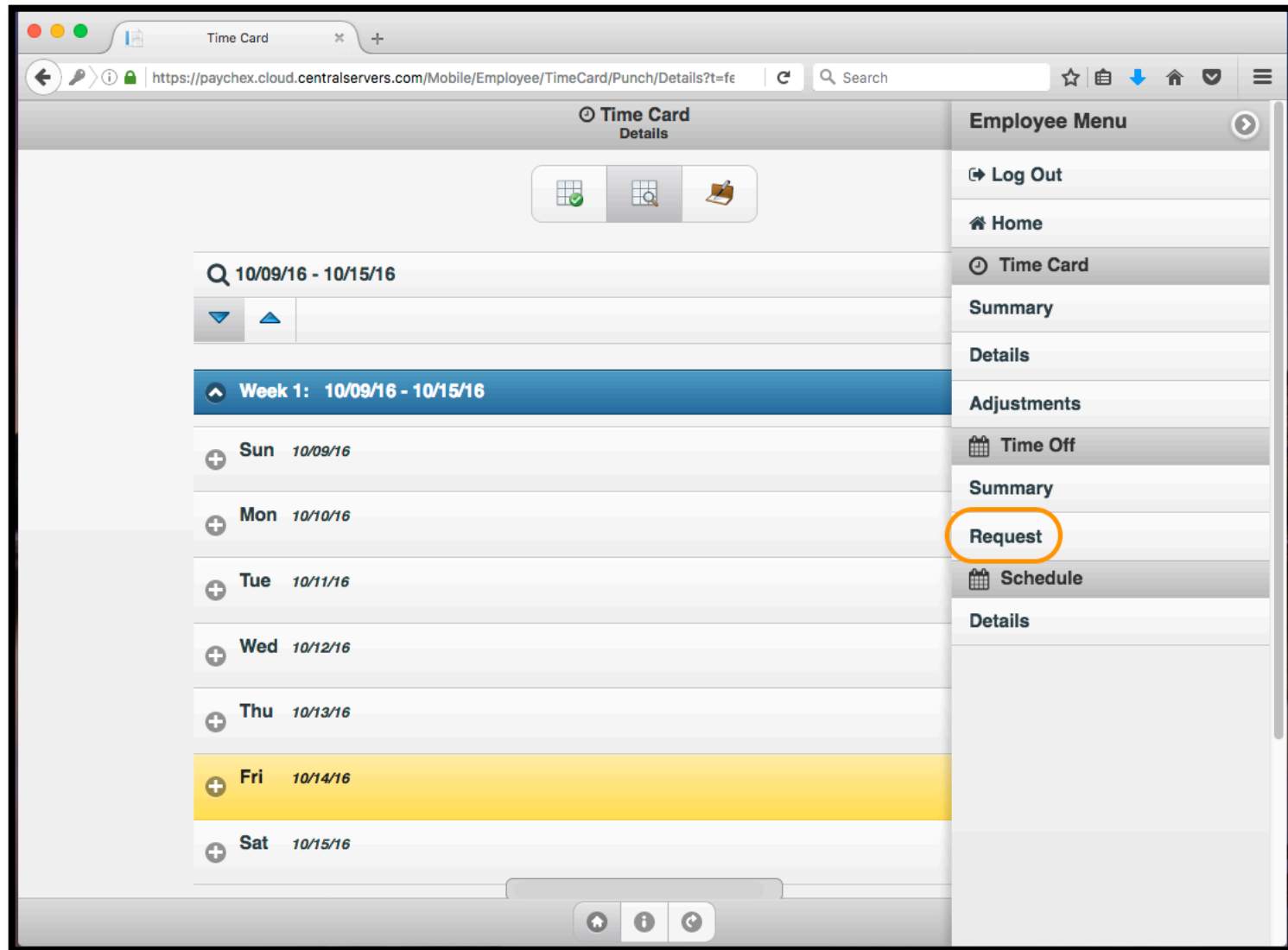
Select the information for each level as is applicable. You may use only one level, you may need all four. If you do not see the information you need please enter notes at the bottom. Click save when done.

Don't forget to log out if you are using an Sd Computer.

The screenshot shows a mobile application interface for an employee's time card. At the top, there's a browser-like address bar with the URL <https://paychex.cloud.centraiservers.com/Mobile/Employee/TimeCard/Dashboard/Home?t=b6053> and a search bar. Below this is a header with a home icon and the text "Employee Home". The main content area features a "Select Punch Type" dropdown menu. Below the menu, it displays "Last Punch: Clock In 10/14/2016 07:37 AM". A modal dialog box titled "Select Labor Levels" is open in the center. This dialog has four sections: "Level 1:" with a dropdown set to "02-Windsor Office", "Level 2:" with a dropdown set to "Unassigned", "Level 3:" with a dropdown set to "Unassigned", and "Level 4:" with a dropdown set to "Unassigned". Each dropdown has a downward arrow icon. Below these sections is a "Notes:" label followed by a text input field. At the bottom of the dialog are two buttons: "Cancel" and "Save". The "Save" button is highlighted with an orange circle. The entire dialog box is also outlined with an orange border. At the very bottom of the screen, there are three small icons: a home icon, an information icon, and a refresh icon.

Requesting PTO, Using ETO:

Go back to the Employee menu by selecting Time Card at the top or the cog in the top-right and select Request under the Time Off Section.



Select the kind of Time Off you are putting in for. Enter the relevant dates and information. Select Submit when finished.

The screenshot shows a web browser window with the URL <https://paychex.cloud.centraiservers.com/Mobile/Employee/TimeCard/TimeOff/TimeOffRequest?t=t>. The page title is "Time Off Request". At the top, there are two buttons: a green checkmark and a green plus sign. Below these is a dropdown menu labeled "Planned Time Off" which is highlighted with an orange border. Under this dropdown, there are input fields for "Start Date" (2016-10-14), "End Date" (2016-10-14), "Start Time" (08:00), and "Hours Per Day" (1). There is also a checkbox labeled "Include Weekends" which is currently unchecked. Below the checkbox is a "Notes" section with a text area. At the bottom of the form is a "Projected" section with a minus sign in the top right corner. This section contains a table with the following data:

Start Balance:	13.50
Requested:	1.00
<hr/>	
End Balance:	12.50

At the very bottom of the form are two buttons: "Reset" and "Submit", with the "Submit" button highlighted by an orange border.