PayChex PTO Reporting for Employees

To run a PTO report on PayChex, please login to paychexflex.com on a computer and follow these steps:

1. Login to your PayChex account (untested on mobile app, these instructions for access on a computer)

2. Access your clock-in/clock-out screen by clicking on Time & Attendance on your employee dashboard

3. Select 'Reports' from the bottom right-hand corner (Figure 3)

4. Click on 'Time Off Accruals' from the left-hand menu

5. Set your Date Range (the shorter the range, the faster the report will load... most often we've seen 'Current Month' or 'Previous Month' selected... but you have many options here.

6. Set your Report Settings (leave Format Type as PDF and set Pay Type to the balance you want to check... most often Pay Type is set to PTO or Personal Time)

7. Click 'Run' and wait for the report to generate (this may take 10 seconds or 5 minutes)

8. Once the 'Generating Report' message disappears, you'll see a link to click on your newly generated report with the date and time it was compiled... click on this to load the PDF

9. You may now view your report and/or save it to your computer

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Figure 3: