

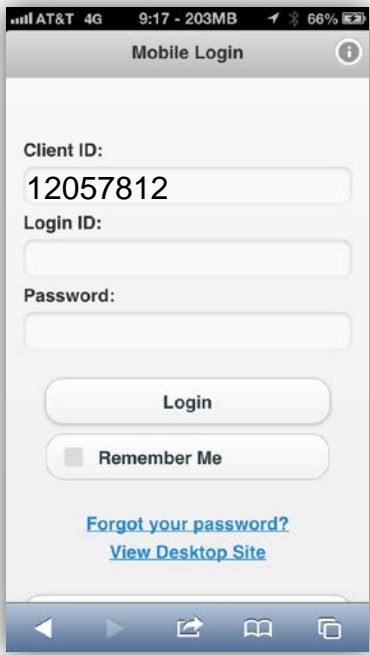
Using the Mobile Web Feature

Browsing to the software from any mobile device will result in the product opening in a mobile-friendly format. The following document will explain how to use the mobile web application on your device.

On your mobile device, open your browser and type in the address to your account (please see your supervisor for your specific address).

iPhone 5 shown

→ paychex.centrservers.com



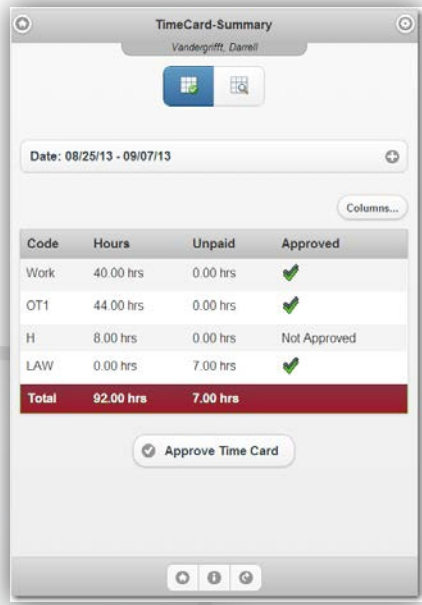
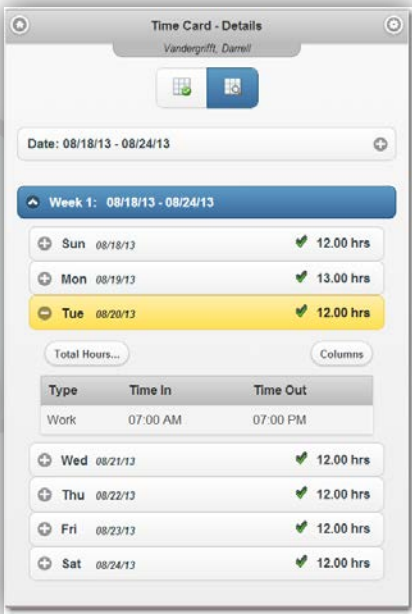
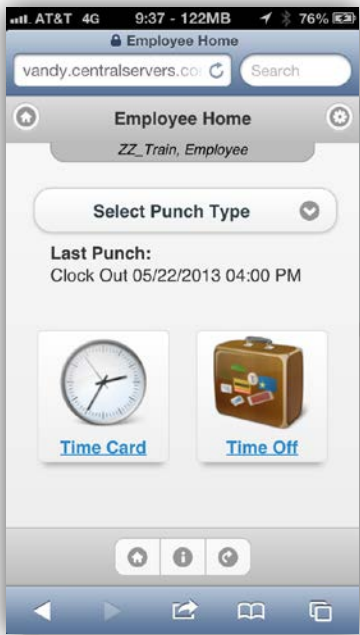
Enter credentials supplied by your supervisor

- ← Client ID: (your company's ID)
- ← Login ID: (your personal login)
- ← Password: (your password)

Click Login to access site. Note: you can check the 'remember me' box to save Client ID and Login ID.

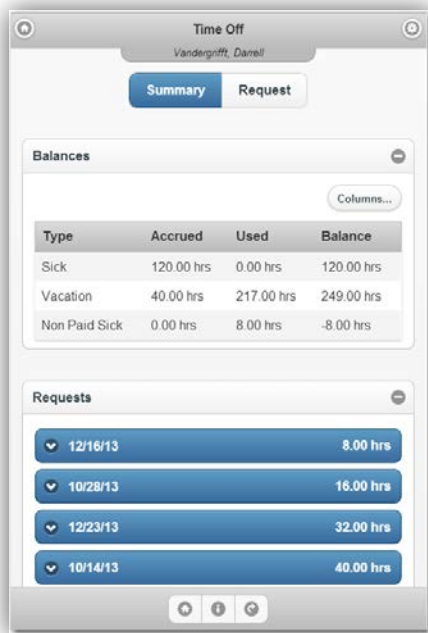
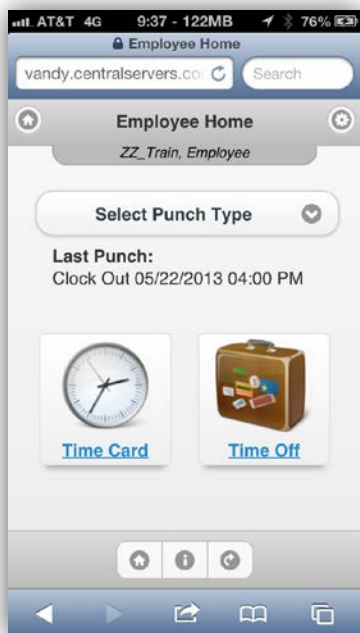
You can ask for a temporary password if you forgot yours. Click the link to generate a temporary password. If you wish to see the site in the Desktop version, click the link

Once logged in, you will be able to Punch, review and approve time cards, and review and submit time off requests (if using that function within the system.)



Time off Requests

Click on the Icon from the Home Page called "Time Off"



This page will allow you to see:

- Type (Sick, Vac, etc.)
- Accrued balance
- Used balance
- Total Balance
- Requests made

Making a Request

Click the Request button at the top of the screen.

Type	Accrued	Used	Balance
Sick	120.00 hrs	0.00 hrs	120.00 hrs
Vacation	40.00 hrs	217.00 hrs	249.00 hrs
Non Paid Sick	0.00 hrs	8.00 hrs	-8.00 hrs

Date	Hours
12/16/13	8.00 hrs
10/28/13	16.00 hrs
12/23/13	32.00 hrs
10/14/13	40.00 hrs

Projected	Value
Start Balance:	249.0
Requested:	8
End Balance:	241.00



Choose Pay Type



Enter Date Range and Hours per Day



Notes can be entered here

Note: Balances will be projected for the date range specified



Hit Submit to send request