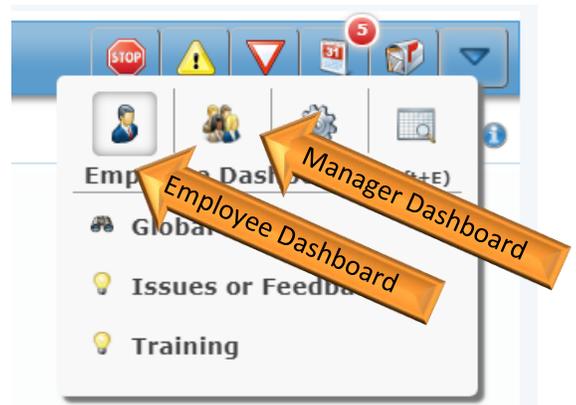


Paychex Timesheet Instructions (Supervisors)

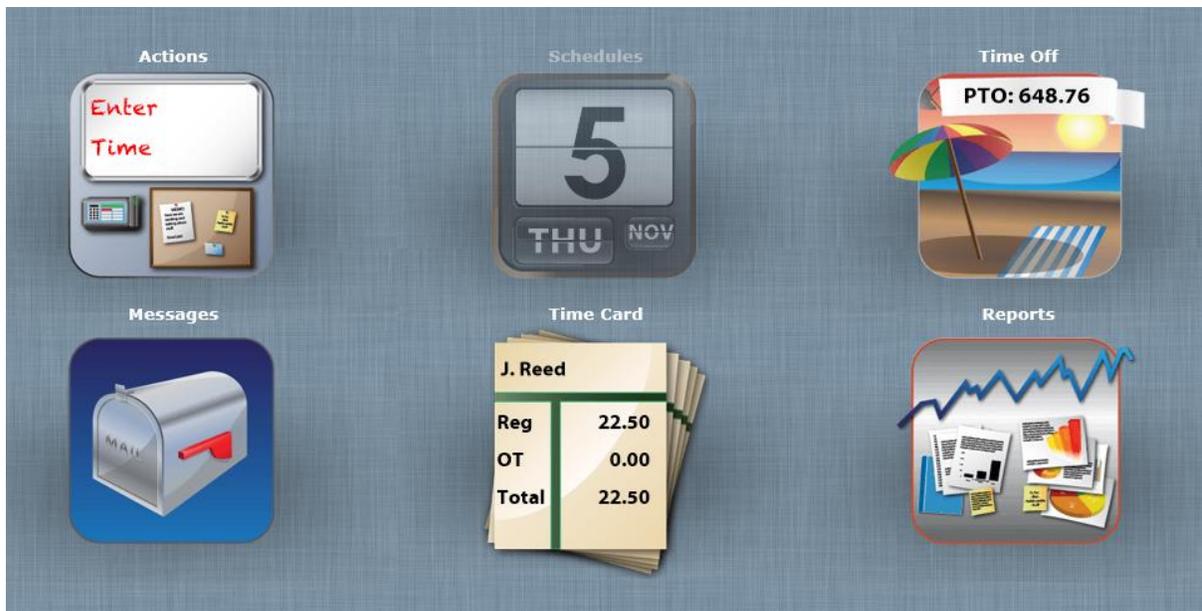
1. Open your preferred internet browser and go to e.primaris.org and follow the “Paychex Timesheet” link. You can also access the timesheet website directly at <https://paychex.centralservers.com>.
2. The Primaris Client ID is **12057812** (also found on e.primaris.org).
3. Your LOGIN ID is your first initial followed by your last name (i.e. John Smith would be jsmith). It is not case sensitive.
4. The default passwOrd is the same as your LOGIN ID except the first two letters are upper case, (i.e., John Smith would be JSmith). This part IS case sensitive.

NOTE: You will be prompted to create a new passwOrd after your first login.

5. To enter your work time, you will have to go to the **Employee Dashboard** to access your time card. To get there, click the blue triangle in the upper right-hand corner (next to your name) and select the **Employee Dashboard** button to the left. Use the same blue triangle dropdown to get back to the **Manager Dashboard**.



6. The **Employee Dashboard** has six key buttons.



- **Actions** (Enter Time)
- **Schedules** (Not currently used)
- **Time Off** (Request time off and view PTO balance)
- **Messages** (Not currently used)
- **Time Card** (Approve/Submit time card)
- **Reports** (Print time card)

7. To enter time, click on the **Actions** “Enter Time” button

8. Your timesheet will open. There are three different timesheet tabs at the top. Please use the **Matrix Entry** view as it is the most user-friendly view.



9. Select the work code you are reporting time for by clicking on the **Labor Levels** drop down. Only one code can be reported per line.

10. Click the blank field under the appropriate date and a screen will pop-up for you to enter your hours as well as any notes you want to include. We round to the nearest quarter hour (0.25, 0.5, or 0.75)

11. Click **Submit** when done.

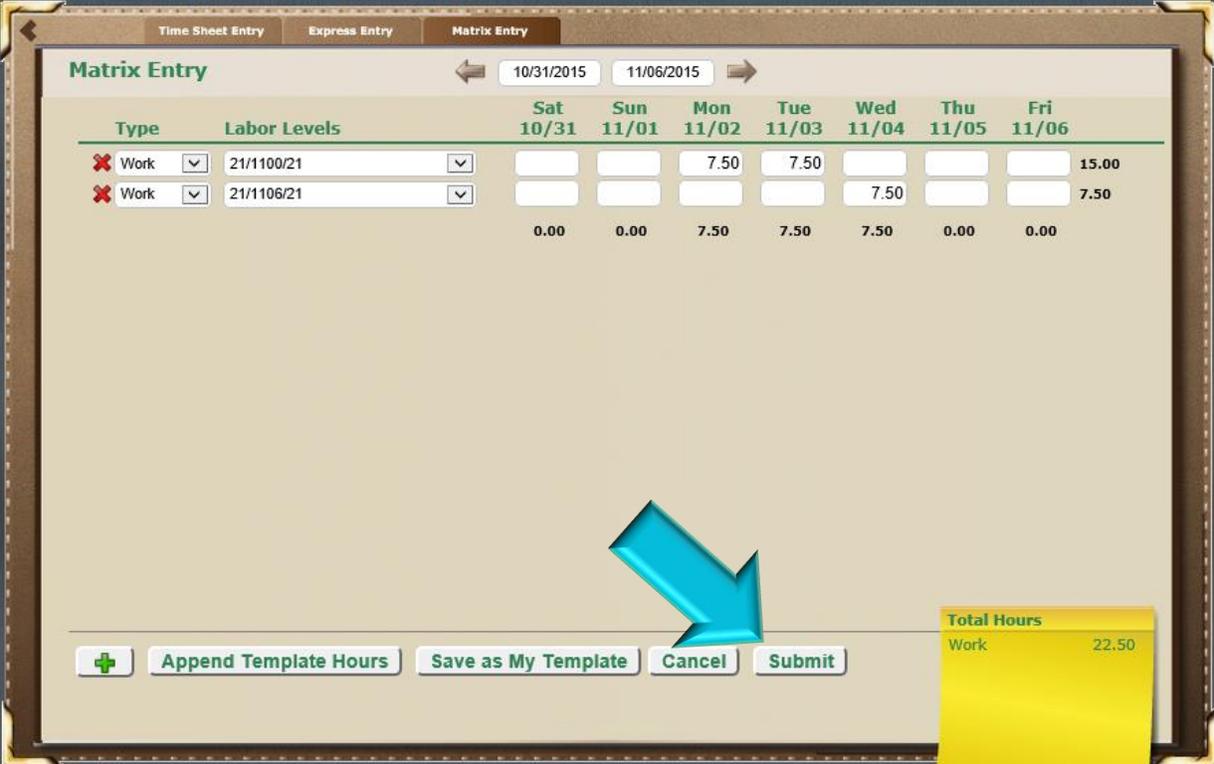
12. Click the plus sign (+) in the lower left-hand corner to add additional lines for additional work codes.



13. Once you are finished entering your time for the day, click **Submit** in the lower right-hand corner (next to the post-it note). It will tell you at the top that the timecard was successfully submitted. The yellow note will display your total hours for the week.

03:24 PM

Time Cards are submitted successfully ✕



Matrix Entry

10/31/2015 11/06/2015

Type	Labor Levels	Sat 10/31	Sun 11/01	Mon 11/02	Tue 11/03	Wed 11/04	Thu 11/05	Fri 11/06	Total
✕ Work	21/1100/21			7.50	7.50				15.00
✕ Work	21/1106/21					7.50			7.50
		0.00	0.00	7.50	7.50	7.50	0.00	0.00	

Total Hours

Work 22.50

Total 22.50

14. To submit/approve your timesheet for the pay period, click on the **Time Card** button on the main dashboard.

Time Card

D. Sims	
Reg	70.00
OT	0.00
Total	70.00

- Review your hours to make sure they are correct and that each day has the appropriate **Labor Level/Org Units** code. Also make sure that the **Type** column matches the **Org Units** code as well (see highlighted rows below). The **Type** must match the **Org Units** code.
- If everything looks correct, click **Approve All** at the bottom left to approve the entire timesheet. You can also click the **Approval** check box to the left of each line to approve each line individually. It will tell you know at the top of the screen that it is approved. To leave this screen and return to the main dashboard, just click anywhere outside of it.

Time Card 05/26/2018 - 06/08/2018

Approval	Type	Day	Date	Time In	Time Out	Org Units	Reg	OT	Unpaid	Notes
<input checked="" type="checkbox"/>	Holiday	Mon	05/28/2018			21/1202 - Holiday	7.50	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Tue	05/29/2018	08:00 AM	03:30 PM	21/1100 - Indirect C...	7.50	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Wed	05/30/2018	08:00 AM	03:45 PM	21/1100 - Indirect C...	7.75	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Thu	05/31/2018	08:00 AM	04:00 PM	21/1100 - Indirect C...	8.00	0.00	0.00	
<input checked="" type="checkbox"/>	PTO	Fri	06/01/2018			21/1200 - Paid Time ...	6.75	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Mon	06/04/2018	08:00 AM	03:30 PM	21/1100 - Indirect C...	7.50	0.00	0.00	
<input checked="" type="checkbox"/>	Work			03:30 PM	04:30 PM	21/1305 - CLAIM - A...	1.00	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Tue	06/05/2018	08:00 AM	02:45 PM	21/1100 - Indirect C...	6.75	0.00	0.00	
<input checked="" type="checkbox"/>	Work			02:45 PM	03:30 PM	21/1305 - CLAIM - A...	0.75	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Wed	06/06/2018	08:00 AM	03:45 PM	21/1100 - Indirect C...	7.75	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Thu	06/07/2018	08:00 AM	03:45 PM	21/1100 - Indirect C...	7.75	0.00	0.00	
<input checked="" type="checkbox"/>	Work	Fri	06/08/2018	08:00 AM	03:15 PM	21/1100 - Indirect C...	7.25	0.00	0.00	

OR

Approve All

Legend
 Details Manager Approved Notes

Total Hours	
Work	62.00
Holiday	7.50
PTO	6.75
Total	76.25

Make sure each line has a Labor Level code before you approve!

In order to ensure accurate timesheet reporting, it is Primaris policy to record your time at the end of each work day or by 11 am the following work day. Failure to report your time is tracked and can affect your performance review (if applicable).