

Employee Navigation of Time and Labor Online

This module provides an overview of Paychex® Time and Labor Online navigation for employee-level users.

Log in to Time and Labor Online

1. Open a Microsoft® Internet Explorer® 6.0 or higher browser window and type the address: **<https://timeandlabor.paychex.com/>**
2. Enter your company's Client ID.
3. Enter your Login ID.
4. Enter your Password.
5. Click **Login**. (1)

i Your company's administrator will provide you with your Client ID, Login ID, and password.



CHANGE PASSWORD

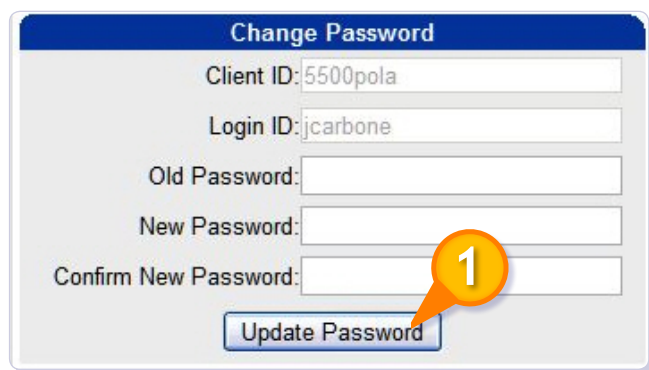
When you log in to Time and Labor Online for the first time, you must create a new password.

Your Time and Labor Online password must meet specific security standards. Each password must be at least eight characters, and it must contain at least three of the following elements in any combination:

- one upper case letter (A-Z)
- one lower case letter (a-z)
- one number (0-9)
- one special character (@,#,\$,%,^,&,+)=)

To change your password:

1. Enter the old password.
2. Enter the new password.
3. Confirm the new password by entering the password again.
4. Click **Update Password**. (1)



i An error will display if you enter an invalid format for a password while changing your password. Click the Back button in the Internet browser window to create a new password. After five failed attempts, the account will be locked. You must contact your company's administrator to reset your password.

Navigating Time and Labor Online

The Employee Home page displays when you log in to Time and Labor Online. It is organized into several sections with expandable/collapsible headings.

HEADINGS

Each heading on the Employee Home page can be expanded, collapsed, or removed.

- To view information under a heading, click the title of the heading. (1)
- To hide information under a heading, click the collapse icon in the heading. (2)
- To remove a heading, click the remove icon. (3)

SCOTT PUMMER **LOG OUT**

PAYCHEX | Time and Labor Online **Polarsen, Inc. NCT 4 (NCTPOLA)**

Actions	Status
Submit Timesheet Division <Unassigned> Branch <Unassigned> Department <Unassigned> <input type="button" value="Change Labor Levels"/> Action: <input type="button" value="Clock In"/> Notes: <input type="text"/> <input type="button" value="Punch"/>	Status: Out Time: 02/09/2012 5:00 PM Your current time: 10:00 am

[Messages](#)

[Hours Worked](#)

[Schedule](#)

[Add Pay Adjustment](#) [Pay Adjustments](#)

[Benefits](#) [Personal Info](#)

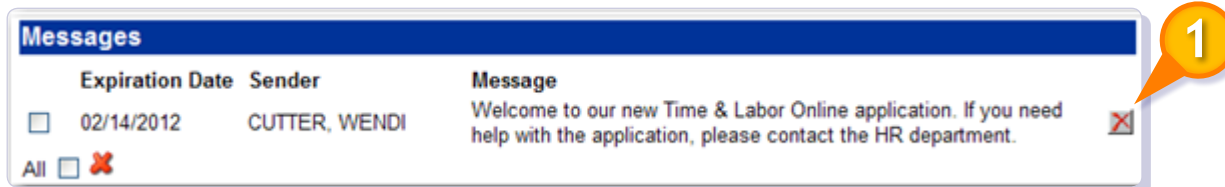
[Time Off Request](#) [Request Status](#)

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MESSAGES

Your employer may post messages to employees about company events or time and attendance tracking information. If a message has been posted for viewing, a window will display for the user notifying him that a message is available.

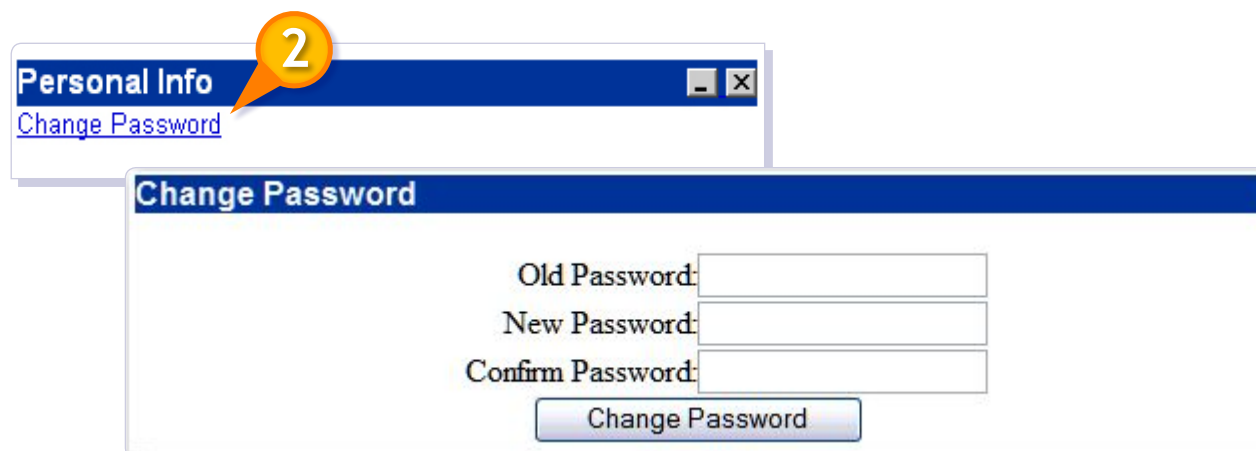
To access messages, navigate to the Messages heading. After viewing the information, users may delete messages by clicking **Delete** to the right of the message, or the message will delete automatically on the expiration date. (1)



PERSONAL INFORMATION

The option to change your password is available under the Personal Information heading

1. Click **Change Password**. (2)
2. Enter your old password.
3. Enter your new password and confirm it.
4. Click **Change Password**.



PERSONAL SETTINGS

The Personal Settings screen options allow users to customize the appearance of their Employee Home Page. To access Personal Settings, click **Personal Settings**.

(1)

All headings will default to Maximimized. Each heading on the Employee Home page can be set to one of the three options:

- Maximimized
- Minimized, or
- Hidden.

All other settings (e.g., page width, font used, time and date settings, etc.) will default to the system settings, but they may be modified.

To save your modifications, click **Apply** at the bottom of the page.

If you have questions about how your application is set up, please contact your supervisor or administrator.

Customizations may not be available to all users.

If headings have been hidden, they will not display on the Employee Home page.

To view hidden headings, you must change your personal settings.

The screenshot shows the 'Employee Home Page' for Scott Pummer at Polarson, Inc. The page has a top navigation bar with 'SCOTT PUMMER', a user icon, a help icon, and a 'LOG OUT' link. Below the navigation bar, the 'PAYCHEX | Time and Labor Online' logo is on the left, and 'Polarson, Inc. NCT 4 (NCTPOLA4)' is on the right. The main content area is titled 'Employee Home Page' and 'Sections'. It contains a table of settings for various sections, each with a dropdown menu set to 'Minimized'.

Personalize the state of each section on your home page	
Status	Maximized
Action	Maximized
Pay Adjustments	Minimized
Personal Info	Minimized
Time Off Request	Minimized
Request Status	Minimized
Messages	Minimized
Schedule	Minimized
Hours	Minimized
View Adjustments	Minimized
Benefits	Minimized

HELP GUIDE

Users can access the Employee How-To Guides through the Help icon. (1) To access the information, choose the appropriate guide.

