The Paychex® Time Kiosk app enables employees to record time on their device even when they don't have access to the Internet over Wi-Fi or cellular service.

The Paychex Time Kiosk app is available as a standalone app on Apple® iOS and Android™-powered devices. It can be a cost-effective way for your company to gather employee punch and payroll data. The Paychex Time Kiosk app enables you to turn an Apple® or an Android™-powered tablet into a functional time clock for your employees.

Registering the Device

The app is available on devices running iOS version 9 or later and Android OS 4.4 or later. It is available as a standalone app in the Apple App Store™ and in the Google® Play™ store. Before you can use the app, you'll need to register the device. To register the device:

1. Download the Paychex Time Kiosk app.

2. Open the app and enter your Client ID and Kiosk PIN. The app prompts you to select which terminal to associate with the device. Only one device per terminal is allowed.

   By default, the image capture feature is automatically enabled when the Kiosk App is registered. This allows you to save captured images to the device's camera roll. If the feature is disabled on the Select Terminal page, the capture feature still appears as though it's capturing an image; however, no images are saved to the device. To change the setting later, select Admin in the bottom left corner to reset/re-register the kiosk.

   If you select to enable capture images, you may need to go into the camera roll from time to time to delete old images to free up space on the device.
Before Employees Punch

Before allowing employees to punch using the Paychex Time Kiosk app, confirm that each individual using the device has a badge number (Badge #) assigned in the Manager Dashboard. To do this, log in to the time application from a PC or laptop and follow these steps:

1. Navigate to the Manager Dashboard | Employees tab.
2. Select the employee(s) using the Kiosk App, and confirm they have a number assigned in the Badge # field. Note, this number must be numeric and may be an employee ID number.

To learn more about getting the Paychex Time Kiosk app for your company, contact your Paychex representative today.
Employee Punching

After downloading the app to the device and confirming Paychex has set up your terminal, employees may use the app to punch. To enter a punch, the employee should:

1. Launch the app.
2. Enter his login credentials and taps **Login**.
3. To select a different punch action, swipe left or right on the bottom navigation.

The app confirms that the punch was recorded and displays the login screen for the next employee to log in and enter his punch.
Security

The Paychex Time Kiosk app may log users out after being idle for some time. As the administrator, you set this login timeframe in Terminal Settings. After the app logs an employee out, the employee logs back in to the app from the Login screen. To log out directly, the employee taps Logout in the top right corner of the app screen.

Other Paychex Time Kiosk App Features

Employees may enter pay adjustments, review time cards, enter time off requests, and view schedules in the Paychex Time Kiosk app. To display these additional employee self-service options, the employee should:

1. Tap More in the top-left corner of the main app screen.
2. Tap an action and enter inputs, as needed.
3. Tap Close in the top left corner to navigate back to the punch screen.
Need Further Assistance?

For further assistance, please contact your Paychex Time and Attendance representative.

Employee users must contact their company administrator for assistance with the app.

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