Using the Paychex Time Kiosk App

The Paychex® Time Kiosk app enables you to record your work time on an Apple®
tablet or other iOS device and on an Android™-powered tablet or other Android
device, even when you don’t have access to the Internet over Wi-Fi or cellular
service.

The Paychex Time Kiosk app is available as a standalone app in the Apple App
Store℠ and in the Google® Play™ store. The app runs on devices using iOS version
9 or later and Android OS 4.4 or later.

After your company administrator downloads and registers the app to the device,
you may use it to punch. To enter a punch:

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

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

The Paychex Time Kiosk app may log you out after being idle for some time. Your company administrator sets the login timeframe in Terminal Settings. If the app logs you out, log back in to the app from the Login screen. To log out directly, tap Logout in the top right corner of the app screen.

Other Paychex Time Kiosk App Features

If your company allows, you may also 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:

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?

Contact your company administrator for further assistance with the app.

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