

Until further notice, you may now use the internet for punching in and out instead of the timeclock.

Whenever you need to punch:

~Access the website timeandlabor.paychex.com
~Client id: 0414h146 (this is not case sensitive)
~Login id:
~Temporary Password: Welcome1 (this IS case sensitive)
You will be prompted to change your password

Use the drop down menu to designate clock in/clock out/start meal/end meal etc. just as you would on the timeclock and click on Punch-it should give you a message that your punch was saved.

~You do not need to enter anything in the notes field or anywhere else.

~Sick/Vacation balances are not updated in this system-please disregard any balances you may see.

You may still use the timeclock if/when you choose to.

Thank you,
~Pam Williams
Human Resources