**How to Submit your Timesheet in Paychex:**

Here are step by step instructions for entering time into Paychex Time and Attendance Portal:

1. log in  [http://myapps.paychex.com](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmyapps.paychex.com%2F&data=04%7C01%7C%7C3eae33b5b7b64a8a900b08d9fd2bbddd%7Ce95f1b23abaf45ee821db7ab251ab3bf%7C0%7C0%7C637819186565938778%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=vLjF5%2FkejU%2BjMOHrVzkSKsE5MVoGspEiOfF%2BLro%2BfKc%3D&reserved=0)
2. click on the upper left corner “menu” tab
3. click on the last option “time and attendance”
4. click on the “actions” box
5. click the “express entry” tab and fill in time.
6. Click submit and move the date arrow to the next week. Repeat step 5.
7. Click “submit and complete”
8. Click on the icon with the 3 dots to email a PDF timecard for signature. Enter your email and review the timesheet when you receive it prior to sending to your PI for approval. Please note to check the “Other” tab in Outlook if you don’t receive the email.

**Please have your PI sign your timesheet (this is their approval) and email it to** [**Rebecca.Kammer@va.gov**](mailto:Rebecca.Kammer@va.gov) **for our records.  Please note if you do not submit a timesheet signed by your PI, it will not be processed.**

**Please review the ‘2024 VREF Pay Schedule’ to know when each pay period is.**

**Payroll is processed the Wednesday before each Pay Day.**

**Signed Timesheets must be received the Tuesday before each Pay Day.**