PAYCHEX®

Getting Started with Paychex PST 1000

Introduction

Welcome

This guide assists you in learning how to use your Paychex® PST 1000 application and time clock to perform essential tasks that make tracking your employees' time and your payroll processing more efficient.

Logging In

To log in and view employee information and punch details, enter the time clock's assigned Internet Protocol (IP) address into your Internet browser address field. You will not need to enter **www** at the beginning of the address.

You must enter the address exactly as displayed. For example, if the assigned address is 10.10.10.10, enter that text directly into the address field, preceded with **http://**.
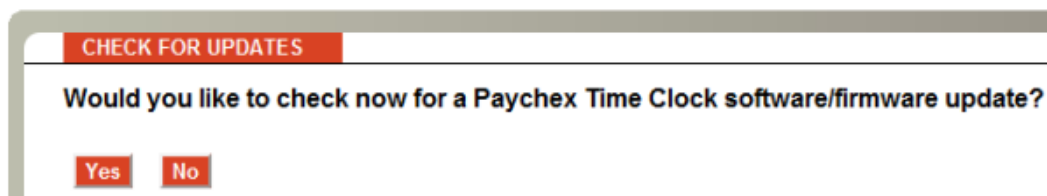

Note: If you are logging in using the direct connect method, click the Paychex PST 1000 icon on your desktop or follow the same instructions described above, entering 127.0.0.1 as the IP address.

For further information on unpacking and setting up the Paychex PST 1000 time clock, please review the *Paychex PST 1000 Quick Start Guide* that accompanied the time clock.

Updating the Paychex PST 1000 Time Clock

Upon your initial login, the Paychex PST 1000 time clock will prompt you to check for new software/firmware updates.

CHECK FOR UPDATES

Would you like to check now for a Paychex Time Clock software/firmware update?

Yes   No

Follow the instructions provided to check for an available update. It is strongly recommended that you update your time clock.
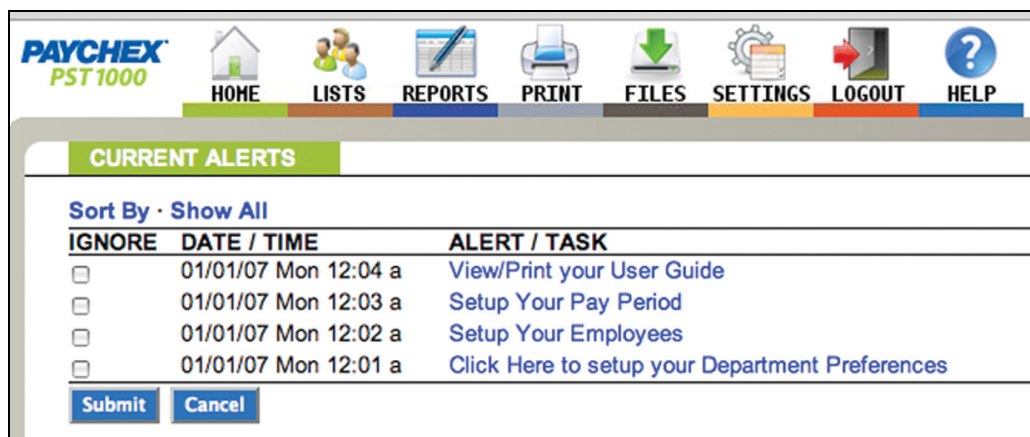
Note: The update process may take several minutes to complete. During the update process, you will be disconnected from the time clock. After you are reconnected to the time clock, enter your user name and password to access the Paychex PST 1000 Home page.

Paychex PST 1000 time clocks connected using a USB connection must be updated manually. Contact the Paychex Time and Attendance Support Center to determine if new software/firmware updates are available.

Paychex PST 1000 Navigation

The Paychex PST 1000 time clock application enables you to quickly and easily complete your tasks and run your reports. For this reason, the interface is divided into sections, making navigation intuitive and easy.

Navigation is done using five distinct menus: Home, Lists, Reports, Files, and Settings. Moving your mouse cursor over each icon displays the individual drop-down menu items. Please review the menu options described below before completing your application configuration.

PAYCHEX PST 1000   HOME   LISTS   REPORTS   PRINT   FILES   SETTINGS   LOGOUT   HELP

CURRENT ALERTS

Sort By · Show All

IGNORE	DATE / TIME	ALERT / TASK
☐	01/01/07 Mon 12:04 a	View/Print your User Guide
☐	01/01/07 Mon 12:03 a	Setup Your Pay Period
☐	01/01/07 Mon 12:02 a	Setup Your Employees
☐	01/01/07 Mon 12:01 a	Click Here to setup your Department Preferences

Submit   Cancel

Home

When you first log in to your time clock application, the Home page displays automatically. The Home page provides a quick glance at the activity on your time clock, including notifications of custom alerts. The Home page also contains helpful links to configure your application.

Current Alerts

The Home page displays important system alerts or time sheet related alerts you set up in the application, with the time and date they occur. These provide a quick status of daily activities and items that need to be completed.

For instructions on customizing your alert settings, refer to the *Paychex PST 1000 User Guide*, Section 2, Setting Your Time Clock Preferences.

When you no longer want to be notified of a particular task or alert, select the checkbox next to that item in the Ignore column, and then click **Submit**.

If you would like to see past alerts set to ignore, click **Show All**.

To view the details of the alert, click the alert link in the **ALERT/TASK** list.

Lists

Use the Lists menu for adding, modifying, and deleting employees, departments, system supervisors, or time clocks. For more details on employee and department maintenance, refer to the *Paychex PST 1000 User Guide,* Section 3, Setting Up Your Employees, and Section 6, Additional Functionality*.

Reports

The Paychex PST 1000 application has three basic report types that make it quick and easy to get the information you need to complete your work. Use the Reports menu to access Timecard, Attendance, and Department reports. The Create Report option provides more flexibility when running reports, and enables you to select a date range and department for one or more employees. Refer to the *Paychex PST 1000 User Guide,* Section 4, Generating Reports, for additional information on generating and customizing reports.

Files

Use the Files menu to back up data, remove data, restore data backups, and update your employee time clock. Refer to the *Paychex PST 1000 User Guide*, Section 5, Maintaining Your Time Clock, for additional information on time clock maintenance.

Settings

Use the Settings menu to customize your payroll, overtime, punch, device, and alert preferences. Before running any reports, set your preferences as described in the *Paychex PST 1000 User Guide*, Section 2, Setting Your Time Clock Preferences.

Logout

Clicking Logout logs you out of the application and then displays the login page.

Help

Additional documentation and information on contacting the Paychex Time and Attendance Support Center can be found on the Help menu.

Application Configuration

You must configure your Paychex PST 1000 application before employees can use the time clock. Proper configuration ensures the application can begin to properly interpret the punch detail. Preferences set under the Settings tab apply to all employees using the time clock.

For additional details on configuring your application, refer to the *Paychex PST 1000 User Guide*.

Setting Preferences

To set preferences, hover your mouse over the Settings menu and select **Preferences**.

Step 1: Settings

On the Preferences page, enter the appropriate information on each tab as described below.

Pay

Fill in the fields under each of the subheadings listed, including Company Information, Payroll Preferences, and Overtime Preferences. These define your company, when you pay employees, and when your employees qualify to receive overtime pay.

Punch

Select the Rounding Type for employee punches; decide on time sheet flags for edits, the time frame for an automatic rejection of duplicate punches, and Employee Inputs for tracking tips, piece counts, or job numbers.

Device

These settings define the time clock settings and displays, reporting defaults, and Web access parameters.

Refer to the *Paychex PST 1000 User Guide,* Section 2, Setting Your Time Clock Preferences, for additional details on these settings and configuring Alerts and Custom Fields.

Adding Employees and Departments

Once the settings and preferences have been defined, it is time to enter employees and your company departments into the time clock. To add employees and departments to the time clocks, hover your mouse over the Lists menu.
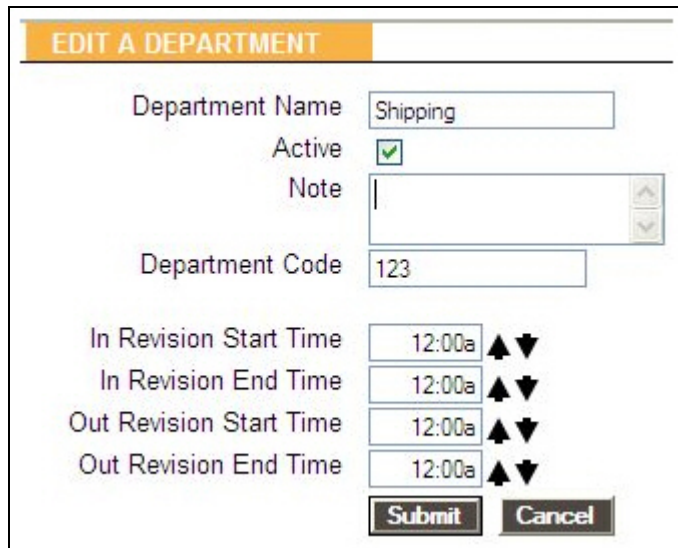
Step 2: Lists

To add departments, hover your mouse over the Lists menu and select **Departments**.

Departments

You may add up to 32 departments in Paychex PST 1000. All employees must be assigned to a "home" department. To add departments to the time clock, follow these steps:

1. Select the first available department place holder, identified by **Dept xx**.

2. Type the Department Name, Code, select **Active**, and add any additional Notes as needed.

3. Click **Submit**.

To add employees, hover your mouse over the Lists menu and select **Employee**.

Employees

Employees in the application can punch at the time clock. To add employees to the time clock, follow these steps:

1. Select one of the available employee place holders, identified by **xxx-Empl xxx**.

2. Enter as much employee information as possible in the available fields, including the employee's Paychex ID, first and last name, Employee ID (recommended to be the same number as the PIN/badge number), PIN/badge number, and department(s).

3. Click **Submit**.

For more details on adding employees and departments, refer to the *Paychex PST 1000 User Guide*.

Assigning Badges

After setting preferences and entering employees and departments into the time clock, assign proximity badges to your employees. Proximity badges allow your employees to punch by waving the badge in front of the time clock keypad. If you choose not to use badges, employees would enter their assigned PIN/badge number using the time clock keypad.

Benefits to using proximity badges include minimizing buddy punching, quicker punching in and out, and not having to memorize a PIN.

Badges are assigned using the time clock keypad.

Step 3: Assigning Badges

To assign a badge to employees, follow these steps:

1. Press 🔓 on the time clock keypad to enter Supervisor Mode.

2. Type your security code. If you are not sure what your code is, try typing the default security code **00 00 00**. If you've forgotten your security code, you can log in to the time clock application and look at the code under Device Preferences. If you cannot access the time clock application, contact the Paychex Time and Attendance Support Center.

3. Press ⌄ to scroll through the options until Assign Badges displays, then press **Enter**.

4. The time clock displays Enter ID Number. Use the keypad to enter the PIN/badge number of the employee you wish to assign the badge, then press **Enter**.

5. Wave the proximity badge in front of the time clock keypad. The "5" key is the optimal location to wave the badge. When the time clock displays Assigned, the badge is assigned to the employee.

Employees can now use the badge to punch in and out. Repeat the steps above for each employee using a proximity badge.

Web Punch Time Clock Entry

The Paychex PST 1000 time clock also supports Web punch functionality. This feature enables you to capture your employees' time punches at anytime and anywhere using a Web browser. For more details on employees using Web punch to enter time at the time clock, refer to the *Paychex PST 1000 User Guide*, Section 6, Additional Functionality.

Refer to the *Paychex PST 1000 User Guide,* found on the Help menu, for more information on time clock application functionality and features.