

Clock In and Out With Stratustime

Note that in order to be paid for overtime you must clock in and out yourself *for the entire pay period*. Failure to clock in and out means that you cannot effectively demonstrate your hours and you will not be eligible for any overtime pay for that pay period.

I have read and understand the above statement.

Printed name

Signature

To Clock in and out via Phone

1. Call 1-877-988-9885 from the office phone
2. Enter Company ID: 20005788#
3. Enter Employee ID: Log In ID is your employee ID assigned to you upon hire. If you're not sure, then ask the manager to send an email to support@elmstonegroup.com.
4. Follow automated prompts to clock in or out for the day or for meal breaks or even for transfers if you go to another property.

To Clock in and out via App

1. Android: <https://play.google.com/store/apps/details?id=com.itx.paychextlo>
2. Download above app and log in and out with your username and password. You must be connected to the office WIFI and within range of the office GPS coordinates.
3. Use your username and password used on desktops and follow prompts.

To Clock in and out from your computer

1. Open a browser and go to <https://myapps.paychex.com/> to open Paychex Flex.
2. Your login ID is the Paychex Flex ID that you set up when first logging into Paychex Flex. If you're not sure, then ask the manager to send an email to support@elmstonegroup.com.
3. Password is your Paychex Flex password.
4. If prompted for your PIN, then enter the PIN that you set up. [Note that as of October 2018, Paychex is planning on retiring this step to simplify the login process.]
5. Click Time & Attendance and Clock in/out as appropriate.