

Paychex Flex[®] Enterprise



A feature-rich, fully integrated payroll and HR solution

As a hard-working business leader, it can be challenging to find the time for tasks like payroll administration and HR management. Let us help you handle those details so you're free to focus on your business goals. Paychex Flex[®] Enterprise combines a fully featured payroll and HR solutions package with the expert, one-on-one service Paychex is known for.

Productivity

Our easy-to-use solution is packed with the tools you need—including handbook creation, employee onboarding, job costing, and more. Use the free Paychex Flex mobile app to manage payroll and HR from wherever your day takes you.

Support

Get the support of a dedicated, experienced service professional who knows your name and your business. Even if you choose to do all your work online, you can rest easy knowing that help is a call, click, or swipe away.

Integration

Housing data in disparate systems can quickly become complex and costly. With a single source of real-time employee data, employers and employees can complete HR tasks easily and efficiently.

We have everything you need to support your business, backed by more than 45 years of experience, knowledge, ethics, and trust.

PAYCHEX[®]
HR | Payroll | Benefits | Insurance

HR, Payroll, and More

- **Payroll.** Run payroll with your dedicated payroll specialist, key it in via desktop or mobile, import the data, or use one of our optional time and attendance solutions. Choose from three different payroll views for an experience that meets the needs of your business.
- **Employee pay options.** Give employees choices including paper checks, check signing, check insertion, direct deposit (with optional same day ACH or real-time payment capability*), tip disbursement, paycards, and pay-on-demand.
- **Employee self-service.** With access to initiate a variety of actions themselves, your employees can complete their new-hire onboarding, access and change their personal information, fill out tax forms, view payroll data, and more.
- **Paychex Flex HR Administration.** Stay connected, drive efficiency and help your workforce stay productive and engaged. Capture and track employee issues and requests, check in with your people and transform your business through digital HR. Productivity tools can help you improve collaboration across the business, capture and secure important HR documentation, and streamline the hiring process across mobile or desktop.
 - Performance Management.
 - Virtual HR Case Management
 - EEO Reporting and Diversity Analytics
 - Continuous Performance Management
 - OSHA Compliance Solution
 - Analytics and Reports
 - Document Management with E-signature
 - Workflow Approvals
 - Events calendar
- **Taxpay®.** Handling of federal withholding and other payroll taxes.
- **Paychex Flex Onboarding Essentials.** Enable employees to complete their new-hire documentation, including direct deposit and tax forms, via a paperless and mobile-friendly experience. Capture all documentation in compliance with state and federal requirements.

Paychex streamlines the Form I-9 and E-Verify experience** for both you and your employees.

- **Pay-on-Demand.** Give employees on-demand, real-time access to earned income, plus other financial benefits such as electronic bill pay, a budgeting and savings tool, and more.
- **Employee handbook builder.** Create an employee handbook using a robust, online, do-it-yourself tool, to help you stay in compliance and meet your specific business needs.
- **Analytics and reports.** Access one location for a library of 160+ reports. Use our powerful custom analytics and reporting tool to create reports and visualizations that meet the unique demands of your business. In context, real-time analytics give you insight into trends and data to help make more informed business decisions.
- **Indeed®.** Reach more quality candidates. Paychex customers receive a \$200 credit to sponsor their jobs on Indeed, the world's #1 job site***. Post jobs directly to Indeed from our HR platform, Paychex Flex.

Powerful Human Capital Management (HCM) Tools**

- **Paychex Flex Time.** Maximize your payroll productivity and accuracy with cloud-based time and attendance that delivers visibility and control over labor costs. Advanced scheduling features make it easy to meet your budget and organizational needs.
- **Paychex Flex Onboarding.** Ideal for users with more robust needs, this option provides a branded onboarding portal, which includes the option to add embedded video and more, in addition to the standard onboarding forms.
- **Paychex Flex Hiring.****** With applicant tracking and recruiting capabilities, you can streamline your process to help increase productivity and find candidates with the talent and skills your company needs.
- **Paychex Flex Benefits Administration Essentials.** Allow easier benefit setup for new employees, get automatic deduction updates, and more.

*For clients on direct deposit only. Additional costs apply.

**Additional fees may apply.

***To receive the \$200 Indeed, Inc., credit, you must be a Paychex, Inc. client and post a sponsored job through Paychex Flex to Indeed. You must have the appropriate user access configured in Paychex Flex to post jobs to Indeed. Only new Indeed customers are eligible to receive the \$200 credit. The \$200 credit expires after 12 months. The \$200 credit applies to any advertiser in the U.S. who hasn't received a credit in the past 180 days on Indeed, and is applicable only for future spend. Terms, conditions and quality standards apply.

****Not available to Paychex Flex Onboarding Essentials users

Additional Included Services

- **Paychex Employee Screening Essentials.** Perform background checks on candidates quickly and easily. A limited number of screens are included with your package.
- **Labor distribution and job costing.** Display how and where money is spent and the proportionate distribution of taxes by organizational unit or specific job.
- **New-hire reporting.** Meet reporting requirements for new and rehired employees, and independent contractors.
- **Labor poster kit.** Receive printed or electronic posters, plus applicable updates.
- **Time-off accrual (TOA) reporting.** Use this service to track and report paid time off for employees, such as vacation, personal, and sick time.
- **Online HR Library.** Get information on employment laws, new-hire reporting requirements, and HR compliance.
- **Financial wellness.** Help your employees meet their financial goals with tools from FinFit™.
- **Document management.** Access a centralized and secure file repository for company forms, policies, and references, as well as employee documents and certifications. Mobile integration lets you upload physical documents to a secure cloud environment. Sharing customization and self-service features allow you to delegate personal document updates to your employees.
- **Paychex Digital Marketing Services†.** Grow your business with digital marketing. By including 12 months of the Local Launch Platform, Paychex gives you \$1,000 of prepaid Digital Marketing Services. This package includes one year of service to help you make your business more visible across 50 business directories, a Digital Marketing Consultation and a Local Listings Business Performance Report.
- **Employment and income verification services.** From The Work Number®, this automated solution for employment and income confirmations for your employees assists them as they obtain the credit and benefits they need, and lets them manage their own status requests.

- **Paychex Learning Essentials.** Leverage access to a learning management system (LMS), including Paychex Flex product trainings and five free trainings plus the ability to purchase training libraries in the following areas: business skills, HR compliance, leadership and management, sales and service, business software such as Microsoft® Office, and workplace safety.
- **Plus:**
 - General ledger report
 - General ledger service
 - State unemployment insurance service
 - Garnishments administration
 - Data exports
 - Workers' compensation report
 - Workers' compensation payment service*
 - Retirement plan summary report
 - Automated vendor payments**
 - Tax credit services



Optional Services

Available for an additional fee

- Paychex Employee Screening Service
- Paychex Learning Enhanced
- Additional Paychex Digital Marketing Services

* Service only available to clients with workers' compensation coverage through Paychex Insurance Agency. Insurance is sold and serviced by Paychex Insurance Agency, Inc., 150 Sawgrass Dr., Rochester, NY 14620. CA License #OC28207. The Paychex Workers' Compensation Payment Service is offered by Paychex, Inc. and is available in all states except Alaska, Hawaii, North Dakota, Ohio, Washington, and Wyoming.

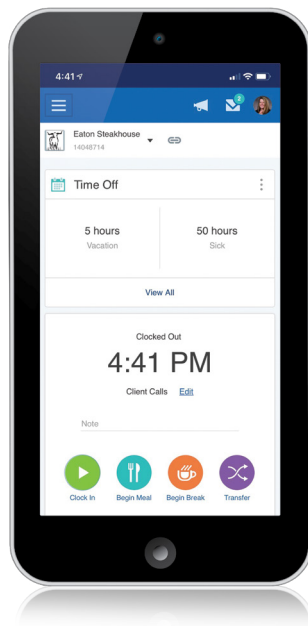
** Automated Vendor Payments are only for amounts associated with a deduction or earning. For clients with a per check fee, the incremental check charge will apply.

† Paychex Digital Marketing Services Powered by FreshLime™. The \$1,000 in prepaid services is 12-months of the FreshLime Local Launch Platform valued at \$89/month for non-Paychex clients.



Scalable HR services that grow with your company's needs

We offer a broad range of products and services to simplify complex HR challenges. Our highly trained, dedicated HR professionals use a holistic approach tailored to your business needs.



Check out our mobile app for Paychex Flex

Manage your business on the go with the Paychex Flex mobile app. Enjoy easy access to your payroll, HR, and other services directly from your smartphone or tablet. We offer the same great user experience whether you log in from your mobile device or desktop.



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Connect with your representative to discuss the options available to your business. Contact us today at **855-973-2413**.