

The Power of Simplicity**The Employee Handbook Builder: The Future of Your Employee Handbook!**

As part of our commitment to providing a best in class handbook experience, we're excited about our partnership with ThinkHR to offer a new technology experience in managing your company's employee handbook through the Employee Handbook Builder!

The Employee Handbook Builder technology provides both continued support from your Human Resource Generalist or through the HR Services support line; and adds:

- 24/7 access to your online handbook
- A new database of policies continually maintained and reviewed by a top Labor and Employment law firm for ongoing compliance
- Ability to apply real-time Federal and State updates to your handbook throughout the year
- Ability to customize policies throughout the handbook, and add custom policies unique to your Company
- Downloadable Microsoft Word and PDF versions of your Employee Handbook for immediate distribution
- Online access to HR best practices and Federal and State laws and regulations, housed within the Electronic Handbook Builder

Check out these resources to learn more about the Employee Handbook Builder Technology!

[Employee Handbook Builder Tutorial](#): 7 minute, quick tutorial and training
[Register for an Upcoming Employee Handbook Builder Webinar](#)

[Click here](#) for a complete list of policies that have been updated or added in the Employee Handbook Builder.

Paychex HR Solutions, HR Essentials (HRE), Custom Handbook (CHB) and Employee Management Service (EMS) Clients:

To learn more about the Employee Handbook Builder and to discuss legislative updates that may impact your handbook, please contact your service team.

Paychex HR Solutions Clients: Please contact your HR Generalist for more information.

HR Essentials (HRE), Employee Management Service (EMS) Clients, and Custom Handbook (CHB) clients: Please contact HR Services Support at 1-877-405-5877.

Previous versions of your employee handbook created outside of the Employee Handbook Builder are no longer supported by Paychex. Policies provided in the previous handbook product are no longer being reviewed for compliance and therefore may be outdated.

Paychex Business Solutions (PEO) Clients:

The Employee Handbook Builder is the future for your employee handbook as well!

PEO clients that joined our PEO and ran their first PEO payroll with us on or after 10/1/2018 are automatically having their handbook created within the Employee Handbook Builder and can work alongside their HR Generalist to customize and further develop their handbook.



Payroll | Benefits | HR | Insurance

HR Update
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Existing PEO clients not yet transitioned into the Employee Handbook Builder will continue to receive semi-annual legal updates. Please contact your HR Generalist for more information on the Employee Handbook Builder. In addition, in the coming months we will be contacting you with more information regarding this dynamic new service offering. You will also be receiving an updated service addendum from us which will require no action on your part. In the meantime, if you'd like to learn more about this beneficial change and how it impacts your handbook, please contact your Human Resources Generalist directly or our HR Services support line at 1-877-405-5877.