

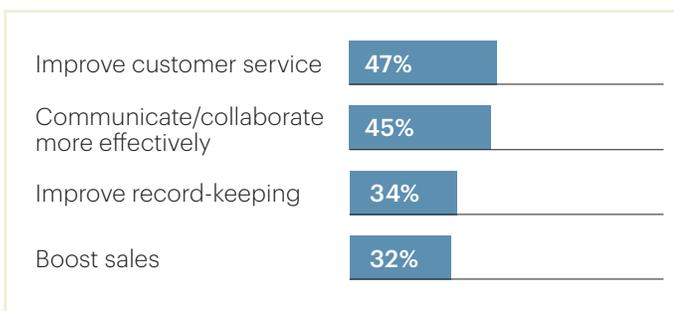


## Operational Efficiency: How Can You Do More With Less?

As they respond to the impacts of the COVID-19 pandemic, businesses are looking for ways to operate with limited resources. The solution for many companies is to implement technology to help them do more with less time and effort.

In a recent Paychex survey,<sup>1</sup> **one-third** of small and mid-sized businesses (SMBs) say they plan to lean on technology to increase company efficiency.

The fastest-growing companies — projected to grow 10% or more this year — say they are the most likely to use new technology in the near term to:



Streamlined operations free you and your team up to focus on rebuilding, taking care of customers, and growing your business. Consider streamlining the following business functions using new or updated technology as you return to work.

### Payroll

Using a scalable payroll provider that grows with your business, such as [Paychex Express Payroll](#) or [Paychex Flex](#)<sup>®</sup>, can free up time and reduce costly mistakes. These services allow you to report payroll securely from any device, integrate payroll with time-tracking software so that it can be calculated automatically, and provide self-serve HR functionality to employees.

<sup>1</sup>Paychex conducted four separate online surveys of 300 principals of U.S.-based businesses with 2 to 500 employees. Wave 1 was fielded April 17-20; Wave 2, April 24-27; Wave 3, May 1-4; Wave 4, May 15-17. Each survey has a +/-5.66% margin of error.

## Customer payment processing

Whether it's online payments, e-check processing, pay-on-demand, same-day ACH, or another payment system, payment processing that's easy, quick, and flexible means you can gain access to customer payments without delay. Paychex offers several payment processing solutions to meet various company and customer needs.

## Real-time employee payments

The ability to pay employees immediately for time worked means businesses can manage cash flow and deliver funds to staff promptly. **Through the RTP® network from The Clearing House**, Paychex offers real-time payments 24/7/365 to provide instant payments.

## Onboarding

[Paychex's onboarding software](#) can easily verify that you've collected Form I-9, W-4, and state withholding forms; voluntary self-identification documentation; and an employee's direct deposit authorization. It can also provide confirmation that an employee has received a copy of the employee handbook. And, it makes it easy for employees to enroll in, view, and modify health insurance plans or make retirement plan selections.

## Benefits administration

Managing benefits through a single, integrated human capital management (HCM) platform helps ease administration for your business and access for employees. [Paychex's benefits administration solution](#) allows secure, online, paperless access to documents and forms — enabling enrollment, changes, and updates in real time — from any device or location.

Online benefits management helps with accuracy; provides peace of mind that you're meeting requirements and deadlines; saves administrative and staff time; and gives you control over benefits and costs.

## Time and attendance

Time-and-attendance-tracking technology allows your business to gather hours worked via time clocks or your staff's mobile devices, no matter where they happen to be. [Paychex has flexible options](#) to meet your payroll needs, including online timekeeping through Paychex Flex® Time, Paychex Flex® Time Essentials, Paychex TrueShift™, and the InVision® Iris Time Clock.

**If you'd like to know more about how Paychex can help your business do more with less, contact me today.**