

Paychex Flex[®]

Technology and Service to Fuel Your Business Success



PAYCHEX[®]

HR | Payroll | Benefits | Insurance



Paychex Flex Drives Efficiency

On the road. At the sales pitch.
En route to the client meeting.
Your day never stops. Shouldn't
your payroll and HR provider
work how and when you do?
Paychex brings you Flex, your
go-to hub that works at the
speed of your business.

Mobility

Rather than separate employee-only apps with different screens and workflows, we've designed a single application that delivers a consistent experience for employers and employees alike.

Efficiency

- Access employees anywhere with the click of a button throughout the platform.
- Live reporting features provide simple, actionable business insights.
- In-context analytics bring vital KPI's front and center where you need them most.
- Administrative access and functions are available throughout the Flex application.
- Approval workflows make it easy to initiate and complete important HR changes like pay raises and direct deposit updates while keeping the proper checks and balances in place.

Collaboration

People are the core of your business, and they are at the center of Flex. You can empower your employees with our self-service features and recoup valuable time for your admins to focus on strategic efforts.

Technology-First Innovation

Flex is an all-in-one, highly scalable, and secure cloud platform for all your HR, payroll, and benefits needs. Flex stays with you as you grow — no need to change platforms in the future or go through inconvenient system upgrades.

Expert Support

You'll have the option for a dedicated service professional, plus access to our 24/7 service center. Help is only a call, click, or swipe away.

Peace of Mind

At Paychex, we believe in safeguarding our customers and employees from negative events, foreseen or unforeseen, which is why we have developed the Paychex' Business Continuity Plan (BCP). Regardless of any local interruption of service, if you have the BCP, your company will experience a smooth continuation of business activity.

Paychex Flex HR Administration

Uncover the necessary insights and information to navigate complicated HR challenges while managing essential business needs. Our HR capabilities include:

- Recruiting
- Hiring and onboarding
- Performance and learning management
- Events calendar
- HR analytics and benchmarking
- Document management
- Options for a dedicated HR professional



Find Quality Talent

Paychex customers **receive a \$200 credit** to sponsor their jobs on Indeed, the **world's No. 1 job site***. Post jobs directly to Indeed from our HR platform, Paychex Flex.

Benefits at a Glance:

Demonstrate your commitment to your employees' well-being and future by offering comprehensive health insurance and retirement benefits, and access to all from within Flex.

- 24/7 access to benefit information for each employee, all in one location
- Employer and employee user access
- Benefit data views of multiple companies for easy multi-company management
- Easy drill-down access to benefit details

Payroll Processing Online for Today's Workforce

Work on payroll wherever and whenever you like, on your desktop, tablet or mobile device, any time of day or night. Features include:

- Gross-to-net or net-to-gross calculations
- Customizable dashboard with the reports most important to your business
- Employee information and access permissions you can edit and customize
- Our General Ledger Service offers secure online posting of your payroll information to most accounting programs
- Automatic processing of your complete payroll in as few as two clicks
- Labor distribution and job costing displaying how and where money is spent, with proportionate distribution of taxes by organizational unit or specific job
- Full integration with Paychex Flex Time and Paychex Flex HR Administration, streamlining administrative tasks and saving time

*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.

Employee Self-Service Online and On the Go

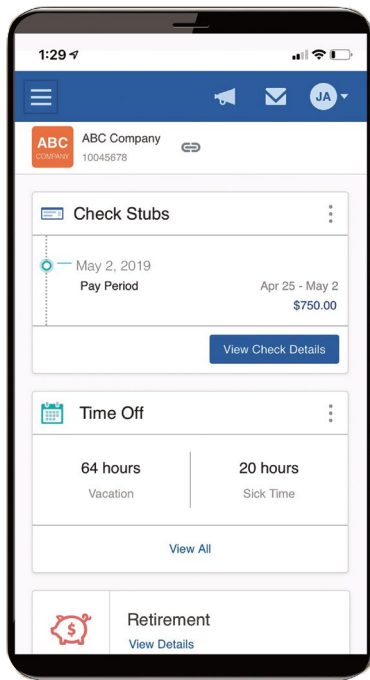
Time answering questions and responding to employee requests involving payroll and HR issues can really add up. But with Paychex Flex, employees have access to initiate a variety of activities themselves, and get the answers they need, when they need them — saving you time and helping maintain everybody's productivity.

Benefits for Employers

- More time for business, less time on employee questions and requests
- Employees are more productive on the job, not seeking information or documents such as W-2's
- An additional benefit to offer employees
- Reduces paper consumption and clutter
- Management controls employee editing rights and access to data categories
- The ability to approve select self-service activities ensures proper checks and balances occur when it comes to sensitive processes

Benefits for Employees

- Access 401(k) data, health and benefits information, and flexible spending account balances all from the same location
- A quick way to view, print, or download check stubs or W-2's
- Ability to enroll in 401(k) and edit retirement contributions and investments
- Enroll in health insurance and view plan information and activity
- View schedules, punch in/punch out, and view time-off balances
- Update personal profile information
- Set up and edit direct deposit



Paychex Flex for Mobile

- Save time and stay connected.
- Free mobile access for you and your employees.
- iPhone® and Android™ devices.*



*Apple, the Apple logo, and iPad are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a servicemark of Apple Inc. Android is a trademark of Google Inc.