

GRI Index

GRI Disclosures

GRI 102—Organizational Profile

Disclosure Number	Description	Page Number(s) and/or URL
102-1	Name of the organization	Paychex, Inc.
102-2	Activities, brands, products, and services: organization's activities	<p>Paychex, Inc. (NASDAQ: PAYX) is a leading provider of integrated human capital management solutions for payroll, benefits, human resources, and insurance services.</p> <p>paychex.com/corporate</p> <p>paychex.com/business-solutions</p>
102-3	Location of headquarters	<p>911 Panorama Trail South, Rochester, NY 14625-2396</p> <p>locations.paychex.com/us/new-york/rochester-corporate</p>
102-4	Location of operations	locations.paychex.com
102-5	Ownership and legal form	<p>Paychex, Inc. is a publicly traded corporation.</p> <p>Annual Report on Form 10-K, Page 3</p>
102-6	Markets served	<p>Paychex, Inc. serves employers primarily in the private sector.</p> <p>Paychex, Inc. serves markets in the United States, Germany, Denmark, and Sweden.</p> <p>paychex.com/corporate</p>
102-7	Scale of the organization	<p>Annual Report on Form 10-K, Page 9</p> <p>locations.paychex.com/</p> <p>Annual Report on Form 10-K, Page 41</p> <p>Paychex Page on Yahoo Finance</p> <p>Proxy Statement, Page 14</p> <p>and CSR Report Page 45</p>

Disclosure Number	Description	Page Number(s) and/or URL
102-8	Information on employees and other workers—number of employees by gender	Annual Report on Form 10-K, Page 9 and CSR Report Page 40
102-10	Significant changes to the organization and its supply chain	During the COVID-19 pandemic we accelerated our existing geo-optimization plans, closed a number of facilities and established a work-from-home program for a significant number of employees.
102-12	External initiatives	CSR Report Page 18 CSR Report Page 43 CSR Report Page 51 paychex.com/corporate/paychex-charitable-foundation
102-13	Membership of associations	National Payroll Reporting Consortium (NPRC) National Association of Professional Employer Organizations (NAPEO)
General Disclosures GRI 102—Strategy		
102-14	Statement from senior decision-maker	CSR Report Page 3 CSR Report Page 7 and paychex.com/corporate/corporate-responsibility
102-15	Key impacts, risks, and opportunities	Annual Report on Form 10-K, Pages 11-16 CDP Climate Change Response, Pages 8-9

General Disclosures

GRI 102—Ethics & Integrity

Disclosure Number	Description	Page Number(s) and/or URL
102-16	Values, principles, standards, and norms of behavior	paychex.com/corporate/corporate-responsibility and CSR Report Pages 12-14
102-17	Mechanisms for advice and concerns about ethics	CSR Report Pages 12-14 and CSR Report Page 23 paychex.com/corporate/corporate-responsibility/ethics paychex.com/sites/default/files/2018-07/LR_89985_Paychex_EthicsBrochure.pdf

General Disclosures

GRI 102—Governance

102-18	Governance structure	investor.paychex.com/corporate-governance investor.paychex.com/corporate-governance/governance-documents Charter of the Governance and Compensation Committee of the Board of Directors Proxy Statement Pages 16-19
102-19	Delegating authority	paychex.com/sites/default/files/2021-08/Paychex_Inc_CDP_Climate_Change_Questionnaire_2021.pdf#page=3
102-20	Executive-level responsibility for economic, environmental, and social topics	paychex.com/sites/default/files/2021-08/Paychex_Inc_CDP_Climate_Change_Questionnaire_2021.pdf#page=3

Disclosure Number	Description	Page Number(s) and/or URL
102-21	Consulting stakeholders on economic, environmental, and social topics	CSR Report Page 4
102-22	Composition of the highest governance body and its committees	investor.paychex.com/corporate-governance investor.paychex.com/corporate-governance/governance-documents Proxy Statement Pages 6-10 and Proxy Statement Pages 20-22
102-23	Chair of the highest governance body	Proxy Statement Page 17
102-24	Nominating and selecting the highest governance body	Proxy Statement Page 18
102-25	Conflicts of interest	Proxy Statement Pages 21-22
102-26	Role of highest governance body in setting purpose, values, and strategy	Charter of the Governance and Compensation Committee of the Board of Directors paychex.com/sites/default/files/2018-07/LR_89985_Paychex_EthicsBrochure.pdf
102-27	Collective knowledge of highest governance body	Proxy Statement Page 5
102-28	Evaluating the highest governance body's performance	Corporate Governance Guidelines Charter of the Governance and Compensation Committee of the Board of Directors
102-29	Identifying and managing economic, environmental, and social impacts	Charter of the Governance and Compensation Committee of the Board of Directors CDP Climate Change Response Pages 2-3 and CSR Report Page 4

Disclosure Number	Description	Page Number(s) and/or URL
102-30	Effectiveness of risk management processes	Charter of the Audit Committee of the Board of Directors CDP Climate Change Response Pages 2-3 Proxy Statement Page 21
102-31	Review of economic, environmental, and social topics	CDP Climate Change Response Pages 2-3 Charter of the Governance and Compensation Committee of the Board of Directors
102-32	Highest governance body's role in sustainability reporting	The CEO formally reviews and approves the organization's sustainability report
102-33	Communicating critical concerns	paychex.com/sites/default/files/2018-07/LR_89985_Paychex_EthicsBrochure.pdf#page=13
102-35	Remuneration policies	Proxy Statement Pages 36-46
102-36	Process for determining remuneration	Proxy Statement Page 34 and Proxy Statement Pages 36-46
102-37	Stakeholders' involvement in remuneration	Proxy Statement Pages 24-25 Results of votes on remuneration policies and proposals from prior year.
102-38	Annual total compensation ratio	Proxy Statement Pages 45-46
General Disclosures GRI 102—Stakeholder Engagement		
102-40	List of stakeholder groups	CSR Report Page 4
102-41	Collective bargaining agreements	Annual Report on Form 10-K Page 9
102-42	Identifying and selecting stakeholders	CSR Report Page 4

Disclosure Number	Description	Page Number(s) and/or URL
102-43	Approach to stakeholder engagement	CSR Report Page 4
<h2>General Disclosures</h2> <p>GRI 102—Reporting Practice</p>		
102-45	Entities included in the consolidated financial statements	List of material subsidiaries Annual Report on Form 10-K Exhibit 21.1
102-46	Defining report content and topic boundaries	CSR Report Page 4
102-47	List of material topics	<p>In this report we have reported on corporate responsibility topics that are most significant to Paychex:</p> <ul style="list-style-type: none"> • Ethics • Privacy and Data Security • Diversity, Equity, and Inclusion • Health and Safety • Employee Benefits and Well-Being • Training and Education • Community Initiatives • Greenhouse Gas Emissions Management • Energy Management • Waste Management
102-48	Restatements of information	CSR Report Pages 27-28 and CSR Report Pages 38-39
102-50	Reporting period	FY21: June 1, 2020 – May 31, 2021
102-51	Date of most recent report	September 2020
102-52	Reporting cycle	Annual
102-53	Contact point for questions regarding the report	public_relations@paychex.com
102-54	Claims of reporting in accordance with the GRI Standards	CSR Report Page 2

Disclosure Number	Description	Page Number(s) and/or URL
102-55	GRI content index	GRI Index
Economic Disclosures GRI 201—Economic Performance		
201	Management approach	CSR Report Pages 45-46 and CSR Report Pages 51-52
201-1	Direct economic value generated and distributed	Annual Report on Form 10-K
201-3	Defined benefit plan obligations and other retirement plans	CSR Report Page 26
Economic Disclosures GRI 203—Indirect Economic Impacts		
203	Management Approach	CSR Report Page 42 and CSR Report Page 44
203-1	Infrastructure investments and services supported	CSR Report Page 30 and CSR Report Pages 42-44
203-2	Significant indirect economic impacts	CSR Report Pages 46-48
Economic Disclosures GRI 205—Anticorruption		
205	Management approach	CSR Report Pages 12-14
Economic Disclosures GRI 206—Anticompetitive Behavior		
206	Management Approach	CSR Report Pages 14-15

Economic Disclosures

GRI 207—Tax

Disclosure Number	Description	Page Number(s) and/or URL
207-1	Approach to tax	CSR Report Page 17 Annual Report on Form 10-K Page 34
207-2	Tax governance, control, and risk management	CSR Report Page 17
207-3	Stakeholder engagement and management of concerns related to tax	CSR Report Page 17

Economic Disclosures

GRI 302—Energy

302-1	Energy consumption within the organization	CSR Report Page 54
302-3	Energy intensity	CSR Report Page 55

Economic Disclosures

GRI 305—Emissions

305-1	Direct (Scope 1) GHG emissions	CSR Report Pages 56-57
305-2	Energy indirect (Scope 2) GHG emissions	CSR Report Page 56 and CSR Report Page 58
305-3	Other indirect (Scope 3) GHG emissions	CSR Report Pages 58-59
305-4	GHG emissions intensity	CSR Report Page 59

Economic Disclosures

GRI 306—Waste

Disclosure Number	Description	Page Number(s) and/or URL
306-4	Waste diverted from disposal	CSR Report Pages 61-62

Social Disclosures

GRI 401—Employment

401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	CSR Report Pages 26-27
401-3	Parental leave	CSR Report Pages 27-28

Social Disclosures

GRI 403—Occupational Health and Safety

403-1	Occupational health and safety management system	CSR Report Pages 32-33
403-2	Hazard identification, risk assessment, and incident investigation	CSR Report Pages 32-33
403-3	Occupational health services	CSR Report Page 33 and CSR Report Page 36
403-4	Worker participation, consultation, and communication on occupational health and safety	CSR Report Page 32
403-5	Worker training on occupational health and safety	CSR Report Page 33

Disclosure Number	Description	Page Number(s) and/or URL
403-6	Promotion of worker health	CSR Report Page 27 CSR Report Pages 29-31 and CSR Report Pages 34-38
Social Disclosures GRI 404—Training and Education		
404-1	Average hours of training per year per employee	CSR Report Pages 38-39
404-2	Programs for upgrading employee skills and transition assistance programs	CSR Report Page 39
Social Disclosures GRI 405—Diversity and Equal Opportunity		
405	Management approach	CSR Report Pages 18-22
405-1	Diversity of governance bodies and employees	Proxy Statement Pages 6-10 and CSR Report Page 40
405-2	Ratio of basic salary and remuneration of women to men	CSR Report Page 23
Social Disclosures GRI 406—Nondiscrimination		
406	Management approach	CSR Report Pages 23-24
Social Disclosures GRI 412—Human Rights Assessment		
412-2	Employee training on human rights policies or procedures	CSR Report Pages 12-14

Social Disclosures

GRI 415—Public Policy

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415	Management approach	CSR Report Page 16

Social Disclosures

GRI 418—Customer Privacy

418	Management approach	CSR Report Page 10
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