



Paychex One-Source Solutions

One Partner, One Solution.



Paychex provides industry-leading labor management solutions for the entire employee lifecycle. Fully scalable options include one-on-one professional service, on site training, and HR administrative support.

Flexibility • Control • Ease of Use • Reliability • Economy

PAYCHEX®



ONE-ON-ONE SERVICE

Attract and Hire

Guide and Support

Manage and Direct

Develop and Retain

Support for the Entire Employee Lifecycle

Easily connect with highly trained professional providers who are assigned to your account and have the knowledge and familiarity to quickly address unique client needs as they arise.

RECRUITING

- Job Descriptions
- Compensation Surveys
- Internet Recruiting
- Custom Portal
- Requisition Workflows
- Resume/Skill Search

HIRING

- Screening Services
- Custom Onboarding
- Orientation Process
- Forms Library
- New-Hire Reporting

TAX CREDITS

- Work Opportunity
- Welfare to Work

HR PORTAL

- Communication Center
- Real-Time Directories
- Employee Profiles
- Forms and Documents
- Future Effective Dating
- Automatic Reminders

SELF-SERVICE

- Profile Updates
- Policies and Procedures
- Employee Documents
- Time-Off Requests
- Benefit Enrollments

BENEFITS

- Paychex Benefit Plans (Insurance, 401(k), S125)
- Benefits Administration
- Provider Integration
- Total Compensation Summary

TIME MANAGEMENT

- Web-Punch, Biometric, Swipe
- Complex Rules
- Rapid Scheduling
- Time-Off Calendar
- Automated Reporting
- Status Board

PAYROLL ADMINISTRATION

- True Labor Costing
- Certified Payroll
- General Ledger Controls
- Instant Gross to Net
- Paperless Payroll and W-2s

EXPENSE REPORTING

- Personal and Corporate Card Imports
- Policy Automation
- Short Process Cycles
- Automatic Notifications
- Graphical Analytics
- General Ledger Integration

TRAINING

- Licensing and Certifications
- Schedules and Curriculums
- Automatic Reminders
- On-Site Training
- Video Training Library
- Web Training

PERFORMANCE

- Performance Reviews
- Dynamic Forms
- Incident Logs
- Performance Notices
- Employee Access

SEPARATION

- Policies and Documentation
- SUI Claims Administration
- Company Asset Tracking
- Workers' Compensation
- COBRA Administration
- History and Audit Trails

PAYCHEX®

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