

# Compare Paychex Payroll Solutions

Choose the payroll package that best fits the needs of your business.



Services Included	Express Payroll	Paychex Flex® Select	Paychex Flex Pro	Paychex Flex Enterprise
Online Payroll Processing	✓	✓	✓	✓
Payroll Specialist		✓	✓	✓
Paper Checks		✓	✓	✓
Check Signing		✓	✓	✓
Check Logo Service		✓	✓	✓
Direct Deposit	✓	✓	✓	✓
Paycard	✓	✓	✓	✓
Mobility Options	✓	✓	✓	✓
Taxpay®	✓	✓	✓	✓
New-Hire Reporting	✓	✓	✓	✓
Online HR Library	✓	✓	✓	✓
Labor Poster Kit		✓	✓	✓
Employee Access Online	✓	✓	✓	✓
Financial Wellness	✓	✓	✓	✓
Standard Analytics and Reporting	✓	✓	✓	✓
Retirement Plan Summary Report		✓	✓	✓
Report Data Exports			✓	✓
Workers' Compensation Report			✓	✓
Workers' Compensation Payment Service*			✓	✓
State Unemployment Insurance Service			✓	✓
Garnishment Payment Service			✓	✓
General Ledger Report	✓	✓	✓	✓

**PAYCHEX**®

Payroll • HR • Retirement • Insurance

Services Included	Express Payroll	Paychex Flex Select	Paychex Flex Pro	Paychex Flex Enterprise
General Ledger Service			✓	✓
Employee Handbook Builder			✓	✓
Paychex Flex Onboarding Essentials			✓	✓
Paychex Flex Onboarding**				✓
Paychex Flex Hiring***				✓
Paychex Flex Benefits Administration Essentials				✓
Labor Distribution and Job Costing				✓
Paychex Flex Time				✓
Paychex Flex Time Essentials			✓	
Custom Analytics and Reporting				✓
Paychex Flex HR Administration				✓
Time-Off Accrual (TOA) Reporting				✓

\*Insurance offered through Paychex Insurance Agency, Inc., 150 Sawgrass Dr., Rochester, NY 14620. CA license #0C28207. The Paychex Insurance Agency Workers' Compensation Payment Service is available in all states except Alaska, North Dakota, Ohio, Washington, and Wyoming.

\*\*Paychex Flex Enterprise users may choose to have Paychex Flex Onboarding Essentials or the full Paychex Flex Onboarding suite

\*\*\*Not available to Paychex Flex Onboarding Essentials users.

**Online Payroll Processing:** In as few as two clicks, you can import payroll information, key it in via desktop or mobile, or use one of our time and attendance solutions.

**Payroll Specialist:** A dedicated payroll specialist familiar with your account to provide prompt, experienced support.

**Employee Pay Options:** Let your employees choose from a variety of pay options including paper checks, direct deposit, paycards, and Tip Network™.

**Check Logo:** Customize checks with your company logo.

**Mobility Options:** Access and update account information on the go from your tablet or smartphone.

**Taxpay®:** Automate the handling of your federal withholding and other payroll taxes.

**New-Hire Reporting:** Meet reporting requirements for new and rehired employees, and independent contractors.

**Online HR Library:** Get information on employment laws, new-hire reporting requirements, and HR compliance.

**Labor Poster Kit:** Receive printed or electronic posters, plus applicable updates.

**Employee Access Online:** Offer employees convenient access to personal and payroll data, as well as pay slips and W-2s.

**Financial Wellness:** Help your employees meet their financial goals with tools from FinFit™.

**Retirement Plan Summary Report:** Access participant information for your 401(k) provider.

**Standard Analytics and Reporting:** Access one location for over 160 reports about your business.

**Report Data Exports:** Export many reports into spreadsheets for importing into third-party software or manipulating data yourself.

**Workers' Compensation Payment Service:** Remit per-pay-period premiums based on actual wages to help reduce exposure to additional premiums and balloon payments upon audit.

**Workers' Compensation Report:** Review wages subject to workers' compensation insurance and premium information.

**State Unemployment Insurance Service:** Get assistance with managing your unemployment insurance processes.

**Garnishment Payment Service:** Automatically deduct and remit garnished wages.

**General Ledger Report:** Use this report to help you break down payroll data into an easy-to-use format.

**General Ledger Service:** Link payroll data to popular accounting software.

**Employee Handbook Builder:** Create a self-guided, legally reviewed handbook with ease.

**Paychex Flex Onboarding Essentials:** Simplify the transition from new hire to employee.

**Paychex Flex Onboarding:** Provide a sophisticated employee experience with this branded onboarding portal, which includes the option to add embedded video and more, in addition to the standard onboarding forms.

**Paychex Flex Hiring:** With applicant tracking and recruiting capabilities, you can streamline your hiring process.

**Paychex Flex Benefits Administration Essentials:** Allow easier benefit setup for new employees, get automatic deduction updates, and more.

**Labor Distribution and Job Costing:** Display how and where money is spent and the proportionate distribution of taxes by organizational unit or specific job.

**Paychex Flex Time Essentials:** Use this simple, self-setup option to automate time and attendance tracking.

**Paychex Flex Time:** Gain visibility and control over your labor costs with an intuitive, cloud-based time and attendance solution.

**Custom Analytics and Reporting:** Use our powerful analytics and reports tool to create reports and visualizations that meet the unique demands of your business.

**Paychex Flex HR Administration:** Nurture your team's ongoing development through performance feedback on any schedule, manage employee training, and store important compliance documentation in the cloud.

**Time-Off Accrual (TOA) Reporting:** Use this service to track and report paid time off for employees, such as vacation, personal, and sick time.

Each package includes access to Paychex Flex, our cloud-based payroll and HR solution; free mobile apps for you and your employees; and flexible support options including 24/7 service centers.

**Connect with your payroll representative to discuss the best option for your business.**