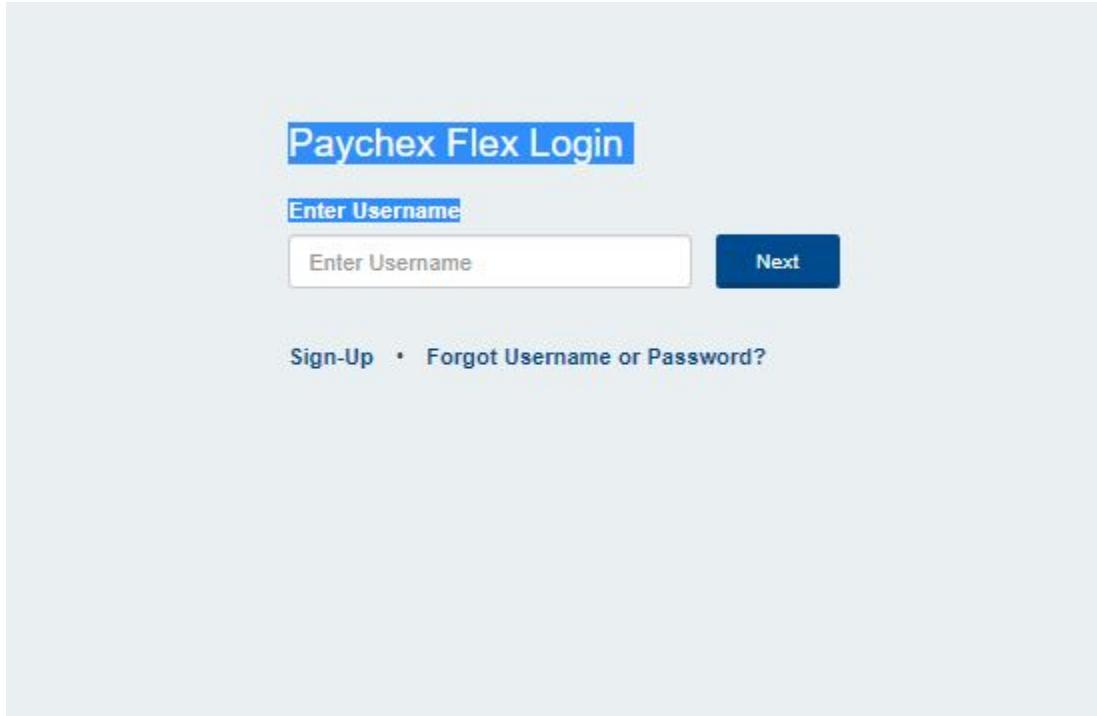


WELCOME TO PAYCHEX

Login - www.paychexflex.com



All employees must set up their own account once they are hired. Employee will be able to update: address, deposit information, tax exemptions, requests time off and print past checks. The account is attached to the email they were hired under - if it needs to be changed only the employee can do this.

Password resets - just press "forgot Password" on the main screen.

New Employee Screen - Employee needs to complete once they are hired before payroll can finish their setup. THIS CAN'T BE DONE BEFORE THEY GO THROUGH THE NEW HIRE PROCESS!! This information is for their own account. Call Payroll if there is a problem them getting set up.

The screenshot shows a five-step sign-up process for Paychex Flex. Step 1: Personal Information (highlighted in blue). Step 2: Security Information. Step 3: Security Level. Step 4: Account Information. Step 5: Email Verification. The Personal Information step contains fields for First Name, MI, Last Name, Date of Birth (Month, Day, Year), SSN, Re-enter SSN, Primary Telephone, Extension, Secondary Telephone, Extension, Address Line 1, Address Line 2, City, State, Zip, and Country (United States). A note says: "Please enter the home address that matches our payroll records. If another address is used, we may not be able to set up your account." Buttons at the bottom are 'Cancel' and 'Continue'.

Once the account is set up Payroll needs to finish employee set up - making sure they have access to their time attendance, benefits - Call Payroll so setup can be finished.

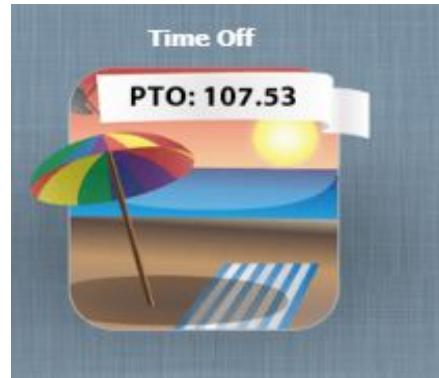
After payroll is done - Employee must sign in for the FIRST time through a desk top computer then they will be able to use a tablet.

Employee Access: Time off requests, schedules, time cards, benefits, retirement and messaging.

Employee Screen is below:



This is the PTO, Vacation, request button for your employees - Once Regional Manager approve their time off they will go on their dash board and put in the request that you will approve once entered.



Messaging: Employees can send you and payroll messages by entering their messages here.



Time card: Employees can look at their time card by clicking on the button below

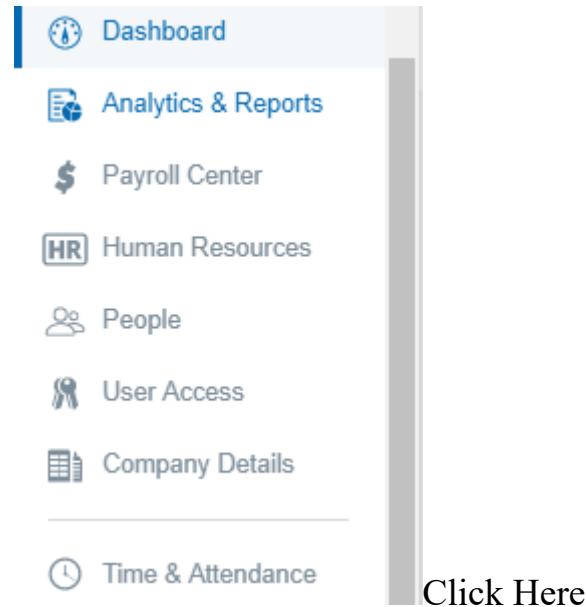


Employee Schedules - Employees can look at their schedules by clicking the button below



Time Card Management

From the Dashboard click Time and Attendance Tab - listed on the left



System will take you to the following dash board

The screenshot displays a complex dashboard with multiple sections. At the top, there is a header bar with tabs for Home, Employees, Time Cards, Schedules, Time Off, Reports, and Payroll. Below the header, there are two main data tables. The left table is titled 'Status Board' and lists employee names with columns for Absent, Out, In, Meal, Last Transaction, and Notes. The right table is titled 'Transaction Log' and lists transactions with columns for Date / Time, Employee, and Type. A legend at the bottom right defines symbols: CI (Clock In), CO (Clock Out), BB (Begin Break), ED (End Break), BM (Begin Meal), and EM (End Meal). A 'Chart Wizard' window is also visible in the bottom left corner.

On this screen - all your employees will be listed, you can go to employee, time sheet, time off requests, time off balances and reports.

From this screen you will be able to see where your employees are - if they are clocked in, out or on break and when a transaction was last done.

Name	Absent	Out	In	Meal	Last Transaction	Notes
Acton, Amanda					06/21/19 05:00 PM	
Aguire Robles, Aida					06/27/19 05:33 PM	
Aguirre Tinoco, Jose					06/28/19 06:55 AM	
Aguirre Tinoco, Juan					06/28/19 06:56 AM	
Alvanegna Mena, Leonardo					06/28/19 11:11 AM	
Alvarez Flores, Heriberto					06/27/19 04:56 PM	
Apolinar D, Atenogenes					06/28/19 07:58 AM	
Araujo, Aurelio					06/28/19 09:04 AM	
Avalos, David					06/28/19 12:02 PM	
Ayala, Osmar					06/28/19 07:24 AM	
Bailey, Julie					06/27/19 05:16 PM	
Baires, Crisanta					06/28/19 08:02 AM	
Balderas, Juan					06/28/19 07:00 AM	
Perez, Christian					06/28/19 10:09:42 AM	
Total Records: 155		Out: 22%, In: 58%, Meal: 5%				

By clicking the drop down button on "Status board - you can switch to - Missing Exceptions. From this screen you will be able to see Missing Exceptions: All your employees that have missed punches for the current pay period. You can also edit the time by clicking on the Edit Button.

Missing Punches - Exceptions ▾						
Number	Name	Date ▾	Type	Acknowle...	Edit	
10014	Vansickle, Donovan	06/28/2019	Missing Punch - Clock Out			
124	Araujo, Aurelio	06/28/2019	Missing Punch - Clock In			
124	Araujo, Aurelio	06/27/2019	Missing Punch - Clock Out			
619	Mollette Bruce, Noelle	06/27/2019	Missing Punch - Clock Out			
9786	Morfin, Abraham	06/27/2019	Missing Punch - End Meal			
697	Brown, Keith	06/27/2019	Missing Punch - End Meal			
10021	Nistler, Paul	06/27/2019	Missing Punch - End Meal			
793	Guevara, Lena	06/27/2019	Missing Punch - Clock In			
72	Baires, Crisanta	06/27/2019	Missing Punch - Clock In			
72	Baires, Crisanta	06/27/2019	Missing Punch - Clock In			
127	Avalos, David	06/26/2019	Missing Punch - Clock Out			
72	Baires, Crisanta	06/26/2019	Missing Punch - Clock Out			
10010	Obrien, April	06/26/2019	Missing Punch - End Meal			
629	Balderrama, Juan	06/26/2019	Missing Punch - Clock Out			
Total Records: 38						

You can also switch to Widgets - which will show you actual versus scheduled hours for the week, Missing punches and time off hours scheduled. This is your site payroll looking for the week.

Summary Widget							
Weekly							
	Mon 06/24	Tue 06/25	Wed 06/26	Thu 06/27	Fri 06/28	Sat 06/29	Sun 06/30
Scheduled Hours	319.50	319.50	319.50	319.50	319.50	9.00	0
Actual Hours	865.03	929.75	970.25	948.07	171.93	0	0
Hours Variance	(545.53)	(610.25)	(650.75)	(628.57)	147.57	9.00	0
OT Hours	0	0	0	5.32	0	0	0
Time Off Hours	25.00	2.00	8.00	24.00	32.00	0	0
Missing Punches	10	10	8	9	1	0	0

Totals:	Scheduled Hours	1606.50	OT Hours	5.32
	Actual Hours	3885.03	Time Off Hours	91.00
	Hours Variance	(2278.53)	Missing Punches	38

Transaction log - will show what type of punch your employee last did - Ledge is under the transaction box.

Transaction Log		
Date / Time	Employee	Type
06/28/19 12:01 PM	Apolinar D, Atenogenes	BM
06/28/19 12:00 PM	Sandoval, Alejandro	BM
06/28/19 01:00 PM	Garcia Moreno, Alexander	EM
06/28/19 12:00 PM	Perez, Crispin	BM
06/28/19 12:59 PM	Avalos, David	EM
06/28/19 11:58 AM	Wilson, Cory	BM
06/28/19 11:51 AM	Wages, Steve	BM
06/28/19 11:49 AM	Watrus, Daniel	BM
06/28/19 11:38 AM	Strong, Cory	BM
06/28/19 11:33 AM	Rawlings, Steve	EM
06/28/19 11:31 AM	Milsten, Frank	BM

Type Legend:

CI = Clock In	CO = Clock Out	TR = Transfer
BB = Begin Break	EB = End Break	SG = Swipe And Go
BM = Begin Meal	EM = End Meal	

At the top click Employee - This will show your employees personal data, org unit/ accruals, and policies assigned.

The screenshot shows the Neiders Company LLC employee management interface. At the top, there's a navigation bar with tabs for Home, Employees, Time Cards, Schedules, Time Off, Reports, and Payroll. The Employees tab is selected. Below the navigation bar is a search bar with placeholder text "Employee Profile" and a dropdown arrow. To the right of the search bar are several icons for filtering and sorting data.

The main content area displays the details for employee 10026 - Zachariah, Peter. The profile card includes fields for Employee #: 10026, First Name: Peter, Middle Name: Zachariah, Last Name: Test, and Client ID: 7945. It also shows the Start Date: 06/20/2019 and Time Zone: (UTC-08:00) Pacific Time (US & Ca...). The profile card has tabs for All, Information, Org Units/Rates, Policies, Custom Fields, Accruals, and Access.

Below the profile card is a section titled "Contacts" which lists address and phone information:

Address 1:	Email:	Alert Email:
4058 West Mercer Way		
Address 2:	Phone 1:	
	425 681 3850	
City:	Phone 2:	
Mercer Island		
State:	Phone 3:	
WA	98040	

Information - Name, address

Profile

Employee #: 99999	Badge #:	Status: Active
First Name: Neiders	Middle Name:	Last Name: Test
Title: Test Employee	Start Date: 06/26/2019	Client ID:
Manager: 66 - Muenzenberger, Sara	Time Zone: (UTC-08:00) Pacific Time (US & Ca...)	

Contacts

Address 1: 1120 E. Terrace St #300	Email:	Alert Email:
Address 2:	Phone 1:	
City: Seattle	Phone 2:	

Unit Org/Rate - will show you where we have employee assigned and what non-work hours that are assigned to everyone. If the employee is hourly.

All	Information	Org Units/Rates	Policies	Custom Fields	Accruals	Access												
Rates																		
Salary Type: Hourly	Pay Rate: \$0.0000 per hour	Payroll Standard Hours: 0.00	Enforce Meal: <input type="checkbox"/>															
Exempt Status: Non-Exempt	Charge Rate: \$0.0000	Auto Distribution: <input type="checkbox"/>	Enforce Schedule: <input type="checkbox"/>															
Pay Frequency:	Full/Part Time:																	
Employee Type: Non-Paid																		
Non Work Pay Rate Override																		
<table border="1"> <thead> <tr> <th>Pay Type</th> <th>Pay Rate</th> </tr> </thead> <tbody> <tr> <td>Bereavement</td> <td></td> </tr> <tr> <td>Holiday</td> <td></td> </tr> <tr> <td>Jury Duty</td> <td></td> </tr> <tr> <td>On Call</td> <td></td> </tr> <tr> <td>Paid Day Off</td> <td></td> </tr> </tbody> </table>							Pay Type	Pay Rate	Bereavement		Holiday		Jury Duty		On Call		Paid Day Off	
Pay Type	Pay Rate																	
Bereavement																		
Holiday																		
Jury Duty																		
On Call																		
Paid Day Off																		

Accrual - shows employee accruals and balances and how balances.

All	Information	Org Units/Rates	Policies	Custom Fields	Accruals	Access																								
Time Off Accruals																														
Time Off Accruals: Full Time	Accruals Start Date: 06/26/2019																													
Length Of Service:	Additional Service: 0 Month																													
<table border="1"> <thead> <tr> <th>Type</th> <th>Granted</th> <th>Used</th> <th>Balance</th> <th>Accrual Level</th> <th>Next Accrual Tier Change...</th> </tr> </thead> <tbody> <tr> <td> Vacation</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00/Year</td> <td>06/26/2020</td> </tr> <tr> <td> PTO</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.06/Hour</td> <td></td> </tr> <tr> <td> PTO Overage</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00/Hour</td> <td></td> </tr> </tbody> </table>							Type	Granted	Used	Balance	Accrual Level	Next Accrual Tier Change...	Vacation	0.00	0.00	0.00	0.00/Year	06/26/2020	PTO	0.00	0.00	0.00	0.06/Hour		PTO Overage	0.00	0.00	0.00	0.00/Hour	
Type	Granted	Used	Balance	Accrual Level	Next Accrual Tier Change...																									
Vacation	0.00	0.00	0.00	0.00/Year	06/26/2020																									
PTO	0.00	0.00	0.00	0.06/Hour																										
PTO Overage	0.00	0.00	0.00	0.00/Hour																										
Total Records: 3																														

Time card - this is where you can correct employees times - add non-work hours, keep track of absences, approve time cards. This shows employees time for the pay period or for any time period you choose.

The screenshot shows the 'Time Card' tab selected in the top navigation bar. A search bar at the top left contains the text 'Heiders Company LLC'. The main area displays a table of employee time entries. The columns include EE#, Last, First, Pay Period, In, Org Unit, Type, Out, and Week. The table shows entries for various days of the week, with specific times and locations like 'Boylston Renovation'. A 'Total Summary' section at the bottom provides a summary of the total work and total hours.

By clicking on the menu below employee name you can move to different time frame or put the time period in the white boxes on that line.

This screenshot shows the 'Time Card Approvals' tab selected. It displays a similar table to the first one, but with a different set of data. The table includes columns for EE#, Last, First, Pay Period, In, Org Unit, Type, Out, and Week. It shows entries for specific dates like '06/25/2019' and '06/26/2019'. A 'Total Summary' section at the bottom provides a summary of the total work and total hours.

All your employees are listed on the left.

This screenshot shows the 'Time Card' tab again. On the left, there is a vertical list of employee names: Aguirre, Balderas, Coleman, Delalic, Madrigal, Obrien, Schamberg, and Smith. To the right of this list is a sidebar with several buttons and sections. The top section shows a profile picture for employee 758 and a button to 'Add Shift'. Below this are sections for 'Sunday', 'Monday', 'Tuesday', and 'Wednesday', each with a clock icon and a dropdown arrow. Other buttons in the sidebar include 'Add Shift', 'Clock In', 'Clock Out', 'Search', and 'Print'.

You can filter by selecting the funnel to the right of First. You can set up your own filters if you need to help you

The screenshot shows a 'Filters' dialog box with a search bar containing the letter 'I'. Below the search bar is an 'Apply' button. The main list contains the following items:

- Accounting
- Admin
- Alder
- Altera
- Anchor
- Angel John
- Arborstone
- Aspen
- Ave 42nd
- Cambridge
- Casa Bella
- Casa Del Verde
- Coffee Creek
- Curben
- Edgewood
- Emerson
- Garden
- Harrison

At the bottom of the list are three buttons:

- Clear Filter
- Create New
- Create New Custom Filter

On list - if an employee has a Stop sign that means they have a missing punch that needs to be corrected. Payroll can't be processed if there are any stop signs.

Time Card Pay Adjustment		
EE#	Last	First
788	Edgar	Ruth
9999	Elter	Ashlyn
678	Erazo Ra...	Henry
9896	Espinosa	Giovanni
641	Espinosa	Francisco
771	Espinosa ...	Jose
996	Funes Pac...	Odalia Fah...
192	Galvan	Elizabeth
702	Garcia	Jose

Each employee time card will show - day, date, clock in, clock out, meal break, regular time (reg), overtime (OT), unpaid time, and total for each day
 Anything with a stop sign needs to be corrected. To correct an individual missed punch you can click on the red box - on the day that punch is missed.

Employee List											Pay Period			Week										
	Type	In	LL	Type	Out	Type	In	LL	Type	Out	Reg	OT	Unpaid											
10010 - Obrien, April						06/23/2019	-	07/06/2019																
	Add Shift	Type	In	LL	Type	Out	Type	In	LL	Type	Out	Reg	OT	Unpaid										
	Monday	06/24/2019																						
		Clock In	01:15 PM		Clock Out	06:45 PM																		
		Total:																						
	Tuesday	06/25/2019																						
		Clock In	09:00 AM		Begin Meal	02:00 PM	End Meal	02:30 PM		Clock Out	05:45 PM													
		Total:																						
	Wednesday	06/26/2019																						
		Clock In	09:00 AM		Begin Meal	02:31 PM	End Meal		Clock Out	05:45 PM														
		Total:																						
	Thursday	06/27/2019																						
		Clock In	09:15 AM		Begin Meal	04:08 PM	End Meal	04:38 PM		Clock Out	05:45 PM													
		Total:																						
	Friday	06/28/2019																						
		Clock In	10:15 AM																					
		Total:																						
	Total Summary											Work	27.27											

Or you can click on :add Shift - in the left corner.

Employee List				Pay Period			Org Unit						
Julie	Christina	Ofir	Noel	19	08:30 AM	16056090/101122//1							
Henry	Odalia Fa...	Maricela	Jose		CLOCK IN	08:30 AM	16056090/101122//1						
Cory	Ren	Chance	Michelle										
Total Summary													

- [Add Punch](#)
- [Add Work Shift](#)
- [Add Non-Work Shift](#)

This is where you can Add a punch, Add a work shift (this includes work hours and meal breaks) and add non work hours - jury duty, PTO hours for sick days, unpaid days and bereavement days, For Sick days or unpaid days put in a note explaining why they are absent from work.

All days or hours absent due to Injury - Please send an email to Payroll so they can manage the time away. (This time might be paid - due to Company policy and need to reported and tracked by payroll).

Add an individual punch: Enter date, time and note (why you did the change). Make sure under Org Unit: Company, level 1 and Labor distribution is selected Click save.

Type
Clock In
06/23/2019 08:00 AM

Duplicate this entry for 0 additional days.
 Include Saturdays when creating recurring entries
 Include Sundays when creating recurring entries

Org Unit
Company 18056090-18056090
Level 1 Ave 42 Leasing Agent-139118
Job Costing <unassigned>
Labor Distribution 139118 Ave 42 Leasing Agent (1805f)

Add a work shift: Enter date - enter times - both start and end time, and note (why you did the change) Make sure under Org Unit: Company, level 1 and Labor distribution is selected Click save. You can use this to enter a missed meal break on a day - Put the start of the meal break and end meal break and the system will insert the times into the day.

Type
Clock In
06/23/2019 08:00 AM

Type
Clock Out
06/23/2019 04:00 PM

Duplicate this entry for 0 additional days.
 Include Saturdays when creating recurring entries
 Include Sundays when creating recurring entries

Org Unit
Company 18056090-18056090
Level 1 Ave 42 Leasing Agent-139118
Job Costing <unassigned>
Labor Distribution 139118 Ave 42 Leasing Agent (1805f)

Type: can be changed to Clock in, clock out, meal break start, meal break end, transfer - to be used by employees that are transferring to a new site. Transfer to a new site make sure you select the correct level 1 and labor distribution for the new site. (Use transfer button for renovation, and capital employees or floating employees)

Add a non-work shift: Jury, PTO, Unpaid (please put in a note -sick, personal day, etc) and vacation. You need to check employees PTO balance and vacation balances before entering the time - employee balance cannot be negative.

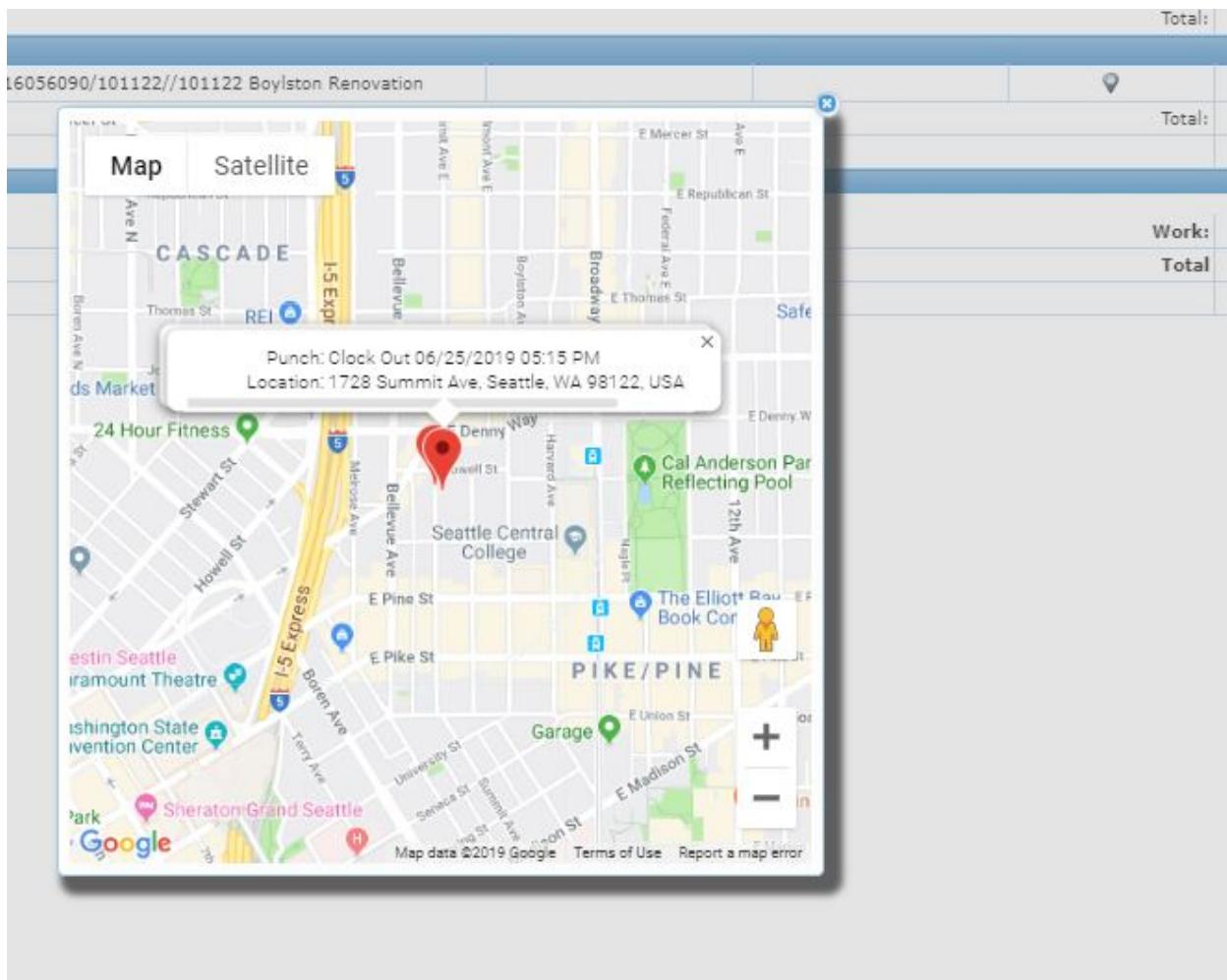
Employee also needs to be past 90 days of employment before using PTO and 1 year before vacation time is available. The middle of the screen it will show the employee available hours. PTO overage is the rollover amount the employee has on their anniversary. Employees over a year of employment should use PTO overage and vacation time first - when requesting time off.

Bereavement need to be entered by payroll - send the information to payroll.

Floating Employee , Renovation employee and Capital employees or any employees - To help determine where they are punching click on the balloon at the end of the time line you want to see.

Monday 06/24/2019								
<input type="checkbox"/>		Clock In	08:30 AM	16056090/108121//108121 402 ...	Begin Meal	01:05 PM		4.58
<input type="checkbox"/>		Begin Meal	01:05 PM	16056090/108121//108121 402 ...	End Meal	01:20 PM		
<input type="checkbox"/>		Work	01:20 PM	16056090/108121//108121 402 ...	Clock Out	05:00 PM		3.67
								Total: 8.25
Tuesday 06/25/2019								
<input type="checkbox"/>		Clock In	07:00 AM	16056090/108121//108121 402 ...	Begin Meal	12:42 PM		5.70

This will bring up a map and address to where the employee is punching. The address is the site where they are working - this will help you allocating the employees hours to the correct site.



If you need a new location added to an employee you are primary manager add to your Unit Org - call payroll to add. Permanent employees to a site or group of properties - Leasing, management, cleaner, porters, maintenance - are allocated and you do not need to change the labor distribution or site location.

Approve Time off Requests or

Approve time off requests or need to change requested PTO to PTO overage or vacation on an approved request. You select the requests once the Regional

manager approves the time off. You can select approve if all is approved or you can open the request to approve individual days.

The screenshot shows the Neiders Company LLC Time Off module interface. At the top, there are tabs for Home, Employees, Time Cards, Schedules, Time Off (selected), Reports, and Payroll. Below the tabs is a navigation bar with links for Requests, Adjustments, Balances, and Settings. The main area displays a list of time-off requests with columns for EE#, Name, Submitted, Type, Date/Time, Hours, Balance (projected), and Action. The Action column contains checkboxes for Approve and Deny. A sidebar on the left shows filters for Action Filter (Approved) and Date Range (06/28/2019 - 12/23/2019). To the right is a monthly calendar for June 2019, with days 1 through 30 labeled. Each day cell contains a list of employee names and their scheduled work hours for that day. Buttons for Show Holidays and Show Blackout are also present.

To change after approved you need to go the original request.

Put in the correct date range. Find the employees request. Open the request - you will need to decline the date - that you need to change. (If the request that need to change is for multiple days you can change individual days by opening the request)

The screenshot shows the 'Time Off Request Details' dialog box. It lists three separate time-off requests for employee EE# 666, White, David, on different dates: 04/04/2019, 04/04/2019, and 04/04/2019. Each row includes columns for EE#, Name, Submitted, Type, Date/Time, Hours, Balance, Action (checkboxes for Approve and Deny), Changed By, and Changed On. At the bottom of the dialog are 'Cancel' and 'Apply' buttons.

EE#	Name	Submitted	Type	Date/Time	Hours	Balance	Action	Changed By	Changed On
666	White, David	04/04/2019 08:29 AM	PTO	06/26/2019 08:00 AM	8.00	-10.16	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	Gumeringer, Jennifer	04/04/2019 08:40 AM
666	White, David	04/04/2019 08:29 AM	PTO	06/27/2019 08:00 AM	8.00	-10.16	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	Gumeringer, Jennifer	04/04/2019 08:40 AM
666	White, David	04/04/2019 08:29 AM	PTO	06/28/2019 08:00 AM	8.00	-10.16	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	Gumeringer, Jennifer	04/04/2019 08:40 AM

Change the day you need to correct - to deny instead of approved.

You need to approve employees time card by Monday (Biweekly) by 1pm. After this time you will need to send any additional changes to payroll. To approve click on individual time card and go through each employee for each day worked. On the left side of the time card to the left of the day - click the box to show that you have approved the employees time for the day.

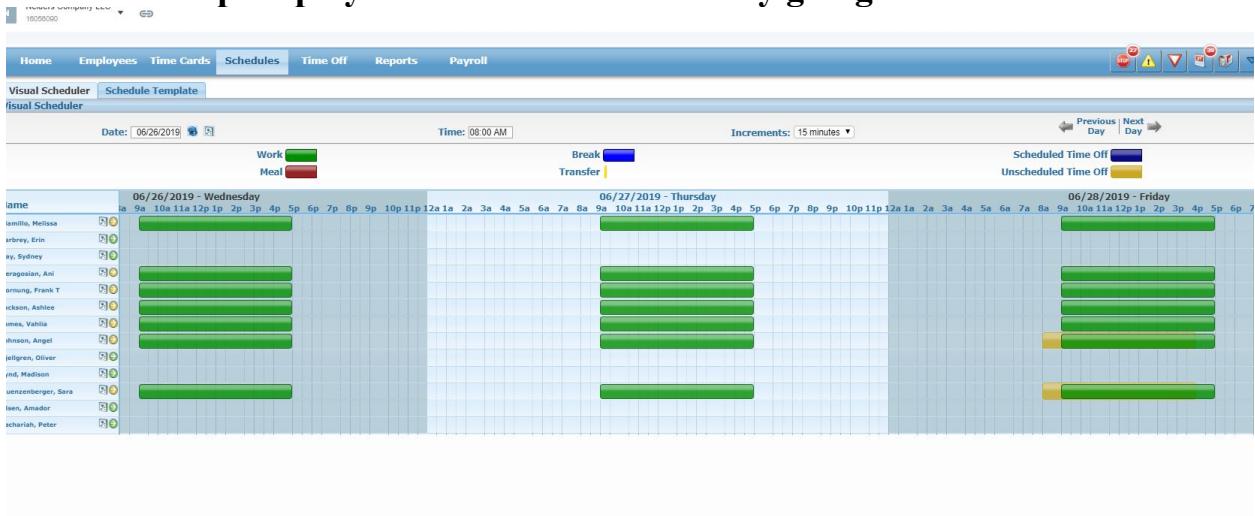


After approved

Pay Period					06/23/2019
	Type	In	Org Unit	Type	
<input checked="" type="checkbox"/> Monday 06/24/2019					
<input checked="" type="checkbox"/>	Clock In	08:30 AM	16056090/158121//158121 Cree...	Clock	
<input type="checkbox"/> Tuesday 06/25/2019					
<input type="checkbox"/>	Clock In	08:15 AM	16056090/158121//158121 Cree...	Begin	
<input type="checkbox"/>	Begin Meal	02:07 PM	16056090/158121//158121 Cree...	End M	
<input type="checkbox"/>	Work	02:37 PM	16056090/158121//158121 Cree...	Clock	
<input type="checkbox"/> Wednesday 06/26/2019					

You need to do this for all employees - for each day they worked.

You can set up employee individual schedules by going to schedules.



Clicking on the daily calendar next to the employees' name on the time you want to have their start time and drag to the end time will create a daily shift.

To move it to other employees - right click and select add other employees.

To use a Template - we have master templates set up If you want to add a template for your staff - click the green plus sign.

Template Name	No of E...
Corp	0
Maintenance 3	0
Maintenance 4	0
Maintenance Tech	3
Office 1	0
Office 2	0
Porter	1
Salaried	35

1. Select Schedule template
2. Select assign employees
3. Enter start date
4. Save

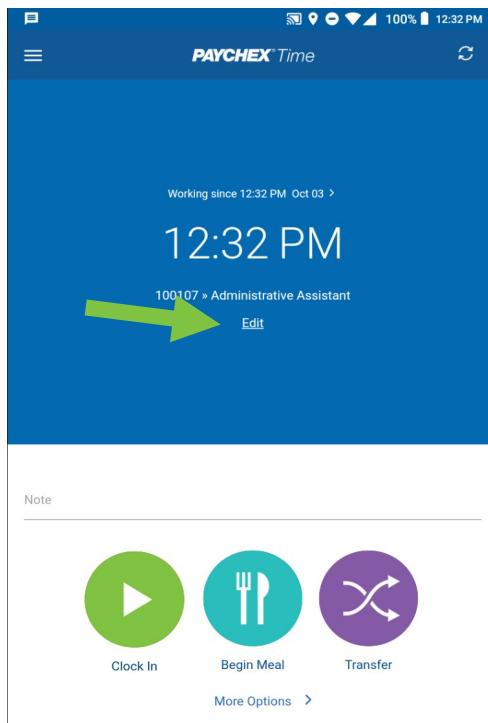
Days	2a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p	12a
Day 1 (Sunday)																									
Day 2 (Monday)																									
Day 3 (Tuesday)																									
Day 4 (Wednesday)																									
Day 5 (Thursday)																									
Day 6 (Friday)																									
Day 7 (Saturday)																									

The schedule will run until you end the time.

HOW-TO: CLOCK IN AT A DIFFERENT SITE THAN USUAL

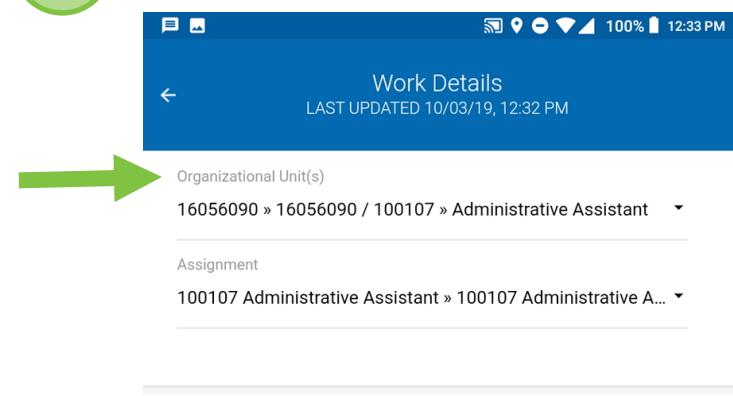
1

Log into Paychex and before you click anything else, click "Edit"



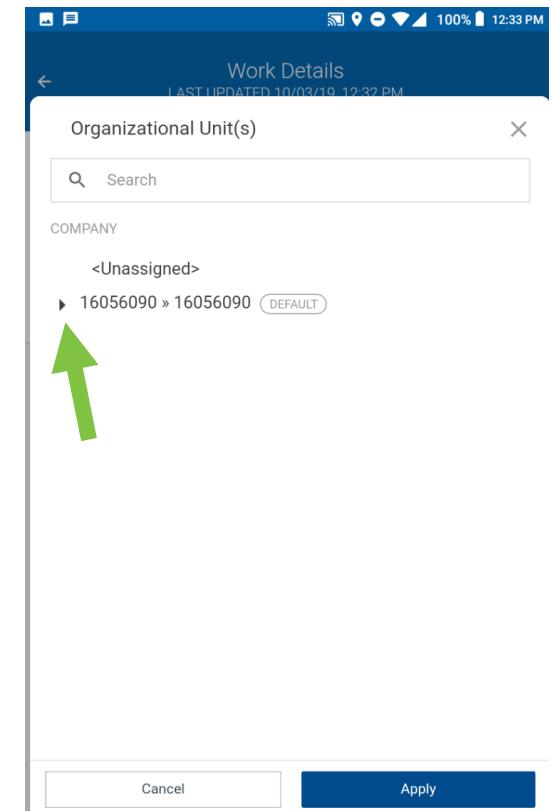
2

Click "Organizational Unit(s)"



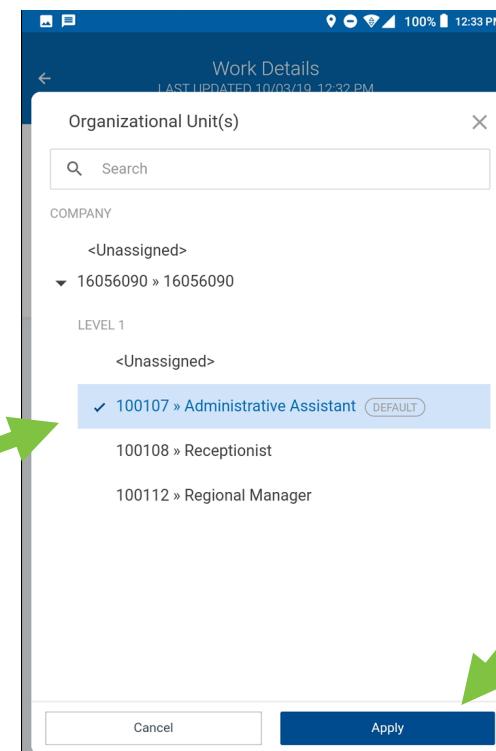
3

Click the little arrow to expand



4

Choose the position/location you will be working at from this dropdown menu and hit "Apply"



5

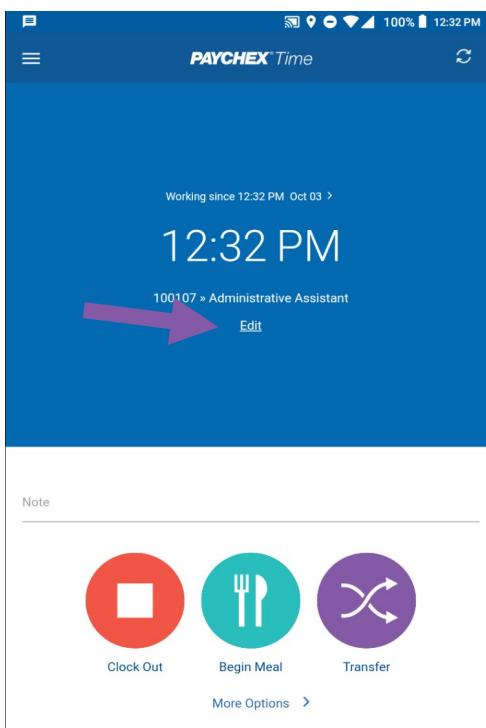
Click "Clock In". You've successfully clocked-in at a different property than your default and can now logout of Paychex!



HOW-TO: TRANSFER TO A NEW PROPERTY MID-DAY

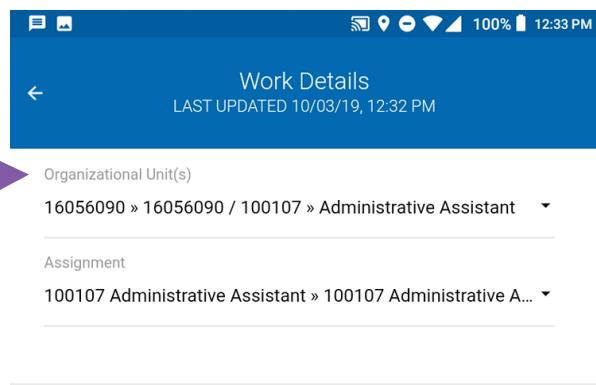
1

Log into Paychex and click "Edit"



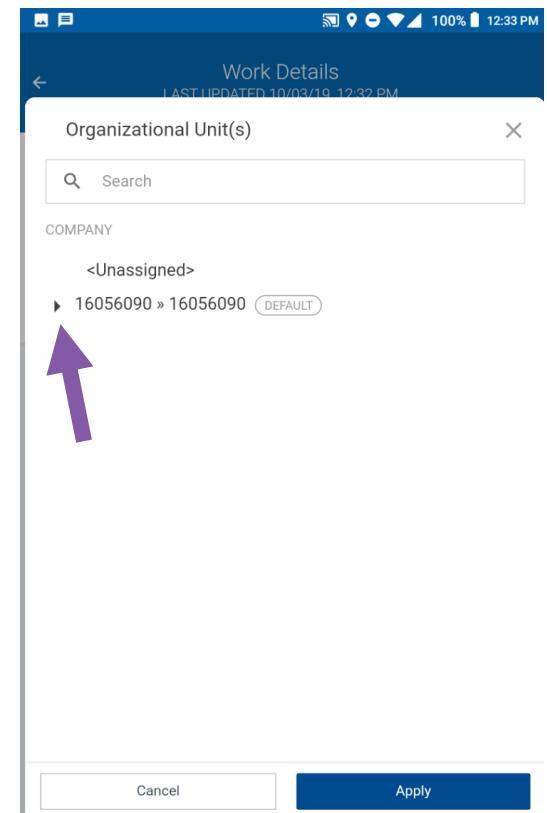
2

Click "Organizational Unit(s)"



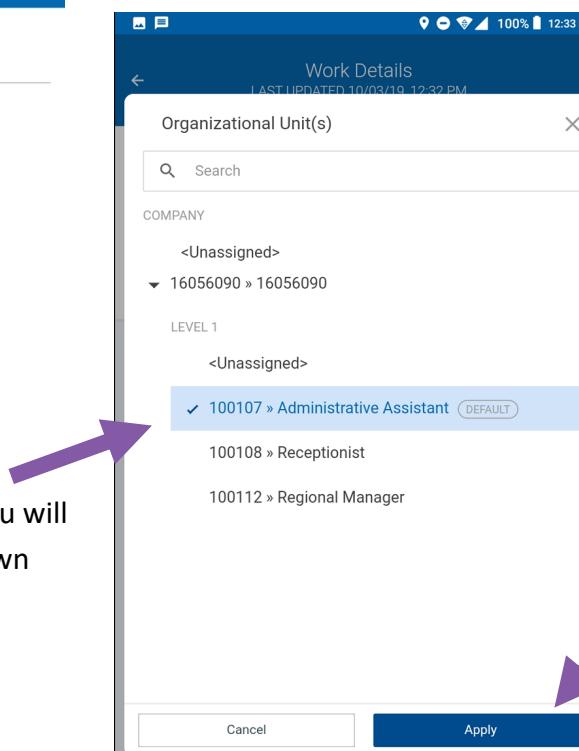
3

Click the little arrow to expand



4

Choose the position/location you will be working at from this dropdown menu and hit "Apply"



5

Click "Transfer". You've successfully transferred to a new property and can now logout of Paychex!

