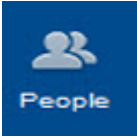



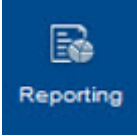
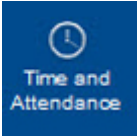




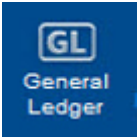
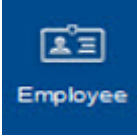




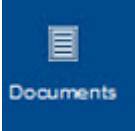
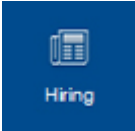




























Icon Legend















Screen resolution determines which icons display and placement in the application. Depending on product subscriptions and access rights, not all icons display for all users.


















Icon	Description
	<p>This icon in the top right corner of the landing page is used to provide easy access to the People service.</p> <ul style="list-style-type: none"> • Add or edit employee, independent contractor, and vendor/agency information. • Add or edit Paychex Flex® user information. • Grant or deny access to certain functions. <p> note Only available for Paychex Flex Client Administrators.</p>
	<p>This icon in the top right corner of the landing page is used to provide easy access to the Payroll Flex service.</p> <ul style="list-style-type: none"> • Securely enter, submit, and review your payroll online. • Perform Gross to Net/Net to Gross calculations. • Update employee wage information using a manual check. • Create vendor checks.
	<p>This icon in the top right corner of the landing page is used to provide easy access to the Company service.</p> <ul style="list-style-type: none"> • Review Company legal information. • Maintain Organizational units, Locations, and Positions. • Assign bank account information. • Review Company withholding and tax information. • Maintain Company level Earnings and Deductions. • Maintain Job Costing information. • Maintain Labor Distribution information.
	<p>This icon in the top right corner of the landing page is used to provide easy access to the Reporting service product.</p> <ul style="list-style-type: none"> • Report Center - your one stop for all reporting needs. • Flexibility to view standard reports, export data, and customize options to meet your needs. • Access to a report building feature (per product subscription).







Icon	Description
	<p>This icon in the top right corner of the landing page is used to provide easy access to the Time and Attendance service.</p> <ul style="list-style-type: none"> • An internet based time and labor management system.
	<p>This icon in the top right corner of the landing page is used to provide easy access to the Human Resources service.</p>
	<p>Provides user access to your Paychex Benefit Account Information.</p> <ul style="list-style-type: none"> • Easily file claims online. • Provides up-to-date account balances. • Review online account summaries and transaction history. • View homepage messages and sign up for action required email alerts.
	<p>This icon in the top right corner of the landing page is used to provide easy in access to the Paychex Insurance Agency tools and resources.</p>
	<p>This icon in the top right corner of any application page is used to provide easy access to the Home or landing page.</p>
	<p>This icon in the top right corner of the landing page is used to provide easy access to the General Ledger.</p> <ul style="list-style-type: none"> • Maintain chart of accounts. • Import your payroll data directly to the General Ledger program of your choice.
	<p>This icon in the top right corner of the Employee dashboard landing page provides access for an individual employee to their information.</p> <ul style="list-style-type: none"> • Access your personal and payroll information such as taxes, compensation/pay, and deductions.
	<p>This icon in the top left of the application screens indicates the user that is logged in to the service.</p>

Icon	Description
	<p>This icon in the top right corner of the Employee dashboard landing page provides easy access to User online account information.</p> <p>My Profile/User</p> <ul style="list-style-type: none"> • Update your credentials for your Paychex Flex account.
	<p>This icon in the top right corner of the Employee dashboard landing page provides easy access to the Retirement Benefits information.</p> <ul style="list-style-type: none"> • Full service retirement solution.
	<p>This icon in the top right corner of the Employee dashboard landing page provides easy access to manage your COBRA information.</p>
	<p>This icon in the top right corner of the Employee dashboard landing page provides easy access to the payroll documents.</p> <ul style="list-style-type: none"> • Access W-2, 1099, or 1099 check stub.
	<p>Paychex Flex Hiring is a Web-based solution that includes:</p> <ul style="list-style-type: none"> • Features to streamline the recruiting and onboarding of new hires. • Tools to increase applicant pools, manage applicants, and improve hire quality. • Functionality to capture information from new hires that is required for them to begin working.
	<p>This icon allows the user to pay an employee who has a salary, recurring earnings, or standard hours.</p>
	<p>This icon allows the user to pay all employees who have salaries, recurring earnings, or standard hours.</p>
	<p>This icon allows the user to view changes made to the system.</p>
	<p>Contractor</p>
	<p>Vendor</p>
	<p>User</p>

Icon	Description
	Disabled User
	Agency
	My Account switches from Company Desktop View to Employee Dashboard View.
	Company Desktop switches from Employee Dashboard View to Company Desktop View.
	Company Linking
	Indicates existing notes.
	Indicates no existing notes.
	Filter for views and searches.
	Filter Applied
	Next Arrow
	Previous Arrow
	People Selector
	Date Selector (Calendar)
	Indicates a screen is loading.
	Radio Button
	Selected Radio Button
	Expand Button
	Collapse Button
	The More button allows the user to access the child or detail view of a panel.
	Help

Icon	Description
	Default
	Confirmation
	View Only
	Employee Transfer
	The Effective Date button allows the client to make modifications to pieces of data by future-dating or back-dating information within the application.
	Small Edit Button
	Large Edit Button
	Small Add Button
	Large Add Button
	Small Delete Button
	Large Delete Button
	Small View Button
	Large View Button
	Maximizes and minimizes a given panel/view.
	Minimize a given panel/view.
	Increase or decrease the font size. Currently this is only available in Pay Entry.
	PDF File

Icon	Description
	CSV File
	Fixed Width
	Paychex Report
	Inactive Employee (on leave)
	Terminated
	Warning/Hold - Action Required. Please contact your Paychex Representative.
	Priority
	Error
	Restricted
	Refresh Button
	Quick Link for favorites in Report Center.
	Information
	Non-submitted Pay Entry exists.
	Recurring Payment
	Check
	Direct Deposit Check
	Primary Withholding State, Home Job, Home Labor Assignment, and Home Organization. Does not display for Locals.

Icon	Description
	Expand All Button
	Collapse All Button
	Options Menu. Content varies depending on the view.
	Select Include More Payees to include in this payroll only any payee who is missing or inactive.
	Filter for views and searches in Payroll app .
	Excel File