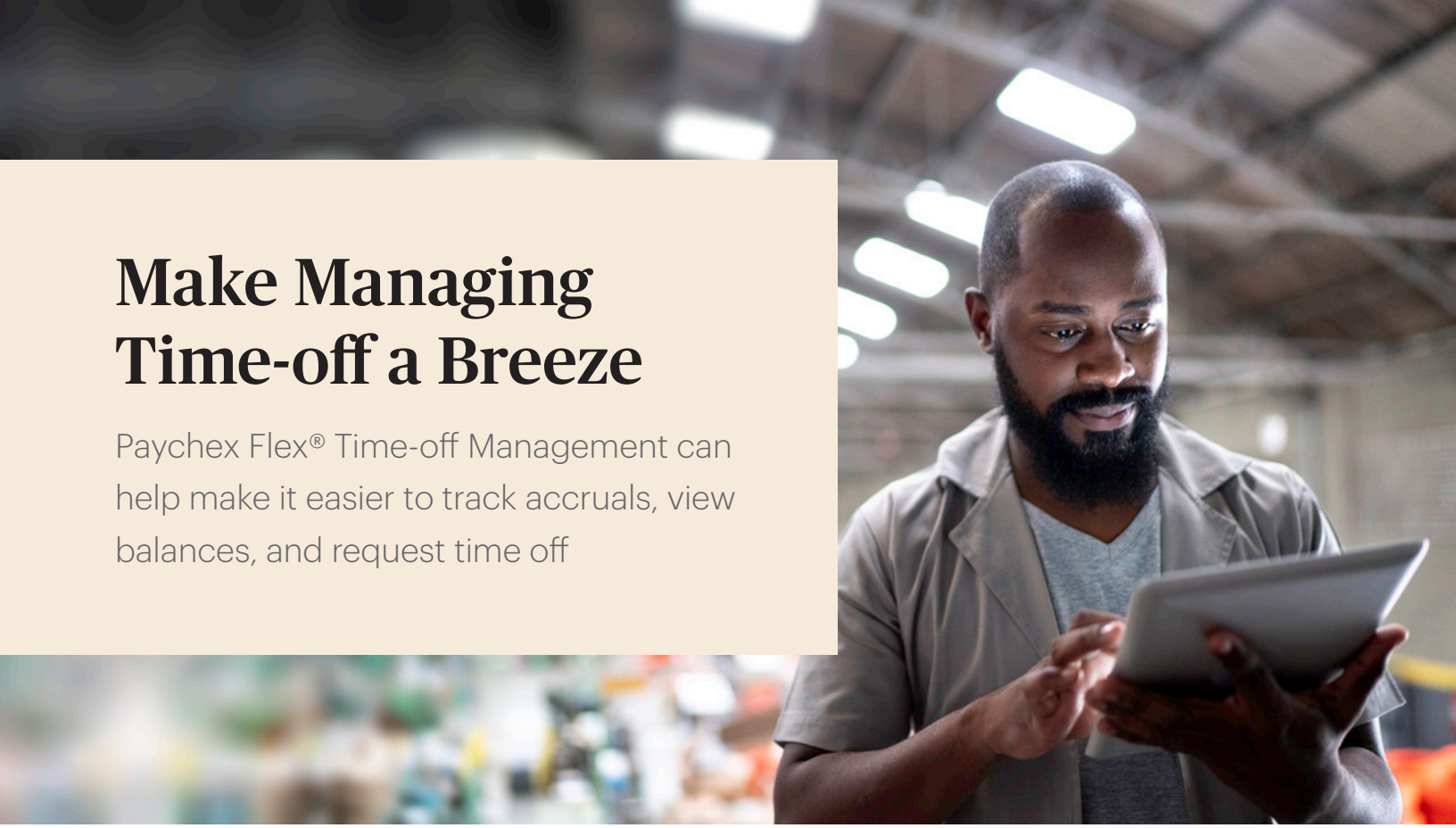


Make Managing Time-off a Breeze

Paychex Flex® Time-off Management can help make it easier to track accruals, view balances, and request time off

You've Got A Business to Run

As your business needs change, so do other responsibilities — like hiring, managing, scheduling, reviewing, and paying employees.

If you offer paid time-off for employees, it's important to be able to track and record accruals — especially if your state's labor laws require a minimum standard for compliance.

Technology for Today's Dynamic Workforce

With employees working on-site, at home, and at various job locations, it's important for your team to be able to access scheduling information from anywhere and communicate quickly.

For businesses that offer paid time-off, making it easy to check balances and request days off, can be a factor in attracting and retaining top employees. And if you're in a state that mandates time-off for employees, it's also critical to keep accurate records.

Paychex Flex Time-Off Management automates this process to help you manage accruals, review employee requests, and maintain accurate records.

PAYCHEX®

HR | Payroll | Benefits | Insurance

© 2021 Paychex, Inc. All Rights Reserved. | 17218 Rev. 8/2021

Self-service Features for Managers and Employees

For Business Owners and Managers

Streamline your workflow when it comes to creating and administering time-off accruals and requests. Paychex Flex Time-off Management provides powerful features that make it easy to set up and support your time-off policies.

- Create and assign accrual policies for employees based on years of employment
- Maintain records for compliance — accruals for sick, vacation, and personal days
- Simplify workflows — quickly review time-off requests from anywhere, on any device
- Create blackouts to plan around busy and seasonal work needs
- Additional functionality available to offer PTO buyout for unused vacation days
- Smart integration with Paychex Flex so time-off efficiently flows to Payroll and more

For Employees

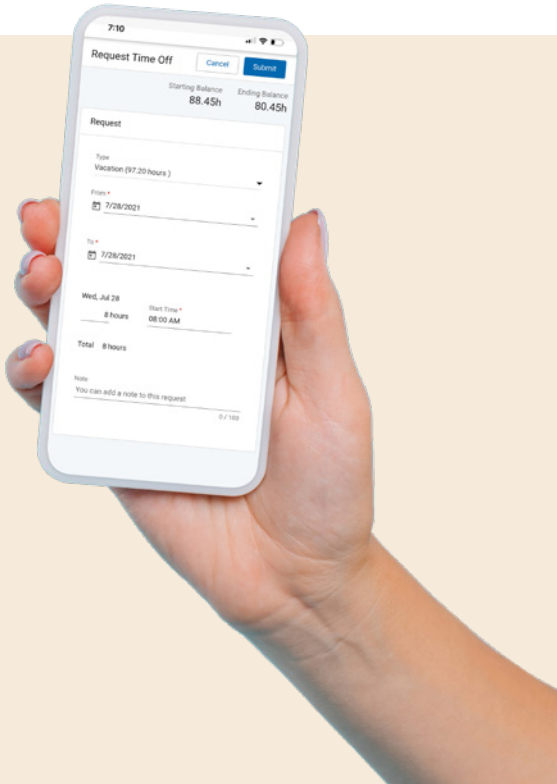
When it comes to increasing administrative efficiency, employee self-service features are a big deal. With this technology, employees have access to their accrual balances and can easily submit time-off requests to their manager.

- Access time-off balances from anywhere — from a phone, tablet or computer
- Review current time-off accruals and project future time-off
- Request time off and easily submit it to a manager for approval
- Sync approved time-off with the calendar you use everyday (Google, Outlook, iCal)
- View accrual and request history and any notes associated with prior requests

More Time for Your Business

Paychex Flex streamlines many aspects of time-off management and helps you comply with record retention requirements.

To learn more, visit paychex.com/time-attendance or call us at 855-979-5968



© 2021 Paychex, Inc. All Rights Reserved. | 17218 Rev. 8/2021