

Paychex Flex Hiring Streamlines the New-Hire Process through Powerful Technology

LAS VEGAS--(BUSINESS WIRE)-- Paychex, Inc. today announced Paychex Flex Hiring, the newest module for its cloud-based human capital management (HCM) platform, Paychex Flex, which delivers access to payroll, HR, and benefits information for a streamlined and integrated approach to workforce management. Paychex Flex Hiring gives employers access to recruiting, onboarding, and employee screening functions through the Paychex Flex platform for a seamless flow of information and data across the human capital management spectrum, and provides management with an end-to-end view of employee information throughout the employee lifecycle, from pre-hire engagement to retirement.

“The groundwork for long-term employee engagement starts during the recruiting and onboarding phases,” said Michael Gioja, senior vice president of IT, product management and development for Paychex. “With hiring and onboarding functions integrated within our HCM platform, all the information that’s collected during this stage is automatically populated in an employee’s profile for use in other areas, including HR, payroll, time and attendance, and benefits administration to reduce time-consuming data entry and the opportunity for errors.”

Paychex Flex Hiring simplifies recruiting with an automated job-opening process that allows recruiters to post jobs to their unique career site, to industry-leading job boards, and via social media. Flex Hiring provides advanced tools to qualify the applicant pool and manage the hiring workflow. With access to requisition approval and feedback portals, recruiters and hiring managers can further automate the hiring process with the ability to drive approval workflows, review job postings and applicants, provide feedback, and schedule interviews. The system also makes it easy for recruiters, managers, and applicants to interact throughout the entire hiring process by giving them the ability to modify and add content, forms, pictures, and other documents. With screening tools, employers can focus their recruiting efforts on the most qualified candidates with job-specific screening questionnaires, resume keyword searching and archiving, and scoring filters.

The onboarding component of Paychex Flex Hiring helps create an efficient onboarding process through automation that reduces administrative tasks and costs, and helps employers create a positive new-hire experience that prepares employees for their first day of work and enables them to be productive more quickly. Through the onboarding system, employers have the ability to collect critical information electronically, including forms I-9 and W-4, and state withholding tax forms. They can also have new hires review and acknowledge the company handbook and corporate policies. It is up to each individual HR department to decide how much information they want to collect through the onboarding system. Employers can also personalize the experience with the ability to create a custom welcome letter and video, as well as share pictures of their new office and co-workers. At

any time, employers can track where new hires are in the onboarding process and engage them if necessary.

The Paychex Flex Hiring components are available individually or can be purchased together to meet the needs of any HR department. For more information about Paychex Flex Hiring, visit Paychex at booth 1022 at the 2015 SHRM Annual Conference or visit the [Paychex website](#).

About Paychex

Paychex, Inc. (NASDAQ:PAYX) is a leading provider of payroll, human resource, and benefits outsourcing solutions for small- to medium-sized businesses. The company offers comprehensive payroll services, including payroll processing, payroll tax administration, and employee pay services, including direct deposit, check signing, and Readychex®. Human resource services include 401(k) plan recordkeeping, section 125 plans, a professional employer organization, time and attendance solutions, and other administrative services for business. A variety of business insurance products, including group health and workers' compensation, are made available through Paychex Insurance Agency, Inc. Paychex was founded in 1971. With headquarters in Rochester, New York, the company has more than 100 offices serving approximately 580,000 payroll clients as of May 31, 2014. For more information about Paychex and our products, visit www.paychex.com.

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